**REQUIRED STATEMENT FOR FACULTY WHOSE OFFICES ARE DESIGNATED AS EXCLUSION ZONES:**

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.

**The following are examples for your potential use. A policy MUST be embedded into your syllabus in each of the following categories. These are simply examples to choose from or adjust per your department and instruction guidelines.**

**ATTENDANCE POLICY OPTIONS:**

**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 your 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 If you accumulate two weeks’ worth of unexcused absences, you could be administratively withdrawn from class or receive an “F” as a grade.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 your notification to the instructor that you wish to be dropped. 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”.

**EXAMPLE**

**Tardy**

Entering the class late distracts the attention of both me and other students in our class. 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 our class participation is measured based on the following criteria: arriving to class on time; paying attention during lecture; attentively watching and listening to instructional videos; respectfully 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 **do not 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.

**MOBILE DEVICE POLICY OPTIONS:**

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

Please see that all mobile devices (tablets, phones, laptops, etc.) are silenced and put away during our 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, I 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.).