**Course Number: Course Title**

Course Syllabus

XXXX Units

Meets: XXXX

Course Format: Face-to Face, Distance Education (DE), Hybrid, LTCC Rising Scholars (RSP)

TERM 2022

Lake Tahoe Community College

Instructor: XXXX

**Course Information**

**Class Welcome**

Hello and welcome to XXXX. I am excited that you will be taking this journey in XXXX this term. Keep in mind that I am always here to help and hope to make your experience in this class the very best. Do not hesitate to reach out to me if you have any questions about the class. To get started, please XXXX

**Instructor Contact**

Name

E-mail

Note: the preferred method of contact is XXXX

**Office Hours (Drop-in Chat Times)**

Office Hours (or Drop-in Times) are an opportunity for you to receive one-on-one mentoring and feedback on any of the course topics or content. Please take advantage of my office hours or drop-in chat times. Do not be intimated when you come in to meet with me and understand that I am friendly and willing to help you out! My drop-in times are held: XXXX

**Class Description**

XXXX

**Course Objectives**

XXXX

**Student Learning Outcomes**

XXXX

**Textbook/Readings**

XXXX

**Grading**

Your grade will be calculated on a 90/80/70/60 percentage scale based on XXXX points:

XXXX - XXXX A

XXXX - XXXX B

XXXX - XXXX C

XXXX - XXXX D

XXXX - XXXX F

Your grade is based on the following major assignment areas:

XXXX

At any time, you may check your grade and class progress using XXXX

**Feedback/Grading**

As a general rule, I will respond to you within XXXX of receiving a message. In terms of your class assignments, I will grade them within XXXX of receiving them. Please let me know if you have any questions about the feedback in this class.

**Teaching Philosophy**

XXXX

**Modifications to Syllabus**

This syllabus is intended to give the student guidance in what may be covered during the quarter and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement, and make changes as the course needs arise. Students will be informed of such changes so that they will be able to complete assignments in a successful manner.

**Being Proactive**

It is important that you be proactive in the class. Proactive is defined as “creating or controlling a situation by causing something to happen rather than responding to it after it has happened.” What this means is that you should take charge of your education at the college. In terms of grades and assignments, please be aware that you need to track whether you are reaching your required requirements in the class. It is also recommended that you keep a calendar for all of your class assignment due dates. I am always available to help you better plan your successful pathway through this class, so just reach out for assistance or suggestions as you might need them.

**Course and LTCC Policies**

**Land Acknowledgment**

As we come together as an educational community, we acknowledge that we are gathered on the unceded territory of Lake Tahoe and honor the original inhabitants, the Washoe people. A land acknowledgement is a step toward recognizing Indigenous communities in the stewardship and protection of their cultural resources and homelands. We honor these ancestral grounds that we are collectively gathered upon and support the strength and forced resilience that all Indigenous people have shown worldwide.

**SAS Accommodations**

Any registered student with a verifiable disability is eligible for Student Accessibility Services. The use of services is voluntary. Students do not necessarily need to have a disability to enroll in classes offered by the SAS. However, in order to receive academic accommodations, students must have a verifiable disability. Students can be assessed at the SAS. For more information, please visit the SAS site or visit the SAS office on campus: https://www.ltcc.edu/campusresources/studentaccessibilityservices/

**Personal Pronouns and Preferred Name**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student’s legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. LTCC uses Name Coach to assist in the accurate use and pronunciation of pronouns for all faculty, staff, and students. For more information and to sign-up for free visit: https://cloud.name-coach.com

**Faculty Statement on Tolerance and Diversity**

The Lake Tahoe Community College Academic Senate promotes a positive learning environment and culture based on open-mindedness, critical thinking, inclusion, tolerance, equity, and respect. Free speech is at the core of our college, but we will not tolerate racist, sexist, homophobic, or any other forms of discriminatory language or behavior. Hate speech and other such language or behavior (as defined in Lake Tahoe Community College Board Policy 5500 — Standards of Student Conduct) will result in Disciplinary Sanctions/Actions, as stated in Administrative Procedure 5520 — Student Discipline Procedures.

**Title IX**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Lake Tahoe Community College provides a safe environment that supports learning and encourages all students to pursue their goals and successfully achieve them. This means the College does not tolerate sex discrimination—including sexual harassment and violence—and is committed to empowering all students and employees to take actions to eliminate sex discrimination on campus and to know how to get help if sex discrimination occurs. If you or someone you know has been harassed or assaulted, you can find the appropriate resources at: http://www.ltcc.edu/campusresources/title\_ix/index.php

**Content Warning**

In this course, we will discuss a variety of sensitive topics, including XXXX, XXXX, XXXX, and XXXX. In addition, we will be examining issues and disturbing contexts that you may have personally experienced or know someone who has. Participating in class discussions, reading course materials, and completing course assignments may remind you of experiences that you, a friend, or family member may have gone through. It is important that we discuss these issues respectfully, while recognizing that some of us may have experienced them and their negative effects. If at any point, you have concerns about class content or want to discuss your personal reactions, I encourage you to e-mail me or contact me through Canvas Inbox, come to office hours, or schedule an appointment.

**Drug- and Alcohol-Free Classroom**

The LTTC Catalog (as defined in Lake Tahoe Community College Board Policy 5500 — Standards of Student Conduct) states that disciplinary action will be imposed for drug, alcohol, or controlled substance use: “Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.” Please understand that drug, alcohol, or controlled substance use in this class is strictly prohibited.

**Smoking Policy**

LTCC recognizes the serious health problems associated with smoking tobacco, other non-tobacco products, and smokeless tobacco. LTCC also recognizes that tobacco smoke poses a health risk to non-smokers. To protect students and staff from an unhealthy environment, the LTCC Board of Trustees approved a policy in 2014 that prohibits all smoking within buildings or facilities owned or leased by the District and designates marked areas on campus for smoking. Smoking is only permitted in designated areas clearly indicated by Designated Smoking Area signage, and in personal vehicles. All other smoking and tobacco use in and on the LTCC campus is prohibited.

Individuals who refuse to comply with the college’s smoking policy will be subject to the appropriate processes. For the purposes of this policy, smoking means all uses of tobacco including cigars, cigarettes, pipes, e-cigarettes, and chewing tobacco. The sale of tobacco products is also prohibited on college property. This new policy applies to all LTCC employees, students, vendors, visitors, and other persons who use the college’s vehicles and facilities. Designated smoking areas may be found on this map: https://www.ltcc.edu/\_resources/pdfs/campus\_healthandsafety/smokingmap2.pdf

**Academic Dishonesty and Plagiarism Policy**

LTCC has a very specific Academic Dishonesty and Plagiarism Policy. This policy applies to this class in that all work submitted must be 100% your own, so please read the following policy and understand it in its entirety:

https://ltcc.elumenapp.com/catalog/2022-2023/policies-procedures,student-conduct,standards-and-policies#mainContent

In this class, any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will XXXX

**Classroom Behavior (F2F)**

In this class, all students are expected to abide by codes of professional behavior that focus on respect of all who are a part of the classroom learning environment. You are expected to act in a professional manner. This includes respecting the instructor and all in the class. Students are not allowed to have side conversations with others during the class. If such conversation occurs, a warning will be issued in the first instance. In the second instance, the student will be asked to leave the class for the reminder of its time and, upon returning to the next class, refrain from such future inappropriate behavior. On the third instance, the student will be removed from the class and officially sanctioned by LTCC’s BP 5500 that relates to student behavior. Please respect the other students and the instructor in this class. Let me know if you have any questions and I will be happy to discuss these with you. By enrolling in this F2F course at Lake Tahoe Community College, you agree to abide by the College’s official Student Conduct Standards (BP 5500).

For more information on LTCC’s Student Conduct Standards, please visit:

https://ltcc.elumenapp.com/catalog/2022-2023/policies-procedures/student-conduct/standards-and-policies#mainContent

**Online Behavior**

All students who enroll in this class are expected to abide by the following rules in terms of acceptable behavior, conversation, and discourse in all areas of this Canvas class, including discussions:

\* XXXX

\* XXXX

\* XXXX

\* XXXX

By enrolling in this DE course at Lake Tahoe Community College, you agree to abide by the College’s official Student Conduct Standards (BP 5500). For more information on LTCC’s Student Conduct Standards, please visit:

https://ltcc.elumenapp.com/catalog/2022-2023/policies-procedures/student-conduct/standards-and-policies#mainContent

**Electronic Devices (F2F)**

This course asks that you be a mindful and courteous participant during in-class discussions. Therefore, laptops, cellphones, and electronic devices are not allowed except in the following situations: fact-checking, referencing required readings or Canvas content pages, and finding relevant resources to assist in our understanding of the course content (such as YouTube clips or articles). If I find that you are abusing this policy, I will ask you to turn off the device. Please understand this policy is in place to assist us in having a class that is distraction free and equitable for all students, including those with hearing or other disabilities.

**Technology Policy (DE)**

By enrolling in this class, you agree that technology—including your personal inability to access a computer, Wi-Fi outages, computer problems, and all other technological issues—will not be considered excuses for missing a deadline or not turning in an assignment. It is your responsibility to complete work in the class by the assigned dates and times, regardless of technology issues. Only in cases of system-wide Canvas or LTCC technology outages—which, though rare, do occur—will I allow for make-up work. Please reach out to me so that we can discuss a plan to ensure your access to technology needed to complete course assignments.

**Make-Ups/Late Work Policy**

XXXX

**Extra Credit**

XXXX

**Attendance/Participation Policy**

XXXX

**LTCC Student Resources**

**LTCC**

In addition to enrolling in this class, you have many opportunities to engage with the wider LTCC community. Included are the many clubs, activities, offices, and people who make Lake Tahoe Community College a vibrant and nurturing community. Please visit the LTCC website for more information regarding the many opportunities available at the college: www.ltcc.edu

**Safety**

LTCC takes the health and safety of our students, staff, faculty, and campus visitors very seriously. LTCC partnered with Rave Mobile Safety to offer an emergency notification system, called LTCC Alert, capable of sending emergency texts and email messages to registrants. Please sign-up for alerts here: https://www.ltcc.edu/campusresources/health-and-safety/alert-notification-system.php

**College Closures**

From time to time, Lake Tahoe Community College must close its doors due to emergencies, including power outages, smoke, and loss of power on campus. As the challenging COVID-19 pandemic and Caldor Fire of 2021 proved, unpredictable circumstances do impact the College’s ability to keep its door opens. In such situations, every form of communication will be used to notify students, and the local community, of the nature of the closure. The following page offers information about how closure decisions are made by the College leadership as well as how communication with students and the community takes place: https://www.ltcc.edu/about/weather.php

**Food or Housing Insecurity**

If you are experiencing issues with either food or housing insecurity, LTCC can help. Please contact the Equity Program for more information about food, housing, or other assistance. http://www.ltcc.edu/campusresources/equity-outreach.php

**Mental Health and Wellness**

If you are experiencing undue personal and/or academic stress during the quarter that may be interfering with your ability to perform academically, LTCC offers a range of services to assist and support you. I am available to speak with you about stresses related to your work in my course, and I can assist you in connecting with other on- and off-campus professionals. If you are ever experiencing suicidal thoughts, please contact the National Suicide Prevention Lifeline by dialing 988 or livechat at https://suicidepreventionlifeline.org As well, LTCC offers free support for students with Timely Care. TimelyCare is a free 24/7 mental health and medical support provider for universities and colleges that focuses on students by giving them access to mental and medical healthcare services so they can thrive at school and in life. Students can access TimelyCare’s services either by downloading the app or by logging into the TimelyCare website: https://app.timelycare.com/auth/login

**Counseling**

Lake Tahoe Community College counselors are trained to help students reach their educational and career goals by providing career and academic counseling, helping students to explore their options and select a major, and by providing students with information to meet transfer and degree or certificate requirements. They also assist students with other issues that can impact their academic performance, such as anxiety and other mental health stressors. Please see the following information for more on LTCC Counseling, include current-quarter support for you: https://www.ltcc.edu//campusresources/counseling.php

**Veterans Services**

Lake Tahoe Community College is approved for certification of students eligible to receive educational assistance from the Department of Veterans Affairs (DVA). Students eligible to receive DVA benefits must be enrolled in a program leading to a certificate, Associate of Arts degree, or classes appropriate for transfer. For more information see: https://www.ltcc.edu/campusresources/veterans/

**Library & Learning Services**

The Library & Learning Services at Lake Tahoe Community College promotes LTCC’s mission by providing personalized research and tutoring support services, quality information literacy instruction, and course-related library materials for all students. We facilitate access and success through student-centered services, spaces, and collections. We strive to be an engaging and dynamic academic hub for students’ individualized and collaborative tutoring, learning, and research needs. For more information, please visit the Library & Learning Services site: http://www.ltcc.edu/campusresources/library/

**Tutoring**

Subject Tutors will be scheduled according to the needs of students and instructors. Online tutoring is available 24 hours a day, 7 days a week, 365 days a year! LTCC students can access NetTutor via Canvas. Call the main library desk (x232) or email proctor@ltcc.edu to schedule a proctoring appointment at least 24 hours in advance.

**Important LTCC Dates**

Here is a link that includes important LTCC dates, including holidays and the last date for which to withdraw from the class. I recommend that you take a look to be aware of such dates. https://www.ltcc.edu//academics/academic-calendar.php

**Course Schedule**

**Course Schedule**

Deadlines

XXXX