

# Faculty Syllabus Information

The course syllabus is an important document created by faculty, for students, to relay course topics, due dates, and other important information. This document acts as a contract of sorts between both parties, so it is important the information included is relevant, accurate, and clearly written.

Policy #2.130, Instruction, Section 3, requires that “all courses, regardless of delivery format, will have a current, accessible syllabus posted in the LMS.” Furthermore, Policy #2.130, Instruction, Section 4 outlines for the course syllabi to conform with the college standard, and the following must be included:

- (1) Course Name, prefix and number, semester and year, credits / credit hours.
- (2) Instructor's name, email address, telephone number, office location, office hours.
- (3) General Education: “General Education Competency Area: XX Foundation or Way of Knowing” – general education courses only.
- (4) Course Description from catalog; additional course description / detail is optional.
- (5) Course Pre-requisite(s) / Co-requisite(s).
- (6) Course Learning Outcomes.
- (7) Required Text/ Materials.
- (8) College grading scale.
- (9) Course grading scale.
- (10) Course communication policy / expectations [Generally, when might student expect a response to an email or phone message].
- (11) Assignment / feedback expectations. [Generally, when might the student expect to receive a grade or feedback on an assignment].
- (12) Note: Faculty are encouraged to include a statement in each course syllabus that describes circumstances which may require a change in the course schedule. For internship, field experience, practicum, clinical, shop, or laboratory courses, consider including a statement about how missed hands-on hours will be completed.

In addition to the above required information, consider including information about students' rights and responsibilities, academic integrity, services for accessibility accommodations, etc. A list of recommended items is provided below.

## Syllabus Addendum

### 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](https://www.lcsc.edu/consumer-information) (Full URL: <https://www.lcsc.edu/consumer-information>) 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](http://catalog.lcsc.edu/) (Full URL: <http://catalog.lcsc.edu/>) and the [LC State Student Handbook](https://www.lcsc.edu/media/13291/lcsc-student-handbook-8923-upload.pdf) (Full URL: <https://www.lcsc.edu/media/13291/lcsc-student-handbook-8923-upload.pdf>) 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.

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## Disclosures

During this course, if you elect to discuss information with your instructor that you consider to be sensitive or personal in nature, and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, or other members of the campus community in danger. In those cases, or when faculty are bound by law to report what you have shared, such as incidents involving sexual assault or other violent acts, a report will be submitted to appropriate campus authorities.

## Student Health & Wellness

Students at LC State have access to health services at [Student Health Services](https://www.lcsc.edu/student-health) (Full URL: <https://www.lcsc.edu/student-health>) and mental health services at the [Student Counseling Center](https://www.lcsc.edu/student-counseling) (Full URL: <https://www.lcsc.edu/student-counseling>) on campus. In the event of an emergency, please seek medical help, and if necessary, report the incident to LC State Security (208-792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms are obtained from the supporting Division Office).

## Accessibility Accommodations

Students requiring special accommodations or course adaptations due to a permanent or temporary disability and/or health-related issue should contact Accessibility Services (LIB 161, 208-792-2677). Information can also be found on the [Accessibility Services website](https://www.lcsc.edu/accessibility-services) (Full URL: <https://www.lcsc.edu/accessibility-services>). Official documentation may be required in order to provide an accommodation and/or adaptation.

## Academic Integrity

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LC State. Individual faculty members will impose their own policies and sanctions regarding academic integrity situations. Students who have been sanctioned for academic dishonesty may be referred to the VP for Student Affairs for official disciplinary action.

## Artificial Intelligence (AI)

There is no formal policy at LC State for, or against, AI tools in the classroom. This allows faculty to promote or restrict its use to best suit the needs of students and the course learning objectives. If you are unclear how you may use AI tools appropriately in a course, please review your syllabus and consult your instructor. Unauthorized use of AI in a class can be considered plagiarism and is a violation of the [Student Code of Conduct](#), Section 3: Prohibited Conduct.

## Illegal File Sharing

Students using LC State's computers and/or computer network must comply with the college's appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college's technology policies and its protocols for combating illegal file sharing is contained in LC State Policy 1.202 - [Appropriate Use Policy for Technology](https://www.lcsc.edu/media/2627/1202-appropriate-use-for-technology-accessible.pdf) (Full URL: <https://www.lcsc.edu/media/2627/1202-appropriate-use-for-technology-accessible.pdf>).

## Testing Center for In-Person Proctoring

This course has proctored exams. If you are located at the Lewiston Campus, you can take proctored exams at the LC State Testing Center. It is located in the Library Building, Rm 161; call to schedule your exam - 208-792-2100. If you are located near the Coeur d'Alene Center, you may use the NIC Testing Center. They are located on the second floor of Molstead Library; call to schedule your exam - 208-616-7203. If located at a distance, you can arrange to use an approved proctor at your location. You will need to contact the LC State Testing Center to have that proctor approved and arrange to have test passwords and/or materials sent to your local proctor.