LEWIS CLARK
STATE COLLEGE

Instructor: **Office Hours:** if applicable
Email: **Semester and Year:**
Telephone: **Credit Hours:** # of Credits

General Education

If your class is Gen Ed, list the Gen Ed core competency that it falls under. *Example* "General Education Competency Area: Mathematical Ways of Knowing". Otherwise, delete this area. Consult with your faculty liaison for more information.

Course Description

Use the official college description from the LC State course catalog

Pre-requisite / Co-requisite

List requirements necessary to enroll in the dual credit class. These may be fulfilled by high school courses, standings, and/or specific approvals.

Course Learning Outcomes

Your faculty liaison can provide the specific outcomes for the General Education area this course falls under (if applicable). All learning outcomes noted should match those of the campus course.

"Upon successful completion of this course, students should be able to demonstrate the following competencies:"

1. List objectives

Required Text/Materials

List textbooks, supplemental items, etc.

Communication Policy

Provide information about the best way and times to contact the instructor, and the expected turn-around time for responses. Ex "Email is the best way to reach me. I will reply to emails within 24 hours M-Th, and by the end of Monday for emails received Fri-Sun."

Grades

Grading Policy/Evaluation

Specific breakdown of your grading scale; include grade categories (Exams, Projects, Discussions, etc.) Please include whether assignments will be weighted or total points. Discuss all rules and policies related to course grading (late material, make-ups, incompletes, etc.)

Grading Scale

LC State uses the +/- system. The LCSC Registrar website offers information about grading.

Letter	Percentage
A	100 – 93
A-	92.99 – 90
B+	89.99 – 87
B	86.99 – 83
B-	82.99 – 80
C+	79.99 – 77
C	76.99 – 73
C-	72.99 – 70
D+	69.99 – 67
D	66.99 – 60
F	Below 60

Course Assignments

List assignments/details here

Course Schedule

Recommended that course schedule be listed by dates or weeks for clarity

Week 1 or Month/Day:

Week 2 or Month/Day:

"*The instructor reserves the right to make changes to the course schedule, as needed, to accommodate situations that may arise throughout the semester/year."

Shared College Information

The following addendum material is updated regularly and available on the Academic Affairs, Information for Faculty webpage.

Consumer Information

The Higher Education Act of 1965 (amended in 1988 and 2008) requires all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, LC State has developed a consumer information webpage for your reference.

Student Rights and Responsibilities

Students are responsible for knowing their program requirements, course requirements, and other information associated with their enrollment at LC State. Students should review the LC State General Catalog and the LC State Student Handbook for more information.

Academic Freedom

Lewis-Clark State promotes, values, encourages, and creates an environment that adheres to the principle of academic freedom. Deep at the institutional core is the intellectual pursuit of all knowledge and theories, thought, reason, and perspective of truth for all LC State students, faculty, staff, and administrators.

A students' right to academic freedom and expression are specifically identified in the student handbook, which essentially states concepts expressed in the classroom are for educational purposes, and a student's adherence to any belief system will not be used as evaluative criteria.

Artificial Intelligence (AI)

It is recommended instructors include a statement documenting the AI usage expectations for their course. The Academic Affairs, Information for Faculty website offers several AI Statements to help instructors relay expectations of how students may use AI for the course.