



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 for this class are available for students who have a documented disability. Students who need accommodations must first be approved by Mary Kate Morgan, the Director of Disability Support Services. For an appointment or additional information, please contact Shannon Vantrease at 360-442-2340 or svantrease@lcc.ctc.edu. Appointments are available in-person, via phone or through Zoom.

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](#).

Global Skills:

Degree and certificate students are also expected to develop the following “[Global Skills](#)” by the time they graduate: communication, critical thinking, quantitative reasoning and teamwork. The assignments you submit and any recorded discussions or other relevant work may be assessed for one or more Global Skills, but this will not affect your grade and is not shared with anyone outside the assessment team at LCC. Please contact me if you have any questions.

Student Support:**eLearning:**

Contact the eLearning Department if you have any Canvas, technology or other online learning questions. To get help, email the eLearning department at eLearning@lowercolumbia.edu or call 360-442-2520 and leave a message. You can also join us in the [eLearning Zoom Room](#) on Tuesday or Wednesday from 9 am to 4 pm. eLearning is also available Monday - Friday, 8am to 5pm in the Learning Commons in the Alan Thompson Library Building. Find helpful tutorials, FAQs, and resources at the [eLearning Help Page](#).

Avoid the Canvas App on mobile devices. We do not recommend using the Canvas mobile app for anything other than messaging your instructor and viewing announcements. The Canvas app sometimes loses student work, including assignment submissions, discussion posts, and quizzes. The Canvas app does not always display course content correctly, either. Consider checking out a Chromebook from the library (call 360-442-2660) if you have no other means of accessing the internet.

Tutors:

The [Tutoring Center](#) is Open in the Student Center 8:00am-5:00pm Monday-Friday. Many of the LCC tutors you know and love will be available for face-to-face in-person appointments or appointments via Zoom. View the schedule or make an appointment at <https://lcc.mywconline.com/> email us at tutor@lowercolumbia.edu or call 360-442-2572. Visit the Tutoring Center website at <https://lowercolumbia.edu/tutoring/> for more information.

Counselors:

Discover your passion, create a plan to make the career of your dreams a reality, set realistic timelines based on your busy life, and get help dealing with stressors. Our counselors are trained professionals who can help you sort out issues, make wise decisions, and change behaviors or patterns that interfere with your goals. Counselors are available to meet face-to-face or remotely.

- To speak with a counselor, please send an email to either one/or both of our counselors with your phone number and the best time(s) to reach you: Leszek Cromwell (lcromwell@lowercolumbia.edu, Phone 360-442-2342) or Jennifer Houge (jhouge@lcc.ctc.edu, Phone 360-442-2343).
- If you are in a crisis, please call Emergency Mental Health at 1-360-425-6064 or 1-800-273-8255.
- For emergencies, please call 911.

Food for Thought:

LCC's Food Pantry works to reduce hunger within our campus community and to reduce the effects of food insecurity on student success. Please use the [Food Pantry request form](#) for food or hygiene-item needs. You may also check these [local food resources](#).

Computer/Internet Access:

If you are in need of technology or internet access, please contact the Library at (360) 442-2660, email: library.circulation@lcc.ctc.edu. A limited number of Chromebooks and hotspots are available for quarter-long checkout from the LCC Library/Learning Commons.

Financial Assistance:

Find student financial help beyond traditional financial aid at <https://lowercolumbia.edu/student-financial-help/>.