

# Course Syllabus

[NOTES TO FACULTY: 1) CREATING A LEARNING-CENTERED, SYLLABUS WILL ASSIST YOU AND YOUR CLASS WITH GETTING OFF TO A GREAT START. THE “TRADITIONAL” SYLLABUS OFTEN INCLUDES LANGUAGE THAT IS HARSH AND PUNITIVE, WHICH CAN FEEL INTIMIDATING TO STUDENTS, AND EVEN INSTILL FEAR. THE LEARNING-CENTERED SYLLABUS, HOWEVER, IS WARM AND INVITES STUDENTS TO INTERACT WITH THE INSTRUCTOR. USING LANGUAGE THAT IS WELCOMING AND POSITIVE COMMUNICATES THAT THE INSTRUCTOR BELIEVES THE STUDENT CAN SUCCESSFULLY COMPLETE THE COURSE. 2) AFTER CUSTOMIZING THIS SYLLABUS FOR YOUR CLASS, YOU WILL NEED TO CONVERT IT TO AN ACCESSIBLE PDF PRIOR TO UPLOADING IT INTO CANVAS.]

## Course Description

Describe your course here. Try not to use the official course description from the catalog; make it more student-centered. For example: a) write to your students, not about them; b) catch their attention by asking a question that will excite their curiosity; and c) explain how the knowledge and skills they'll learn in your class will help them now or in the near future.

## Textbooks

List the textbooks and other course supplies, if any, that you will use in your course.

You can purchase your books at the LPC bookstore on campus, or you can order them via the Internet through the [college's online bookstore](https://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10499&demoKey=d).

## Learning Outcomes

By the end of this course, you will be able to: (you can copy and paste from eLumen or from the LPC SLO web site)

* outcome 1
* outcome 2
* outcome 3

## Instructor Communications

### Contact Info:

* Email: User the Canvas Inbox to email me. My LPC email address is xxxxx@laspositascollege.edu. Expect a response from me within 24 hours. If I am online at the time you email me, I’ll get back to you sooner.
* Phone: 925-424-XXXX
* On-campus office: Room 2410 in the Multi-Disciplinary Building (2400)
* Pronto: You can use Pronto to communicate in real time.

### Office Hours:

* On-campus: Mondays and Thursdays from 3-5 p.m.
* Online: Tuesdays 5-6 p.m. and Sundays 1-2 p.m. in Zoom, which you can access in the Canvas course menu, or you can [access the meeting here](https://us06web.zoom.us/j/xxxxxxxxx).

### My Role:

I look forward to working closely with you this semester, so I plan to be very active in the class. I will initiate contact by posting announcements at least once a week, participating in class discussions to help you better understand concepts, and providing detailed feedback on big assignments. For discussions, I will participate by posting for the class to see, and this might be my feedback to you. I can also give you private feedback in the Grades area or by email. For other types of assignments (file uploads, quizzes, exams, etc.), you will submit them within Canvas, and you can view feedback for them when checking your grades.

I will try my best to give you a grade and necessary feedback within a week. Make sure you set your Canvas notification setting for Submission Comment (go to Account, click Notifications) to Notify Immediately so you will know when I comment on your submissions. You will give me feedback about the course through surveys that will be available after the midterm and final exam.

Don’t hesitate to initiate contact with me by asking questions. In particular, if you have issues in the class, let me know. If those issues are Canvas-related (e.g. “I forgot my password,” “The Canvas app is not working correctly),” contact either LPC’s technical support desk (weekdays) or Canvas (nights and weekends). Contact information is listed in the Technical Support section below.

## Student Communications

* Email: Through the Inbox, you have the ability to email any or all of your classmates.
* Discussions: Aside from the discussion boards to which you will post and reply for assignments, you can use the Student-to-Student Questions area to post questions for your fellow students to answer.
* Pronto: You can use Pronto with your classmates when you need to communicate in real time.
* Netiquette: Since this is a college classroom, I trust that everybody will treat each other with respect. Netiquette is short for “network etiquette” and essentially describes what you should and shouldn’t do while communicating online. Most of it is common sense. If you need more information, you can read [The Core Rules of Netiquette](http://www.albion.com/netiquette/corerules.html). You can also view the [LPC Student Conduct and Due Process site](http://www.laspositascollege.edu/studentconduct/).

## Student Commitment

To be successful in this class, make sure to do the following:

* Read the entire syllabus.
* Consistently check email, notifications, and announcements.
* Review the course calendar for due dates, and submit assignments on time.
* Participate in discussions (posts and replies)
* Communicate with your instructor if you have any problems or concerns.

## What Our Course Experience Will Be

My goal is to make this course as welcoming as possible by creating a course environment that supports the diversity of experiences and perspectives that you all bring to the classroom. An academic environment requires that we all demonstrate respect for the intersectional identities of everyone; this includes but is not limited to sex, socioeconomic status, ethnicity, nationality, immigration status, skin color, religion, ability, gender identity, gender expression, chosen name, pronouns, sexual preference, and sexual orientation. In this course, there is no room for racism, sexism, homophobia, transphobia, xenophobia, or any other form of prejudice or discrimination. Every effort will be made to ensure that I provide an equitable classroom where systematically marginalized voices are heard and privileged individuals learn how to be better allies.  I encourage an interactive classroom climate in which all students have an opportunity to learn, ask questions, and receive assistance from me or by fellow students.

If you would like, please message me or talk with me during office hours to let me know if there is anything I can do to make our classroom environment a safe and comfortable place for you. If anything is ever said in our course that makes you feel uncomfortable and/or that shows disrespect for one of your identities, I encourage you to talk with me during office hours or send me a message through the Canvas Inbox so that I can address the situation.

[Support website](https://laspositascollege.edu/gpas/psst/syllabi-equity-student-resources.php)

* [Student Resource Guide](https://www.laspositascollege.edu/resourceguide/index.php), including [basic needs](https://www.laspositascollege.edu/basicneeds/index.php), academic and holistic supports
* [Making your chosen name and pronouns visible on Canvas and on rosters](http://www.laspositascollege.edu/onlinelearning/faqs.php#change_name)
* [Chill & Chat](https://www.laspositascollege.edu/healthcenter/chillandchat.php): Connect with other students and learn life skills, such as managing stress and overcoming life obstacles, in a supportive and safe place
* [LGBTQ+ resources](https://laspositascollege.edu/lgbtq-resources/students.php)
* [Learning and Cultural Communities](https://www.laspositascollege.edu/resourceguide/learning-communities.php)
* [Student Support Programs](https://www.laspositascollege.edu/equityprogram/support.php)

## Course Schedule

| **Assignment** | **Points** | **Due Date** |
| --- | --- | --- |
| Module 1: Introduction | 50 | Sept. 2 |
| Module 2: Return to Mars | 50 | Sept. 23 |
| Module 3: Return to Pluto | 50 | Oct. 9 |
| Module 4: Return to Sender | 50 | Oct. 18 |
| Midterm | 75 | Oct. 22 |
| Module 5: Return to Jupiter | 50 | Oct. 30 |
| Module 6: Return to Saturn | 50 | Nov. 14 |
| Module 7: Return to Uranus | 50 | Nov. 28 |
| Module 8: Return to Mercury | 50 | Dec. 15 |
| Final Exam | 100 | Dec. 22 |

## Projects/Term Paper

Detail your term paper here. If you don't assign one, change the name to Term Project (or whatever you want), and detail that here.

## Modules

This class is divided into modules, and each module contains various activities. Many of these activities require you to interact with me and your classmates using tools in Canvas. All of the modules will be accessible from the Modules area. Each module lasts approximately two weeks.

## Grading, Exams

Each module will be worth XX points. There will be a midterm and final exam worth XX points each. The midterm will be given after Module 4, and the final will be given after Module 8. Explain what type of exams, if any, (i.e. multiple choice, essay, etc.) the students will complete and what types of arrangements, if any, will need to be arranged (i.e. proctored exams, students have to come to campus, etc.).

This class might use the online proctoring service Proctorio to remotely proctor quizzes and exams. If so, you will need to use a desktop computer or laptop when taking quizzes and exams, and you will need the [Chrome browser](https://www.google.com/chrome/browser/) with the [Proctorio extension](http://www.laspositascollege.edu/onlinelearning/online_services/proctorio_extension.php) installed. Depending on the options chosen by the instructor, you and anyone else in your room can be recorded via your web cam, any web browsing can be recorded, your browser can be locked down, and your ability to print can be disabled, among other features.

Proctorio recordings are only available to your instructor and other college officials, and the extension only runs during the quiz or exam. Therefore, no student privacy rights are violated, nor is the security of computers or laptops jeopardized. Proctorio is designed to help maintain the academic integrity of online exams. Proctorio offers 24/7 support and can answer your questions by chat by clicking the shield icon in Chrome, by email at support@proctorio.com, or by phone at 1-866-948-9087 or 1-480-428-4076. For more information, see the [LPC Online Proctoring - Proctorio FAQs page](http://www.laspositascollege.edu/onlinelearning/online_services/online_proctoring.php).

540-600 (90%) = A
480-539 (80%) = B
420-479 (70%) = C
360-419 (60%) = D
359-bel. (59%) = F

NOTE TO FACULTY: Detail your makeup policy below, if you are going to allow makeups. Also, have a policy for when students claim that they were midway through an exam when they had a technical glitch that prevented them from finishing. For example, you can tell students that if you GIVE tHEM ANOTHER attempt, they WILL NEED to complete the entire exam from the beginning. You can give them the option of coming to campus to complete the exam. if their exams have a time limit and what the CONSEQUENCES might be if they exceed the limit.

In addition, let students know the DATE (OR RANGE OF DATES) FOR THE FINAL EXAM.

Throughout the course, you will be asked to complete several assignments, many of which are postings in the Discussions area, quizzes, or assignments submitted in Canvas. Unless otherwise noted in the assignment, your grade will be based on specific criteria. That grading criteria, called rubrics, will be attached to the assignments that use them.

ALSO, PROVIDE EXAMPLES OF STUDENT SUBMISSIONS FOR SPECIFIC ASSIGNMENTS. THESE SERVE AS MODELS SO STUDENT CAN GAUGE HOW THEY ARE DOING. PUT YOUR MODEL ASSIGNMENTS NEXT TO THOSE ASSIGNMENTS IN THE MODULES.

## Academic Integrity

Adherence to the highest standard of academic integrity is of utmost importance to maintaining optimal teaching and learning at Las Positas College. Students agree not to cheat; plagiarize; commit fraud or deceit; copy, release, sell, or distribute instructional materials without permission; and solicit or assist another to do any act, which would subject another to expulsion, suspension, probation, or other sanction. This includes assignment submissions generated by artificial intelligence, unless allowed by the instructor.

All members of the college community are committed to hold one another accountable for maintaining high quality of instruction and for the acquisition of knowledge for the purpose of certificate and degree attainment, transfer to a four-year college or university, workforce preparation, and lifelong learning.

* View the [LPC Academic Integrity](http://www.laspositascollege.edu/academicintegrity/index.php) site.
* View the [LPC Student Conduct Code Definitions](http://www.laspositascollege.edu/studentconduct/definitions.php).
* View the [LPC Academic Honesty Statement](http://www.laspositascollege.edu/academicintegrity/academichonesty.php).

## Student Rights and Responsibilities

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other College-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community.

The Chabot-Las Positas Community College District accords every student the right of protection. Students, however, must also be aware that they are responsible for complying with all College regulations and for meeting the appropriate College requirements. Student Grievance procedures have been developed by Las Positas College to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of rights and to ensure that each student is fully accorded due process. Both the Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including timelines and decision-making authority. The general provisions and specific procedures related to this policy are available from the Office of the Vice President of Student Services, the Office of the Dean of Student Services, or the Student Life Office. [View more information in the college catalog.](http://www.laspositascollege.edu/class-schedule/catalog.php)

## Online Tutoring

LPC's Tutorial Center has tutors who provide live help in a variety of subjects, including Math, English, and Writing. While in Canvas, click the link in the course menu named LPC Tutoring/RAW. RAW stands for Reading and Writing, and you can get help writing papers for any subject. Online tutors in the Tutorial Center are available only during the fall and spring semesters. [View more information on the Tutorial Center web site.](http://www.laspositascollege.edu/tutorialcenter/index.php)

You can also click the NetTutor link in the course menu of this class to connect with a live tutor. [Learn more about NetTutor](http://www.laspositascollege.edu/onlinelearning/online_services/tutoring.php).

The above information, along with all of the support services offered by LPC, can also be accessed from the Student Support Hub inside Canvas. To get to the hub, click its link in the global navigation menu on the far left.

## Software for this Class

The files you submit as assignments in Canvas can be created using Google Docs. You all have access to Google Docs in the Google Drive account that comes with your District-issued Zonemail account. Some of you might even have your own private Gmail account. [Learn how to use Google Docs](https://gsuite.google.com/learning-center/products/docs/get-started/).

Chrome is the preferred browser for Canvas. However, make sure you have multiple browsers installed because if something doesn't work in one browser, it should work in the other. Stay away from Internet Explorer.

Here are links to popular browsers:

* [Get Chrome](http://www.google.com/chrome)
* [Get Firefox](http://www.mozilla.com/firefox/all.html)
* [Get Safari](http://www.apple.com/safari/download/)

In order to view documents and certain multimedia on the Web, you need specific browser plug-ins. The most popular plug-ins are Acrobat Reader and Flash and are typically built into your web browser. If you do need to download these free plug-ins, click the links below.

* [Get Acrobat Reader](http://www.adobe.com/products/acrobat/readstep2.html)
* [Get Flash player](http://www.macromedia.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash)

FOR ANY OTHER OPTIONAL OR REQUIRED SOFTWARE, LIST IT HERE AND ADD LINKS TO PAGES WHERE STUDENTS CAN DOWNLOAD IT. IF THE SOFTWARE WILL COST STUDENT MONEY, INCLUDE THE COST.

## Technical Support

Contact [LPC’s technical support desk](http://www.laspositascollege.edu/onlinelearning/online_services/support.php) during weekdays to get any Canvas problems solved. You can also use the 24x7 Live Chat option, email support and a knowledge base from within the Canvas Help menu.

If you need NetTutor technical support, click the Customer Service Request link within NetTutor, and fill out the form. You may also call the NetTutor Customer Support Team at (813) 674-0660 x204. The direct email is support@link-systems.com.

## Dates to Know

Make sure you are familiar with all of the important dates on the [LPC Academic Calendar](http://laspositascollege.edu/admissions/academic-calendar.php).

* XXXXX XX: last day to add or drop a course with no Grade-of-Record online via CLASS-Web.
* XXXXX XX: last day to withdraw with a “W” online via CLASS-Web. There is no automatic withdrawal process.
* XXXXX XX: Final exam.
* XXXXX XX: Deadline to apply for federal financial aid.

## Instructor's Withdrawal Options for Distance Education Courses

Official policy at LPC:

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the class schedule listing. For these courses, instructors may drop students who do not log into their Canvas course and/or complete indicated activities by the third day of classes. DE instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks. For Summer courses, DE instructors may drop students if they have not submitted work and/or accessed the class for one week.

For more information on withdrawals, go to the [LPC Registration Policies](http://www.laspositascollege.edu/admissions/registration.php#withdrawing) page.

## Students with Disabilities

Las Positas College is committed to creating a teaching and learning environment that facilitates equitable access and helps ensure academic success for all students. If you anticipate or experience any barriers to learning in this course, you are welcome to discuss your concerns with me.

Students who require alternative formats for course materials, adaptive equipment or software, or other academic support or accommodations due to a long-term or temporary physical or learning disability, mental health, or personal circumstance that may affect learning in this course, may request accommodation services through the Disability Resource Center (DRC) located in the Student Services & Administration Building, Building 1600, Room 1615.

The Disability Resource Center is the entity on-campus that helps coordinate with students to provide and/or arrange reasonable accommodations in accordance with the Americans with Disabilities Act (ADA). All meetings with students are confidential and are discussed in a safe environment. For additional information about resources and services available through the Disability Resource Center, please call (925) 424-1510 or visit the [Disability Resource Center web site](http://www.laspositascollege.edu/dsps/).

If you already have an approved accommodations plan through the Disability Resource Center, please meet with me as soon as possible so we can discuss and develop an implementation plan together. Thank you for your cooperation.

Within Canvas is a tool called Ally that makes digital course content more accessible to all students. You will be able to download course material in the format that fits best with your learning needs. For more information about Ally and other accessibility tips, visit the [LPC Students with Disabilities page](http://www.laspositascollege.edu/onlinelearning/online_services/disabilities.php).

## Safety Resources on Campus

PLEASE NOTE THAT THIS SECTION SHOULD BE CUSTOMIZED FOR EACH INDIVIDUAL COURSE BASED ON THE NEEDS OF THE PROGRAM AND SPACE.

If you need to come on campus for any reason, please familiarize yourself with the safety instructions available in each classroom. In addition, check out the following resources:

* [Safety Policies](http://www.laspositascollege.edu/safety/policies.php)
* [LPC Alert System: opt-in for notifications](https://www.laspositascollege.edu/safety/alertu.php)
* [Campus Safety](https://www.laspositascollege.edu/safety/)
* [Lost and Found](https://www.laspositascollege.edu/safety/lost-found.php)

## Copyright

Materials used in connection with this course might be subject to copyright protection. You can use them for this class only until the end of the semester. Learn more about copyright at the [U.S. Copyright Office web site](http://lcweb.loc.gov/copyright).

## Others who might access this class

As a courtesy, I'm letting you know that there might be others, such as guest speakers, course evaluators, and college technical support people, who would have access to this class from time to time.