

COLLEGE WRITING II: English 1302

T/TR 11:00-1:30PM Jowers Center A202 HYBRID

[Zoom link](#) *must have your camera on

"I didn't know what was happening at the time, but I see it now. The language of poetry reminded me to stay alive. It reminded me that, when it felt like I had nothing, I was nothing, I still had words. I could ride language as if on horseback, and it could take me anywhere, including more deeply into myself."

-Victoria Chang, *Dear Teacher*

Course Description

Course Description (from catalog): ENGL 1302 3-3-0 Composition II (23.1301) Continuation of principles and intensive study and practice in techniques of written, expository, and persuasive composition; analysis of literary texts; and critical thinking. Prerequisite: ENGL 1301. AC.

This course is a continuation of English 1310, with an emphasis on expository writing as a means of analyzing and understanding texts. The completion of several research papers is required.

More broadly, the class is meant to provide the skills and training necessary for you to analyze and craft compelling research-based arguments. Throughout this course, you will utilize the scientific method to ask and answer research-based questions. You will present your conclusions in a variety of formats and conventions you are likely to encounter in your academic and professional career. After completing this course, you should be able to observe, question, research, evaluate, draft, and revise an academic argument for any given subject, audience, and purpose.

Welcome! My name is Diana, and I am delighted to have you in my class. I love teaching writing because it's fun AND because I know that helping you improve your writing and thinking skills will yield you (and society) huge benefits.

Since I assume that you have mastered skills taught in English 1310 (e.g. you know that in academic papers you need a controlling idea (a thesis) that is supported via evidence

and organized into coherent paragraphs), we will move quickly onto learning how to incorporate primary and secondary research into your essays.

After completing English 1320, you should be able to draft, revise, and edit texts in which you demonstrate the ability to understand and analyze a variety of texts; quote, paraphrase, and summarize print and/or online sources to support your ideas; and use standard procedures of citation and documentation.

Additionally, you must continue to meet the objectives outlined for English 1310, including the four Core Objectives for the Communication Component of the Texas Core Curriculum.

- Critical Thinking: Students will demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication: Students will effectively develop, interpret and express ideas through written, oral and visual communication.
- Teamwork: Students will recognize different points of view and work effectively with others to support a shared purpose or goal.
- Personal Responsibility: Students will relate choices, actions and consequences to ethical decision-making.

Important reminders:

- Familiarize yourself with the **Syllabus** and *review the information carefully*.
- Set your Blackboard notifications to receive Announcements, Emails, and Grades.
- Do not miss class; do not skip assignments.
- Be sure to come to my office hours--time I set aside to meet with you individually. Coming to my office hours is not mandatory, but discussing an issue 1:1 with me will almost always save you time in the long run. I will be available on Zoom by appointment if needed: <https://txstate.zoom.us/j/93946452303>[Links to an external site.](#)
- The use of AI in this course is prohibited. You have to write to learn to write. Even a poorly written paper by you is preferable to one written for you by a machine because with the former you're building a skill and using your own brain.

Professor: Diana Furman

Email: diana.furman@lsco.edu

Office: FH 203

Departmental Phone: 512.245.2163

Student Help Hours: M 1-4 via Zoom (<https://txstate.zoom.us/j/85162196488>). I will also be available via Zoom by appointment. If you plan on attending office hours, please send me an email with what time you will be stopping by.

Textbooks and materials:

There are no required textbooks for this course.

Upon registration for classes, LSCO students are automatically charged \$14 per semester credit hour for access to all required textbooks, lab manuals, lab codes, and electronic books on the first day of class through the Gator Book Pack. Information about the LSCO Gator Book Pack as well as responses to common FAQs can be found on LSCO's webpage. ALL STUDENTS WILL HAVE UNTIL THE SECOND DAY OF THE SEMESTER TO OPT-OUT OF THE GATOR BOOK PACK.

Every student MUST have access to the required textbooks by the week of class. The student will be responsible for all assignments given. Failure to have a text may result in being dropped from the class. Failure to follow instructions (written or oral) will result in penalties.

COURSE GRADE BREAKDOWN

Assignment	Description	Weight
Attendance		20%
Annotated Bibliography		5%
Research Proposal		5%
Daily Grades	8 in-class assignments (lowest will be dropped)	10%

Peer Review		10%
Research Essay Draft #1	Classical Argument	15%
Research Essay Final Draft	Classical Argument	20%
Dear Miss Furman Letter	Semester Reflection	15%

COURSE POLICIES AND PROCEDURES

Professionalism:

- Come to class prepared and fully present.
- Do not arrive late.
- Eliminate distractions, especially from your phone and/or laptop. Doing so will enable you and those around you to focus on class.
- Familiarize yourself with Blackboard, so you know course assignment details and deadlines. Be sure to set Blackboard alerts to receive Announcements, Emails, and Grades.

Civility/Classroom Etiquette: I consider this classroom to be a place where you will be treated with respect. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class. Remain calm, polite, and respectful as you interact with your classmates, your instructor, and their ideas.

- Face-to-Face - No food, drink, tobacco, cell phones, etc.
- Online - Since face-to-face meetings in the classroom may be replaced by online meetings through discussion boards, emails, and/or Blackboard Collaborate, students are expected to follow the rules of netiquette in these forums.
- Hybrid - When face-to-face meetings in the classroom are replaced by online meetings through discussion boards, emails, and/or Blackboard Collaborate, students are expected to follow the rules of netiquette in these forums.

Per the university, “Civility in the classroom is very important for the educational process and it is everyone’s responsibility. If you have questions about appropriate behavior in a particular class, please address them with your instructor first. Disciplinary procedures may be implemented for refusing to follow an instructor’s directive or refusing to leave the classroom.

Additionally, the instructor, in consultation with the department chair/school director, may refer the student to the Dean of Students Office for further disciplinary review. Such reviews may result in consequences ranging from warnings to sanctions from the university. For more information regarding conduct in the classroom, please review the following policies at <https://policies.txstate.edu/division-policies/academic-affairs/02-03-02.html>, Section 03: Courteous and Civil Learning Environment, and <https://studenthandbook.txstate.edu/rules-and-policies/code-of-student-conduct.html>, number II, Responsibilities of Students, Section 02.02: Conduct Prohibited.”

I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability - and other visible and non-visible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class.

Academic Honesty: Faculty who suspect violation of academic honesty, cheating, plagiarism, collusion, or abuse of resource materials may assign an academic penalty.

Incidents of academic dishonesty are a violation of the Student Code of Conduct. An academic appeal process is afforded to students who desire to dispute a grade or any decision that affects the student's ability to complete and earn a grade for the course, provided it is not related to a violation outlined in the LSCO Student Code of Conduct, including academic dishonesty.

Plagiarizing is taking credit for work that is in any way not your own, including work generated by an artificial intelligence tool such as ChatGPT. Refer to the *First-Year English Syllabus* and *The College Writer* for definitions and general policies concerning plagiarism. Any cases of verifiable plagiarism, whether deliberate or accidental, will result in a failing grade on the assignment and may result in a failing grade for the course. (Note: Peer review and consultation with your instructor or a counselor at the Writing Center do not constitute plagiarism and are encouraged.)

AI use prohibited:

For this class, “AI” has a broad definition and refers to any program or browser extension that can edit your writing or create new content, including text, images, and code. The use of AI or Generative AI tools, including those provided by Texas State University, such as Co-Pilot, Grammarly, ChatGPT, or similar programs, is strictly prohibited for all assignments. Relying on AI undermines certain learning objectives of this course and could be considered academic dishonesty. This includes using AI for brainstorming, proofreading, changing the tone and style, editing, summarizing, or drafting any part of your work. Violations will be treated as any other violation of the Honor Code as listed in this syllabus and will be reported to the Honor Code Council.

If you are unsure whether a tool is permitted, assume it is not, and consult with me first. You are responsible for your own original work and academic integrity. For writing assistance, please visit the University Writing Center.

Attendance Policy:

Federal regulations require students who receive financial aid to have begun "attending" and participate substantially in each course for which they are enrolled on or before the official census reporting date outlined on the LSCO Academic Calendar. Students documented as "not attending" a course upon the census date are assumed (for financial aid purposes) to have not begun attendance for that course, negatively affecting their financial aid eligibility and disbursement.

Attendance in an ONLINE course is verified by substantial participation in the course on or before the census date published in the LSCO Academic Calendar. Substantial participation in this online course is defined as logging in and completing/participating in at least one requirement of the course. Note: Simply logging in to your online course does not constitute attendance.

Hybrid classes are a mix of face-to-face and online environments. Students will be expected to attend a certain number of classes as required by the instructor. (Include the policy on absences and tardiness.) In addition to classroom attendance, your weekly active participation in the online component (Blackboard and/or homework software) will be considered and expected.

A strong correlation has been proven between attendance and academic success. This is especially true for this writing class. Consequently, you should make a concerted effort to

attend every single class session. Attendance counts for 20% of your overall grade. Daily grade assignments will only be excused if valid documentation is provided.

If you choose to attend class via Zoom, your camera must be on or you will be marked absent.

Documentation is required for an excused absence. The instructor holds the right to ultimately determine if an absence is excused, and students should clarify any questions about the course's absence policy with their instructor.

If you encounter an emergency that requires you to miss class, please let me know via email ASAP. Please note that even when an absence is unavoidable, you will still be responsible for acquiring missed course materials and the information supplied in class. Alternate assignments will be considered on a case-by-case basis.

Technology Policy: Laptops and phones may only be used for in-class research or note-taking. Any other use will result in being marked absent.

Late Paper Policy: Assignments are due via Blackboard on the date and time indicated on the course calendar. If your paper is submitted after the due date, it is considered late and is subject to a grade deduction. A technological reason for a late paper is not a valid excuse, nor is a corrupted file. If you anticipate a paper will be late, email me at least 24 hours in advance. Extensions will be granted on a rare, case-by-case basis. For each full day an assignment is late, I will deduct 10 points from the final grade. This includes weekends.

Electronic Communication: LSCO students are required to use either their LSCO Blackboard account or their LSCO email account (Office 365 / Microsoft Outlook) for all electronic communication. In order to ensure the privacy and identity of the student communicating via electronic methods, LSCO faculty will direct students to use their LSCO email accounts rather than personal accounts. If a student has trouble accessing their LSCO email account, they should contact the LSCO Help Desk at (409) 882-3033 or helpdesk@lSCO.edu.

Sexual Misconduct Reporting (SB 212): Effective January 2, 2020, state law (SB 212) requires all university employees, acting in the course and scope of employment, who witness or receive information concerning an incident of sexual misconduct involving an enrolled student or employee to report all relevant information known about the incident to the university's Title IX Coordinator or Deputy Title IX coordinator. According to SB 212,

employees who knowingly fail to report or knowingly file a false report shall be terminated by university policy and The Texas State University System Rules and Regulations.

NB: Since I am legally required to report, you may wish to consult a *confidential* resource.

Expected Time Requirement for this Course

For every hour in class (or unit of credit) taught in a 16-week session, students should expect to spend at least two to three hours per week studying and completing assignments. Example: For a 3-credit hour class taught in a 16-week session, students should prepare to allocate approximately 6 to 9 hours per week outside of class studying and completing assignments. For a 3-credit hour taught in a 10-week summer session, students should prepare to allocate approximately 10 to 15 hours per week outside of class studying and completing assignments. For a 3-credit hour taught in an 8-week session, students should prepare to allocate approximately 12 to 18 hours per week outside of class studying and completing assignments. For a 3-credit hour taught in a 5-week summer session, students should prepare to allocate approximately 20 to 29 hours per week outside of class studying and completing assignments.

Grading and Evaluation Method

A = 90 - 100%, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = Below 60

Instructor Response Time

The instructor will respond to emails within 24 hours, excluding weekends and holidays. On weekends and holidays, the instructor will respond to emails from students within 24 hours of the first business day following the weekend or holiday.

Participation Requirements

Weekly participation and engagement in the courses are critical for student success. Assignments should be completed by the due date. Students should also refer to the instructor's attendance policy for additional information. (See LSCO Student Handbook, Class Attendance.)

Review of Test Grades

If the student has an issue with his/her grade, the instructor must be contacted no later than three (3) days after receiving the grade.

Student's Responsibility

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Lamar State College Orange as those contained in the current LSCO Catalog and schedule of classes.

GRADES AND GRADING

I will be providing both formative and summative feedback as you move through the course. You will have opportunities to revise your work with my guidance because there is much to be gained from learning from mistakes. I will set time limits on revising work to help you manage your time. If you believe that a grade is unfair, please let me know. Refer to the standards below to substantiate your claim for a different grade:

Departmental Grading Standards:

A The A paper is outstanding work. It is a superior performance according to the criteria of clarity of expression and logical development of a central idea. It shows the originality of thought and imaginative competence in the development of the material. It engages and holds the reader's attention and invites rereading. The style of the writing is consistently fluent, polished, and distinctive.

B The B paper surpasses the C paper by demonstrating a higher level of effectiveness in the organization and development of a central idea. The B paper shows greater complexity of thought and development while sustaining clarity in expression. It has few or none of the common errors in the use of conventional written English. The style of the writing is generally fluent and polished

C C indicates satisfactory performance. A C paper demonstrates positive qualities and avoids serious errors. The positive qualities include the presentation of a central idea that is adequately developed and competently organized. The errors to be avoided include serious flaws in the construction of paragraphs and sentences, in the selection of

appropriate words, and the use of conventional written English. The style of the writing is generally clear.

D *D* indicates an unsatisfactory performance. A *D* paper is flawed by any one or several of the following: weakness in establishing or developing a central idea; serious errors in sentence or paragraph construction; serious errors in grammar, spelling, or the mechanics of written expression.

F *F* indicates an unacceptable performance. An *F* paper is flawed by one or more of the following: failure to follow the assigned topic; failure to conceive, state, or develop a central idea; serious repeated errors in sentence construction or paragraph development; serious repeated errors in grammar, spelling, or the mechanics of written expression.

U Grade. A grade of *U* (*Unearned Failing*) is awarded to students who do not officially withdraw from but fail to complete, a course (i.e., do not take a final exam, stop attending, etc.) and fail to achieve the course objectives.

Week	Date	Homework (due by start of class)	Class
1	7/9	1. No homework	1. Introductions 2. Review Syllabus and Calendar 3. Introduction to academic writing
2	7/14	1. No homework	1. Introduction to research
2	7/16	1. Develop research topic	1. Introduction to AI in writing 2. Research Question Workshop 3. Introduction to annotated bibliographies
3	7/21	1. Annotated bibliography	1. Introduction to argumentative writing

3	7/23	1. No homework	1. Introduction to research proposals 2. Begin research proposal
4	7/28	1. Research proposal	1. MLA format 2. How to properly quote and paraphrase 3. PETAL paragraph practice 4. Begin argumentative essay outline
4	7/30	1. Complete argumentative essay outline	1. Writer's Workshop at Alkek – 7 th floor
5	8/4	1. Draft #1 due	1. Peer Review Workshop
5	8/6	1. Final Draft Due	1. Dear Miss Furman Letter
6	8/11	1. No Homework	1. Makeup day

STUDENT RESOURCES

Office Hours: I am one of your most important academic resources for this class, so do not be shy about reaching out to me. Take advantage of my office hours—times I set aside each week specifically for you and other students to come by and ask questions about the course material and college in general, or just to chat. If my established hours do not work for you, email me to set up an appointment at diana.furman@lsc.edu. We can also communicate via email.

Mental Health Resources

TimelyCare is a virtual health and well-being platform that is available 24/7 for all non-dual credit enrolled LSCO students. There is no cost to eligible students for this service. TimelyCare's providers offer emotional support, mental health counseling, health coaching, psychiatry, and basic needs support. Non-Dual Credit students enrolled in classes can log in to the TimelyCare website or app available at timelycare.com/LSCO.

Advocacy Information

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is encouraged to contact the advising office for guidance on how to identify possible resources. Please notify the instructor of your circumstance if you are comfortable doing so.

Equal Opportunity to Educational Programs

Lamar State College Orange (LSCO) is an equal opportunity educational institution and does not discriminate against any person regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, sexual orientation, gender identity, or veteran status, in admissions, educational programs, student activities or employment. For further information about this policy, contact the Accessibility Coordinator at (409) 882-3393.

Title IX of the Education Amendments

LSCO prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX Coordinator, Rebecca Gentry, at Rebecca.Gentry@lsco.edu.

Blackboard Resources

LSCO students will access Blackboard through the MyGator portal. Login credentials will use the following format: username@my.lsco.edu and Password. For help in identifying your Username/Password, visit <https://www2.lsco.edu/sspr/>.

Blackboard student resource videos and help-sites are available at <https://www.lsco.edu/distanceed/blackboard-student.asp>.

Career Coach

Lamar State College Orange provides career advising services to all students and alumni through Career Coach, an online career planning tool. Career Coach assists students through all phases of developing, initiating, and implementing career plans.

Information regarding employment opportunities and career options are provided along with access to live local job postings. Full-time and part-time employment opportunities, as well as internships, are available through Career Coach. Visit

<https://www.lsco.edu/advising/career-planning.asp> for more details on how to use LSCO's Career Coach to plan for and learn more about your future career.

Gator Assistance Services

Lamar State College Orange provides currently enrolled technical students support for daycare costs as well as other services.

Visit <https://www.lsco.edu/advising/gator-assistance.asp> for details on assistance services.

OASIS (formerly) Gator Success Center

Students are encouraged to make an appointment or walk in to receive tutoring, support services, or access to an open computer lab. Face-to-face and online supplemental instruction sessions are available to help students through any LSCO course. Reach out to learning.center@lsco.edu for more information on how students can receive academic support.

Library Services

Students are encouraged to visit library.lsco.edu to find the library's current operating hours, access the catalog to locate print materials, and access GatorSearch to explore the vast electronic collection. The library provides over 77 electronic database collections that include eBooks, newspapers, magazines, academic journals, and streaming video. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered. Additionally, Students with research questions or questions about library services are encouraged visit the library in person, call 409-882-

3352, access the chat on the library webpage, or to email their question to lscolibrary@lsco.edu.

Student with Disabilities

Under the Texas State System, Lamar State College Orange complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with disability. We strive to provide reasonable academic adjustments/auxiliary aids to students who request and require them.

Students who believe they have a disability requiring an academic adjustment/auxiliary aid are encouraged to contact the Accessibility Coordinator at (409) 882-3393 or visit the Advising Office. Students are encouraged to apply before the start of the semester when at all possible. The Accommodation Request Form and details regarding the appropriate documentation needed can be found here: <https://www.lsco.edu/advising/disability.asp>. Once approved, the signed accommodation form provided by the Special Populations Advisor must be submitted to the instructor at least two business days in advance of need.

Students with questions about the accommodations they receive in class should contact their instructor or the Accessibility Coordinator.

Upswing 24/7 FREE Tutoring Services

Lamar State College Orange provides currently enrolled students with access to online tutoring through a partnership with Upswing, an online tutoring platform. Tutors are available 24/7 online in almost every subject.

Visit <https://www.lsco.edu/tutoring/online-tutoring.asp> for details on how to log-in to the FREE services.

INSTITUTIONAL POLICIES

Campus Closure

In the event of an emergency campus closure in excess of three class days, Lamar State

College Orange's classes will continue via the use of Blackboard. In such an instance, the college website, www.lSCO.edu, will have information concerning the event and anticipated re-opening plans.

Civility

Please be considerate of other classmates' feelings, ethnic background, cultural differences, situations, and level of maturity. Students will be asked to leave the course if disruptive or inappropriate behavior is exhibited in any of the course requirements. If your instructor feels that you have not contributed appropriately to course requirements, your final course grade may be reduced accordingly.

The instructor reserves the right to manage a positive learning environment and will not tolerate inappropriate conduct in the course. Rude correspondence (discourteous or impolite, especially in a deliberate way) in e-mails, telephone calls, in person, or comments made to other class members, the instructor, or the office staff.

Contingency Plans

Students should develop a backup plan should their computer system or their Internet provider fail. Computer or internet connectivity issues are not valid excuses for missing a deadline. The College provides many opportunities for using computer equipment, as do many public libraries. Refer to the LSCO website for operational hours of the Library and Success Center.

Credit Transfer

Students should check in advance with the institution to which they plan to transfer credit to confirm transferability. Refer to the LSCO Catalog for details on how to handle and resolve transfer disputes with public institutions of higher education in Texas.

Criminal Background Policy

LSCO awards some certificates and degrees in which a criminal history MAY disqualify candidates from becoming licensed, certified, and/or employed upon degree/certificate

completion. Students with a criminal background enrolling in courses leading to a degree/certificate in Court Reporting, Criminal Justice, Cosmetology, Emergency Medical Technology, Massage Therapy, Medical Assisting, Vocational Nursing (VN), Registered Nursing (RN), Pharmacy Technician, Real Estate, or Teacher Preparation program are **STRONGLY ENCOURAGED** to discuss the certification and/or licensing regulations of the program with the program director listed in order to learn more about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

Drops and Withdrawals

Never attending or ceasing to attend classes **DOES NOT** constitute a drop or withdrawal. You remain registered until you request a drop from the instructor. Failure to act in a timely manner will result in an "F" grade for the course. It is the student's responsibility to follow up with the LSCO advising office to ensure that all drops/withdrawals are processed as desired.

Grade of "Incomplete"

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Students seeking an incomplete should have completed at least 75% of the course requirements and be passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made in advance of the end of the semester with the instructor. The instructor will process the Incomplete form online, and a confirmation will be sent to the student's LSCO email.

Incomplete work must be finished during the next long semester. If not, the Office of Admission and Records must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired. An "I" grade also automatically becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

Grade Appeals (Complaints Related to Earned Grades)

Grade determination and awarding of grades in a course are the responsibility of the

instructor and should be calculated according to college policy, procedures, and written details provided in the course syllabus. NOTE: Final grades are available to students within 48 hours of the instructor posting the grade in Banner. Students may view final grades by logging into MyGator and then accessing Gator Self-Service.

An academic appeal process is afforded to students who desire to dispute a grade or any decision that affects the student's ability to complete and earn a grade for the course provided it is not related to a violation outlined in the LSCO Student Code of Conduct. If an informal conference with the faculty member regarding an academic complaint fails to reach the outcome requested by the student, the student may initiate the formal process outlined below. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

Refer to the current catalog or for details on the formal grade appeal process.

Institutional Educational Goals

Lamar State College Orange has identified seven educational goals to specify the knowledge and skills that students should gain from completing academic and technical programs with the College. These goals are:

1. Critical thinking (General Education, Technical) - Students will be able to demonstrate creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication (General Education, Technical) - Students will be able to effectively develop, interpret and express of ideas through written, oral and visual communication.
3. Empirical and quantitative skills (General Education, Technical) - Students will be able to manipulate and analyze numerical data or observable facts and create informed conclusions.
4. Teamwork (General Education, Technical) - Students will be able to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Social responsibility (General Education, Technical) - Students will be able to recognize and acquire a sense of intercultural competence, knowledge of civic

responsibility, and the ability to engage effectively in regional, national and global communities.

6. Personal responsibility (General Education, Technical) - Students will be able to connect choices, actions, and consequences to ethical decision-making.
7. Professional competency (Technical) - Students will be able to recognize or demonstrate skills and that depict professional values and employability. If the career has licensure or certification requirements, students may prepare for the licensure and certification in a capstone course and sit for the licensure or certificate at the end of the program.

MyGator and Log-In Credentials

Current students will access many LSCO applications through the MyGator portal. Login credentials will use the following format: [username@my.lsco.edu/Password](mailto:username@my.lsco.edu). For help in identifying your username/Password, visit <https://www2.lsco.edu/sspr/>.

It is a violation of College policy, state laws, and federal laws for anyone to gain or help others gain unauthorized access to MyGator or any LSCO application or service. All accounts shall be for use by a single individual - the person for whom the account was approved or assigned. This includes Blackboard accounts as well as any application within MyGator. Sharing or loaning accounts is strictly prohibited, can be construed as a form of cheating, and violates College policy, state laws, and federal laws.

Policies and Procedures

LSCO adheres to the policies and procedures established in the Texas Education Code, Texas State University System Rules and Regulations, LSCO Administrative Policies and Procedures Manual, LSCO Faculty Handbook, and LSCO Catalog.

Prohibited Items in the Classroom

No food or tobacco (including smokeless) products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. It is inappropriate for minor children to be on campus due to the potential liability to the College, the risk of harm to the children, and decreased employee productivity due to distractions and disruptions.

Student Complaints (excluding Safety, Harassment, or Title IX)

Student-Staff and Student-Instructor Complaint Process excluding Safety, Harassment, or Title IX

LSCO believes that all matters involving a staff member (non-instructor) OR an instructor are best resolved directly with the employee. Should it not be resolved at that level, access and complete the *Student Complaint Intake* form within five (5) business days from the date of the offense. The *Student Complaint Intake Form* can be found in any of these locations:

- LSCO Website (Current Students)
- LSCO Catalog (Student Services, Complaints)
- MyGator Card
- Blackboard (Student Resources, Student Services, Student Resources)

After a student completes the *Student Complaint Intake Form*, they will be contacted by an LSCO employee unrelated to the offense and provided guidance on how to proceed with the Complaint process.

Refer to the LSCO Catalog (Student Services, [Complaints](#)) for details on the complaint process.

Student Complaints (involving Safety, Harassment, or Title IX)

Student-Staff and Student-Instructor Complaint Process involving Safety, Harassment, or Title IX:

Students who have experienced a safety, harassment, or title IX event should access and complete the Title IX/Clery: Anonymous Reporting Form found in any of these locations:

- LSCO Website (Sexual Misconduct & Title IX)
- LSCO Catalog (Student Services, Complaints)
- MyGator Card
- Blackboard (Student Resources, Student Services, Student Resources)

After a student completes the intake form, they will be contacted by an LSCO employee and provided guidance on how to proceed.

Refer to the LSCO Catalog (Student Services, [Complaints](#)) for details on the complaint process.

Student Privacy

The privacy of all students, including Distance Education students, is protected through strict adherence to the rules of the Family Education Rights and Privacy Act. LSCO's statement regarding the Family Education Rights and Privacy Act can be found in LSCO's Catalog. Additional information regarding privacy for Distance Education students can be found in the Distance Education Handbook.