

# Lower Columbia College

*The mission of Lower Columbia College is to ensure each learner’s personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.*

# COURSE SYLLABUS

**Course Number/Section: Course Title: Quarter:**

**Course Days/Times/Location: Instructor: Office Hours/Location:**

**Phone: Email:**

**Course Learning Outcomes:**

**Required text and materials:**

**Assignments, Exams, and Grading:**

**Course Calendar/Outline:**

**Course Policies:**

**Attendance:**

**Use of Cell Phones, Laptops, & Other Electronic Devices:**

**Academic Honesty:**

Students are expected to be honest and forthright in their academic endeavors. To incorporate the words or ideas of another without giving credit to the source or to cheat on an examination corrupts the essential process by which knowledge is advanced. Refer to the Student Handbook for more details and potential consequences for engaging in academic dishonesty. All acts of academic dishonesty will be reported to the Vice President of Student Success, per the LCC Student Handbook.

**Accommodations (ADA) Statement:**

Reasonable accommodations are available for students who have a documented disability. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services Office as soon as possible to better ensure that such accommodations are implemented in a timely manner. All accommodations must first be approved through the Disability Support Services Director, Mary Kate Morgan. Disability Support Services is located in the Admissions Building, 143. For an appointment or information please contact 442-2340 or email mmorgan@lowercolumbia.edu.

**Title IX Policy:**

In compliance with Title IX, LCC does not discriminate on the basis of sex in its educational programs and activities or employment. It is LCC's goal to maintain an environment that is free from all forms of illegal harassment and discrimination, including sexual harassment, sexual violence, sexual assault, sexual coercion, rape, bullying, and stalking. All inquiries concerning the application of policies for the prevention of sexual harassment and sexual violence under Title IX should be referred to LCC's Title IX Coordinator or Deputy Coordinator: title9@lowercolumbia.edu.

**Safety:**

- In the event of an emergency, first call 911, then campus security 2911.

- If there is an active threat in your vicinity, Run, Hide, Fight. Run: If you have an accessible escape path, attempt to evacuate the premises (have an escape plan in mind). Hide: If evacuation is not possible, find a place to hide where the active threat is less likely to find you. Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active threat.

-If you are told to Shelter In-Place, lock the doors and do not let anyone in or out until directed otherwise.

**Faith and Conscience, & Other Student Policies:**

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made in writing to the Office of Instruction within the first two weeks of the course. For more information on Faith & Conscience and additional student policy and procedures, please go to LCC’s [student handbook](https://lowercolumbia.edu/publications/student-handbook/index.pdf).