LARAMIE COUNTY COMMUNITY COLLEGE
Course Syllabus
Semester and Year
Block: (please indicate A16, A8, B14, B12, B8, or the alternate block, where appropriate)

COURSE NUMBER, TITLE, AND CREDIT HOURS:

TIME and LOCATION: (Please specify the meeting days and times, as well as location. For online courses please state "Access this course online via D2L.")

INSTRUCTOR'S NAME:

INSTRUCTOR'S OFFICE, TELEPHONE, LCCC E-MAIL ADDRESS: (The institutional email address [EEye or D2L or Outlook] needs to be used. Do not use personal email addresses.)

OFFICE HOURS:

COMMUNICATING WITH THE INSTRUCTOR: To contact the instructor either call (insert office phone number) or email the instructor at (insert institutional email address). Phone calls will be returned within (insert time frame for calls to be returned) and emails will be returned (insert time frame for emails to be returned).

FIRST and LAST DAY OF CLASS: (Suggest the dates used here reference the block in which the course meets. Dates must mirror the current LCCC block schedule, available online for confirmation. Example: This is an A16 Block class. The first day of class is Monday August 31 and the last day of class is December 14-18.)

LAST DATE TO DROP OR WITHDRAW: The last day to drop this course to receive a 100% refund and NOT receive a W on your transcript is (finish this statement with date provided by the administrative assistant in your division). The last day to withdraw from this course is (finish this statement with date provided by the administrative assistant in your division). Please consult with Advising and Financial Aid before initiating any schedule changes.

COURSE DESCRIPTION: (Use the course description that appears in the current catalog.)

INSTRUCTIONAL MATERIALS TO BE USED:
>   Textbook: (title and ISBN)

>   Lab Manual:

>   Other:

ADDITIONAL REQUIREMENTS: (Highlight additional cost and/or time considerations associated with this course to include travel to off-campus locations, required meeting outside of the defined class time, exam fees, required technology, etc.)

INSTITUTIONAL COMPETENCIES: LCCC has established a blueprint for academic success based on four competencies that are incorporated throughout the curriculum. All students are

expected to attain proficiency in each of these areas as part of their academic program at the college. The institutional competencies which are incorporated into this course appear in bold text below: (Use **bold** text in the list below to indicate the competencies incorporated into this course.)

1. Reasoning:
   - Quantitative reasoning – Students' ability to represent and interpret mathematical information and apply it to a task
   - Scientific reasoning – Students' ability to observe, hypothesize, test, analyze, interpret and reflect on scientific phenomena
   - Problem solving – Students' ability to analyze a task, apply tools, execute a plan, and reflect on its effectiveness
   - Information literacy – Students' ability to access, evaluate, and synthesize appropriate resources for a project, and to use resources ethically
2. Effective Communication:
   - Written communication – Students' ability to effectively communicate in writing
   - Verbal communication – Students' ability to effectively communicate verbally when giving presentations
   - Interpersonal communication – Students' ability to effectively communicate interpersonally in various situations to create meaning together
3. Collaboration – Students' ability to foster teamwork, consider needs of partners, and work toward a specific goal as part of a team
4. Human Culture:
   - Cultural Awareness – Students' ability to distinguish the complexity of cultural elements important to members of a culture
   - Aesthetic analysis – Students' ability to analyze objective and subjective characteristics of art, music, performance art, literature, architecture, mass media, humanities and other forms of artistic expression

COURSE COMPETENCIES:
(List the competencies identified for the course per the most-recently approved MCOR. Multiple sections of the same course must be using the same set of competencies.)

INSTITUTIONAL ATTENDANCE and Course DROP POLICY: By federal regulations, attendance in a face-to-face course is defined as attending class and participating in daily class work and discussion. Attendance in an online course will be measured by the submission of course work in D2L. Logging into D2L will not be counted for attendance purposes. Rather, the date of the last on-time submission of work will serve as the last date of attendance for all students.

Students who do not complete (insert whatever requirement you will use to determine attendance and prevent a redline occurrence here) by (insert due date) will be dropped for non-attendance.

COURSE ATTENDANCE POLICY: (Include course attendance expectations and consequences. Close this statement with the following sentence: Approved absences are defined in [Administrative Procedure 2.15.2P](#).)

CLASS CANCELLATION ANNOUNCEMENTS: (Provide an explanation of how you will notify students when a class meeting must be cancelled. Close this statement with the following sentence: When LCCC is closed due to weather or other emergencies all face-to-face classes will be cancelled. This information will be communicated via the LCCC homepage and via messaging from Rave.)

GRADING:
(Include grading scale, number of tests, type of tests, assignments and other methods used to determine student achievement of competencies, mid-term grades, make-up exam policies, S/U grading policy, and other grade considerations particular to subject areas. Inform students here of how soon after a submission of work they can expect to receive feedback from you. Close this section with the following sentence: Students can access grades for this course in D2L.)

ACADEMIC INTEGRITY:
Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams ([LCCC Administrative Procedure 2.16P](#)).

All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. The College will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they copied the work of another without attribution, willfully allowed another to copy their work, falsified information, participated in unauthorized collaboration, obtained an examination prior to its administration, used unauthorized aid(s) during an examination, knowingly assisted someone else during an examination, submitted the work of another as though it were their own, or committed other acts of plagiarism or actions deemed to be dishonest by the instructor.

(Faculty are encouraged to provide a statement clarifying that plagiarism occurs in many formats [identified on [plagiarism.org](#)]. Faculty should also include in this paragraph a statement of the instructor's actions if a student is caught being academically dishonest. Example: Plagiarism occurs in many different formats such as writing, performance, recording, and visual composition. Consequences for participating in any form of academic dishonesty may include receiving a failing grade for the assignment and/or course or being subject to suspension or dismissal pursuant to the LCCC Student Handbook.)

STUDENT RIGHTS AND RESPONSIBILITIES: Students are expected to review and comply with the student rights and responsibilities as outlined in the LCCC Student Handbook and in the program handbook where appropriate. The Student Handbook is available online at http://www.lccc.wy.edu/life/handbook. Students are advised to review the policies found at http://policies.lccc.wy.edu/.

ADA POLICY:
Cheyenne Campus and Online: Students with a documented disability needing educational accommodations should contact the Disability Support Services (DSS) each semester by stopping by PF 207, calling (307) 778.1359, or email to DSS@lccc.wy.edu.

Albany County Campus: Students with a documented disability needing educational accommodations should contact the DSS Office at (307) 772.4254 or in Cheyenne at (307) 778.1359, or email to DSS@lccc.wy.edu.

No accommodations will be provided by the instructor without approval from the DSS.

AUDIT POLICY: (Please include information regarding the extent to which audit students will be required to fulfill various course requirements. Also, please include information about various options students may have. Close this section with the following sentence: Students who want to change enrollment status to "Audit" should check with Financial Aid first.)

TUTORING: Academic tutoring and resources are available to current LCCC students. *Cheyenne Campus and Online Students:* The Student Success Center, Writing & Communications Center, and Pi Shop: Math Help Center provide free tutoring, writing and public speaking assistance, and college success support for all core subjects and most elective courses. More information on hours and programs can be found at http://www.lccc.wy.edu/academics/services/Tutoring.aspx or by emailing learningcommons@lccc.wy.edu. Free online tutoring is also available through NetTutor, located in D2L on the Student Resources widget.

Albany County Campus Students:
- Albany County Campus also offers free tutoring to students in a range of subjects, including English, Math, the sciences, the humanities, and Criminal Justice. Visit the ACC Library or call (307) 772.4257 or (307) 721.5138 ext. 4257 for more information. Free online tutoring is also available through NetTutor, located in D2L on the Student Resources widget.

HAZARDOUS SUBSTANCES: Students in this course will be using chemicals which require precautions and should consult with the instructor for safe usage. (May be omitted from the course syllabus if it is not applicable to the particular course.)

POLICY ON CHILDREN OR GUESTS IN CLASS: (May be omitted from course syllabus unless instructors have a negative policy. (Example: Children will not be allowed to attend class.))

DISCLAIMER: Changes to this schedule may be necessary as this course progresses. When a need to change the schedule arises students will be informed in advance via (finish this statement so students are aware of when and how they will be advised when schedule changes are made).

TENTATIVE COURSE SCHEDULE:
(Provide the tentative schedule for this course.)