Add any of the following content to your course syllabus:

 **Lone Star College’s Cultural Beliefs**

* Students Matter: I engage and support each student to achieve their goals.
* Inspire Excellence: I celebrate successes and value the contributions of all employees.
* Act intentionally: I create goals and make decisions based on meaningful data.
* Better Together: I share knowledge and encourage collaboration to reach common goals.
* No Fear! I am empowered to effect positive change.
* Trust! I practice transparent communication, encourage dialogue and cultivate trust.

These are our stated cultural values and our pledge to you. If I or any one of our faculty or staff is not living up to these values, you have the “stop work authority” and the duty to let me know and hold us accountable to our stated goals.

Lone Star College (2015). Lone Star College Strategic Plan 2015 - 2020. Retrieved from: <http://www.lonestar.edu/departments/chancellor/2015-2020StrategicPlan.pdf>

**Advising Services**

The Advising process is an integral part of your academic success. Academic advisors are available to assist you with a variety of academic services including, advising, referrals to campus and community resources, and planning for transfer and graduation. The Advising Services office is located in CASA 109. For more information about a specific advising service, email lsccfadvising@lonestar.edu.

**Early Alert System**

The Early Alert program is a faculty-initiated success and retention program. Faculty should continue to be the first contact with a student who might have an issue. However, if their attempts are not successful, faculty may report their concerns regarding a student via the Early Alert tool in iStar. The referrals are received by the Academic Success Center Advisor, who can assist and provide campus resources. For more information, contact ASC Early Alert Advisor, at 281.290.3455.

**Veteran Affairs Center Services**

The Lone Star College Veterans Affairs Center 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>.

**Academic Freedom**Institutions of higher education are conducted for the common good, which depends upon a commitment to the values of free inquiry and the free expression of ideas. The College embraces these values. Academic freedom is not only a policy giving faculty latitude in addressing their academic subjects, but remains a crucial component of a larger commitment to the free search for truth. Academic freedom is accompanied by equally demanding responsibilities. Instructors, therefore, have both rights and responsibilities. For additional information, please visit <http://www.lonestar.edu/AcademicFreedomandResponsibilities.htm>

**Attendance** (classroom)

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course.

**Participation** (online)

Participation is critical. Your success in this course will be the direct result of frequently accessing the online course environment and actively participating throughout the course.

**EXAMPLE**

**Attendance**

Attendance is critical. Your success in this course will be the direct result of your attendance for each class and your participation throughout the course. If you arrive more than 10 minutes late to class (either lecture or lab), you will be counted absent.

Class participation shall constitute at least ten percent of the final course grade. If you have one week’s worth of unexcused absences during the semester, you will be sent an e-mail requesting a conference immediately to discuss your attendance issues. If you accumulate two weeks’ worth of unexcused absences, you could be administratively withdrawn from class or receive an “F” as a grade.

No longer attending or participating in this class does not constitute withdrawal from this course, nor does the student’s notification to the instructor that the student wishes to be dropped. It is the student’s 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”.

**EXAMPLE**

**Tardy**

Entering the class late distracts the attention of both instructor and students. Notify me in advance if you anticipate being tardy. A tardy is counted if you are 1-10 minutes late to class. Three tardy marks will be equivalent to one absence.

**EXAMPLE**

**Participation**

In this class participation is measured based on the following criteria: arriving to class on time; paying attention during lecture; attentive watching and listening to instructional videos; respectful listening when I or your peers are speaking; your ability to be fully engaged in your learning without texting, checking your phone or email, or participating in other digital distractions; your ability to stay awake, etc. If you are unable to meet the above criteria, participation points will be subtracted throughout the semester. Keep in mind you start the semester with ALL your points, so **don’t lose them!** If you are distracting others in your lack of participation, you will hear from me via email or in a short face-to-face conference before or after class.

**Full-time faculty ONLY**

**Syllabus Statement – Required for Faculty whose offices are designated as exclusion zones:**

As permitted by Lone Star College regulations, I have designated my faculty office in (building, room number) as an exclusion zone where concealed carry is prohibited. I will hold office hours at (specific supervisor approved space) on (days) from (start time) to (end time). I may also be able to meet with students at others times if it is arranged in advance.

**The Assessment Center**

The LSC-CyFair Assessment Center provides academic testing support for your class at no charge. **No appointment necessary**. If you are enrolled in a face-to-face class, you must have approval from your instructor prior to arriving for testing as we only administer make-up exams and exams requiring testing accommodations for these types of courses. If you are enrolled in an online or hybrid class, testing may be required in the Assessment Center. Your instructor will provide more information on this.

No testing will begin in the last hour prior to closing. It is the student’s responsibility to arrive early enough to complete their test before the center closes. **Photo ID is required for all exams**.

Testing services are also available at the Fairbanks Center and the Cypress Center. We are open 6 days per week, including some evenings. For specific testing hours and contact information, please visit <http://www.lonestar.edu/testing-cyfair.htm> or call 281.290.3220.

**Indicating a Preferred/Used Name**If a student would like the class roster and the LSC online system to indicate a name different from the one on the student's legal documentation, the student may register a preferred/used name.  Follow these steps:

1. Login to [myLoneStar](http://my.lonestar.edu/) at my.lonestar.edu.
2. From the Student tab choose ‘Personal Info’
3. From drop down choose ‘Names’
4. Choose “Add a New Name”
5. Enter the name type as “Preferred” and enter the desired name
6. Save the record
7. To change a preferred/used name in the future, if necessary, choose “Edit”, change the name and save the record.

**Mobile Device Policy** (none during class time)

Please see that all mobile devices (tablets, phones, laptops, etc.) are silenced and put away during class time. Their use is not permitted in this course.

**Mobile Device Policy** (only for specific times & purposes)

If you own a mobile device (such as a laptop, a tablet, or a smartphone), you may use it provided that you are accessing appropriate course content (online text, D2L, etc.) or taking notes. Please see that it is in silent mode during class time. You may expect that from time to time, your instructor will ask that they all be put away.

**Mobile Device Policy** (just about any time)

Please silence all mobile devices during class time. You may use them at any time during normal instruction to access course content and/or take notes (but not during tests and quizzes, for example). Please remember that your use should be limited to tasks directly related to class work (no texting, Facebooking, etc.).

## Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and flash drive with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## Internet and E-mail

Lone Star College provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or College-related activities and to facilitate the efficient exchange of useful information. Instructors will correspond through the student’s MyLoneStar e-mail (@mylonestar.edu) or through the LSC-Online Class e-mail (@d2l.lonestar.edu) to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up yourMyLoneStar e-mail account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the district computer services are and remain the property of the College. Use of the equipment and networks is to comport with the policies and procedures of the College and access may be denied to any student who fails to comply with the College’s policies and procedures regarding its use.

Access to the College’s e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

## Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-CyFair for use in laboratories. Lone Star College-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.