[Enter Course Name] Syllabus

Course Information

# Instructor contact information

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| --- | --- | --- | --- |
| **Instructor:** |  | **Office Phone:** |  |
|  | | | |
| **Office Location:** |  | **Office Hours:** |  |
| (or hours of availability) | |
| **E-mail:** |  |  |  |

# Welcome to

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| --- | --- | --- | --- |
| **Course Title:** |  | **Term and Year:** |  |
| **Course Subject:** | MATH |  |  |
| **Course Number and Section:** | *Example:1314 5001* | **Class Days and Times:** |  |
| **Credit Hours:** |  |  |  |
| **Lecture Hours:** |  | **Class Room Location:** |  |
| **Lab Hours:** |  |  |  |
| **External Hours:** | 0 | **MyMathLab Course ID:** |  |
| **Total Contact Hours:**  **(All hrs. x 16)** |  |  |  |

# Course overview

*(Catalog Description, Learning Outcomes, Prerequisites, Corequisites and Required Materials for LSC-CF math classes may be copied from the department webpage. Go to* [*www.lonestar.edu/math-dept-cyfair.htm*](http://www.lonestar.edu/math-dept-cyfair.htm)*, select “Resources for Instructors” and find your class under Course Information. Important dates and other information are available under Syllabus Planning. Please delete this comment before finalizing your syllabus.)*

**Catalog Description:**

**Student Learning Outcomes:**

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSC.**

**The specific requirements are listed below:**

*(Examples only - please delete and list your specific requirements here): Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards, etc.*

# Getting ready

**Prerequisites:**

**Co-requisites:**

**Textbook Title:** *(The author, title, edition and publisher of the textbook may be copied from the department website,* [*www.lonestar.edu/math-dept-cyfair.htm*](http://www.lonestar.edu/math-dept-cyfair.htm)*. Please delete this comment before finalizing your syllabus.)*

**Required MyMathLab Access:** Students must buy an access code to MyMathLab, an online course management system which includes a complete eBook; students will first need a Course ID provided by the instructor in order to register; online purchase of MyMathLab access at [www.mymathlab.com](http://www.mymathlab.com). Note: A complete eBook for the course comes with MyMathLab access. **A hardbound copy of the textbook is NOT required.**

**(**Note: For those who would prefer not to purchase MyMathLab access codes online from the publisher, hard copies may be purchased elsewhere using the ISBN: *(Please copy the ISBN number from the line “ISBN for hard copies of MyMathLab access codes” from the Course Information page on the department website. Delete this comment before finalizing your syllabus.)*

**Optional Hardbound Text:** *(Please copy the ISBN information for the optional hardbound text and the textbook + MyMathLab access package from the department website. Delete this comment before finalizing your syllabus)*

**Calculator:** Graphing calculators may be required for some assignments/assessments at the discretion of the instructor. *(Feel free to ammend this calculator statement to match how you plan to teach your course. Delete this comment before finalizing your syllabus.)* TI 83, TI 84 or TI 86 series calculators recommended. Calculators capable of symbolic manipulation will not be allowed on tests. Examples include, but are not limited to, TI 89, TI 92, and Nspire CAS models and HP 48 models. Neither cell phones nor PDA’s can be used as calculators. Calculators may be cleared before tests.

# Instructor guidelines and policies *Students are responsible for knowing and following the policies related to all of the links below.*

**Attendance:** *(A policy on attendance or participation is required. An instructor may drop a student for excessive absences if the student accumulates 5 hours of absences. Please state whether you will, won’t or may drop a student for missing too many classes. Also describe any penalties for absences and tardies. Please delete this comment before finalizing your syllabus. Examples of possible statements are included in the document* ***Required Syllabus Content Examples*** *linked from the Instructor Resource Page under Syllabus Materials.)* ***IMPORTANT:*** *For Math 1314 when taught as a corequisite pair with a section of Math 0314, please include the following statement: The instructor will NOT drop students from this course for non-attendance. It is your responsibility to fill out a “schedule change form” at the registration desk to officially drop this class. Failure to do so may result in the grade of “F”.*

**Penalty for Not Enrolling in MyMathLab:** *(This section is optional. Instructors may assess a penalty on students for failing to enroll in MyMathLab or for failing to convert temporary access to permanent access. Below are possible examples of statements. Feel free to use one or the other or to craft your own statement. Delete this comment before finalizing your syllabus.)*

Option 1: Students who have not logged into MyMathLab or who fail to purchase permanent access by [insert date here] will be dropped from the class for non-participation.

Option 2: Enrolling in MyMathLab is a requirement for participation in this class. Students who have not logged into MyMathLab or who fail to purchase permanent access by [insert date here] will not be permitted to take examinations or to complete other assignments.

**Assignments:** *(Describe the types of assignments students can expect to see in your class such as pencil and paper homework, online assignments, quizzes, etc. Please delete this comment before finalizing your syllabus.)*

**Make-up Exams:** *(State whether you permit make-up exams in this class and under what circumstances. If you do not give make-up exams, please describe how the missed grade is handled in calculating the final average. Please delete this comment before finalizing your syllabus.)*

**Mobile devices:** *(A policy is required. State your policy on the use of mobile devices/computers in your class. Please delete this comment before finalizing your syllabus. Examples of possible statements are included in the document* ***Required Syllabus Content Examples*** *linked from the Instructor Resourced Page under Syllabus Materials.)*

*(Additional optional syllabus content can be added here, after the Tentative Instructional Outline or at the end of the syllabus. This can be content of your own relevant to how you teach your class. There is also optional content you can choose to cut and paste from* *the document* ***Optional Syllabus Content*** *linked from the Instructor Resource Page under Syllabus Materials.)*

**Department/Division Contact:** 281-290-5279

**Grade Determination:**

*(A description of how the grade in your class will be calculated is required but the chart below is just a sample of how that description may be presented. Feel free to change or replace it. Please delete this comment before finalizing your syllabus.)*

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| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Points**  (if applicable) | **Percent of Final Average** |
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| Total: | |  | 100% |

## Final Examinations

A final evaluation activity will occur during the published final evaluation period. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

## Letter Grade Assignment:

|  |  |
| --- | --- |
| **Letter Grade** | **Final Average in Percent** |
| A Excellent Performance |  |
| B Good Performance |  |
| C Acceptable Performance |  |
| D Probably Will Not Transfer to Other Colleges |  |
| F Failing |  |

*(A Tentative calendar must be included but you do not have to use this format. Please delete this comment before finalizing your syllabus.)*

# Tentative Instructional Outline:

| **Week Number** | **Activities and Assignment** | Objectives and Details |
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## Last Day to Drop and Receive a “W”: *(Please copy this date from the llink “Important Dates for Semester Planning” on the department webpage under “Syllabus Materials”. Delete this comment before finalizing your syllabus.)*

## Withdrawal Policy

Withdrawal from the course after the official day of record and prior to the [“W” Day](http://www.lonestar.edu/academic-calendar.htm) will result in a final grade of “W” on your transcript. You are strongly encouraged to meet with your professor prior to withdrawing from a course to consider all options. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which could result in an “F” for the course.

## Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their [six drop limit](http://www.lonestar.edu/course-drops.htm).  Students should fully understand this drop limit before they drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

## Evaluation of Instruction

Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately half way through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your [myLoneStar Account](https://my.lonestar.edu/lsclogin.jsp) and clicking on the Quicklinks – “How To” Documents. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor’s class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

# Student Support Services **Lone Star College-CyFair is committed to your success! One of our cultural beliefs is** [**Students Matter**](http://www.lonestar.edu/OrgDev-2020.htm)**!**

If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

## **Academic Success Center** (Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center (ASC) offers [tutoring](mailto:http://www.lonestar.edu/tutoring-cyfair.htm) for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208).  Student success seminars are also offered throughout the semester. For more information, please visit the [Academic Success website](mailto:http://www.lonestar.edu/learning-cyfair.htm) or call 281.290.3279.

## **Academic Success Center open labs** (TECH 104, CASE 104 and CASA 223)

The Academic Success Center Open Labs are quiet work and study areas available to you. You access the labs with your LSC ID card. The ASC Open Labs are available during extended hours during all semesters. Basic software assistance, access to Mac and PC computers loaded with courseware, printing, copying, and scanning are available in TECH 104, CASE 104 and CASA 223. For more information, please visit the [Academic Success website](http://www.lonestar.edu/learning-cyfair.htm), contact 281.290.5980, or [cfasclabs@LoneStar.edu](mailto:cfasclabs@LoneStar.edu).

**Americans with Disabilities Act Statement (Disability Services)**

Lone Star College- CyFair is dedicated to providing the least restrictive environment for all students.   We promote equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA).  These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

A student requesting accommodations for a disability must contact the Counseling/Disability Services Office and register for services. The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class.  Any disability related documentation and requests for assistive technology should be submitted to the Disability Services office, which is located on the LSC-CyFair campus in CASA 109. You may contact Stephanie Dillon, Disability Services Counselor, at 281-290-3260 or 281-290-3533 or [Stephanie.G.Dillon@LoneStar.edu](mailto:Stephanie.G.Dillon@LoneStar.edu) for additional information and/or to schedule an appointment.   Additional information may be accessed online at <http://www.LoneStar.edu/disability-services.htm>

## Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](http://www.lonestar.edu/counseling-services.htm) at 281.290.3260, [CyFair.Counseling@LoneStar.edu](mailto:CyFair.Counseling@LoneStar.edu) or stop by CASA 109 to make an appointment.

Students may contact counseling services at the Fairbanks Center or Cypress Center. The Fairbanks Center contact is 832.782.5110, [Fairbanks.counselor@LoneStar.edu](mailto:Fairbanks.counselor@LoneStar.edu), or FBC 120. The Cypress Center contact is 832.920.5029, [Lolita.B.Page@LoneStar.edu](mailto:Lolita.B.Page@LoneStar.edu), or CYC, or 100B.

## Library

The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

## Library Resources

You may access library services via:

* Phone: Circulation Desk 281-290-3210 and Reference Librarians 281-290-3214 or 281-290-3219
* Email: [CyFairLibrary@LoneStar.edu](mailto:CyFairLibrary@LoneStar.edu)
* Text: 832-463-0478
* Chat: LoneStar.edu/library
* Online: LoneStar.edu/library/cyfair
* myLoneStar: Log in to my.LoneStar.edu with your LSC Student ID number and password to access library services from the high school campus location, home, or any location with Internet services to search catalog, view library account, research databases, and more.

For more information on how to find locations, check library hours, borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, “How Do I…?” at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.  

## Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center located in CASE 110 provides services to all veteran students and their family members from our five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball, five centers, LSC-University Park, LSC-University Center at Montgomery, LSC-University Center at University Park, Lone Star Corporate College, and LSC-Online. Information is available at <http://www.LoneStar.edu/veterans-affairs.htm>.

## The Empowerment Center

The Empowerment Center is a resource center for every student. We welcome all students to our home in CASA 121 where faculty and staff volunteers provide guidance in accessing campus resources, including the [Food for Thought Food Pantry](mailto:http://www.lonestar.edu/cyfair-food-pantry.htm) and the Career Closet.

# Lone Star College-CyFair Campus Policies

We encourage students to read the [Student Handbook](http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf) and [LSC Catalog](http://www.lonestar.edu/lscs-catalog.htm) for a comprehensive list of policies and procedures.

## Student Behavior Expectations

You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary actionup to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom,campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct](http://www.lonestar.edu/student-responsibilities.htm) for additional information.

## Academic Integrity

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Please read the [Academic Integrity Policy](mailto:http://www.lonestar.edu/instructional-resources.htm) online and read the [Academic Integrity Brochure](http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf) for more information.

**Academic Appeals**

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violations of standards of academic integrity such as plagiarism or cheating. Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](http://www.lonestar.edu/academic-appeal.htm).

## Campus Safety and Security

Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials.  Safety information and resources may be found on the

[Office of Emergency Management](http://www.lonestar.edu/oem.htm) website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. For more information about Campus Carry, visit the LSC [Campus Carry](http://www.lonestar.edu/campuscarry) website.

**REQUIRED STATEMENT FOR FACULTY WHOSE OFFICES ARE DESIGNATED AS EXCLUSION ZONES (DELETE THIS STATEMENT IF IT DOES NOT APPLY TO YOU):**

As permitted by LSC regulations, I have designated my assigned faculty office in Room (number) as an exclusion zone where concealed carry is prohibited. In addition to the office hours listed elsewhere in this syllabus, I will hold office hours at (specific place) on (days) from (start time) to (end time). Students are invited to attend whichever office hour location works best for them. I may also be able to meet with students at other places and times if we can agree in advance, but I cannot guarantee that I will be able to accommodate your schedule.

## FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. For more information and the release form, please visit <http://www.lonestar.edu/ferpa.htm>.

## Equal Opportunity Statement

Lone Star College is committed to the principle of equal opportunity in education and employment. Lone Star College does not discriminate on the basis of race, color, gender, religion, disability, age, veteran status, sexual orientation, nationality or ethnicity in its programs and activities.

## Student Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent

to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is

absent from classes for the observance of a religious holy day shall be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

## Guidelines for Children of College Students

Children of students may not enter the classroom, even for brief visits, without the instructor’s prior express written permission and may never enter lab areas. See [Board Policy Section II.D.2.04 and Section II.D.2.06](http://www.lonestar.edu/student-community-facilities.htm) for more information.

## Syllabus Disclaimer

It is the instructor’s right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.