SUGGESTED
ONLINE SAMPLE SYLLABUS

Questions or suggestions contact Chair/DE Coordinator Angela Cranon-Charles @ charlesam@lasc.edu

**NOTE: Subject to be updated periodically and redistributed**

Class Name and Semester
Section Number
Online

Professor’s Name
Start and end dates of semester

Name of Class

Assignment due day of week and time.

Example: Assignments are due every Sunday at 11:59 p.m.

Include open and close time and date of each week.

Example: Prior week closes and new week opens Monday 6 a.m.

All student support, orientations, assignments, quizzes, and information are submitted and available online.

Contact Information:

*Include online communication via email, skype, or telephone
Example: Communicate with instructor via email only.
Example: Communicate with instructor via email, skype and telephone.

*You must list office hours.
Example: Office Hours - Online: Fridays 10:30 to 11:30 a.m. via email or by appointment for email, skype, or telephone communication.

*You must list telephone contact number. Department number is recommended.

*List your email address.

List: Course Description: (Use exact description on ECD.)

Welcome to a new semester!
Example: This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts and ideologies, including the
Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, and interest groups. This course will also examine California governmental structures, the California Constitution, the state legislature, the state’s plural executive, and the state judiciary.

**Course Objective/Student Learning Outcome:** After completing this course students will be able to:

Note: Use exact SLOs listed at [http://lasc.edu/faculty_staff/slo/courseslo.html](http://lasc.edu/faculty_staff/slo/courseslo.html) or Go to lasc.edu to the “faculty and staff” tab. Click on SLO. Left navigation bar, click on “Course SLO.” If you do not see an SLO listed, one needs to be created immediately. See your chair.

**List: Online Learning Success**

To accomplish your goal in this class, it is important for you to:

A. Participate in the discussions regularly.
B. Turn in your assignments on time.
C. Avoid plagiarism.
D. Read your textbook.
E. Use outside resources to further understand terms and topic information.
F. Communicate with the instructor about any concerns.
G. Avoid excuses, instead work hard.
H. Have fun!

**Disability-Related Accommodations**
If you have a documented disability and will require disability-related accommodations, please contact the DSP&S Office at 323-241-5480.

**Student Learning Outcome:**

Prepare a research paper that analyzes the impact of important political events on the prevailing political culture of two counties.

**Course Requirements**

**Textbook:** Author/Edition/ISBN Number

Note: Students may purchase textbooks by using the LASC online buy textbook services at: [http://www.lascbookstore.com/](http://www.lascbookstore.com/)

**Prerequisite:**

**Participation:**

**Example:** Students must participate regularly and as required in discussion forums, tests, and any other required activity posted in Etudes for this course. If the instructor does not see the required participation activities within the first week of class, the student is subject to being dropped by the instructor. If the student does not participate in the class on the drop deadline date, the student will be dropped from the class by the instructor. If the student shows little activity throughout the course, the student will be dropped from the class and will receive a W on the transcript.

**Grading**
Example: Your grade will be based on your performance on quizzes, writing assignments and participation in class. The exams will aim to test your mastery of the information presented in the course, as well as, your ability to interpret and analyze that information. There are NO MAKE UP exams. Your exams will be taken online. Assignments and activities must be uploaded to Etudes in the designated forums.

Classroom Rules of Conduct
At no time are you to belittle, judge, or criticize another student in the discussion forum. If this occurs, the discussion post will be eliminated and it will not count towards your posting of the three minimum posts required per week.

Quizzes
Example: Quiz dates and points are listed on the syllabus. If you do not read the required chapters, you will not do well on your quizzes so make it easy on yourself by keeping up with the reading material.

Research Paper
Give specific information about the research paper requirements and/or activities expected.
For example: Students are required to complete a five page research paper. Each paper should include a title page, and a reference page, which does not factor in as your five pages. Before writing the paper, a very detailed outline must be submitted.

Use APA format for the research paper. If you are not familiar with APA, go to http://owl.english.purdue.edu/owl/resource/560/01/.

If you do not know how to write a research paper go to essayinfo.com for specific guidelines on getting started, writing outlines and paragraphs, writing a thesis statement, citing work, and so forth.

Direct quotes should not exceed 10 percent of your written work.

RESEARCH PAPER ASSIGNMENT INSTRUCTIONS:
Give a very detailed description of what is required for the research paper. Provide topics, points, guidelines, and clear instructions.

Plagiarism Policy
Do your own work! Demonstrate your own knowledge of the subject matter. Use direct quotes sparingly. Summarize learned information in your own words. If your work is marked as plagiarism, you will fail the assignment and could risk being reported to the appropriate dean and chair. You do not get two chances with plagiarism, so please pace yourself, study hard and do your own work.

House rules: Netiquett Rules:
It is essential that you pay close attention to your written communication in an online community. It is extremely important to communicate effectively and clearly to be successful in an online program. Also, it is important that every student follow the Netiquett (online etiquette) requirements.

Please adhere to the following Netiquett rules:
• **Respectful**: Remember, the written word can be offensive so treat each other with respect. Review your comments before submitting them to ensure that your opinion is expressed, but in a respectful manner. Your comments and discussions should be focused on enhancing the learning environment. Do not judge, but challenge. You can challenge a comment, but do it respectfully.

• **Encouraging**: Comments should allow others to agree or disagree with your statements. Encourage peers who express their thoughts and validate them. Recognize good work and critical thoughts.

• **Observe**: Recognize that everyone has different experiences in life and will bring that experience into the discussion. Sometimes words are misinterpreted so if you disagree or are offended by a comment, ask a question for clarification so that your responses will be based on facts and information. Observe before defending your position.

• **Disagree politely**: While comments such as “I agree” or “I disagree” should always be followed with a reasonable and valid explanation, do this politely and by using facts, not opinion.

• **No Yelling**: Make your points, but do not YELL! Writing in all caps indicates that you are yelling at the reader. Also, avoid using exclamation marks or any other sign that indicates you are upset. Remember, this is a public forum where everyone is trying to learn.

• **No Profanity**: Online learning is not a place to use profanity or to discriminate. This will not be allowed and such communication will not be tolerated. In addition, no points will be earned for discussions or replies that include profanity.

• **Signature**: Always sign your name. Make sure you use only your real name as specified by your application to the college.

• **Shine**: Make yourself look good through words. Remember, you are only known through your written words so represent yourself in a professional manner.

Negative behavior will never be rewarded so please adhere to the Netiquette rules and be respectful to one another.

**Please note important deadlines.**

**Example:**
- Last day to add classes
- Deadline to Drop date
- Holidays
- Finals
- Last Day of Instruction

For a detailed list of more important dates go to: [http://lasc.edu/students/docs/spring_2014.pdf](http://lasc.edu/students/docs/spring_2014.pdf)

**Student Resources:**
This document is also posted to the Faculty webpage (Student Services )[http://www.lasc.edu/students/onlineservices/index.html](http://www.lasc.edu/students/onlineservices/index.html)

Student webpage [http://www.lasc.edu/students/forstudents.html](http://www.lasc.edu/students/forstudents.html)
Online Library

LASC’s on-line computerized library catalog is accessible both on and off campus. Library research may now be done at home using one of the many remote access electronic databases.

See more at: http://lasc.edu/students/library/about_library.html#sthash.oowOYhtw.dpuf

Electronic Sources Available at: http://libguides.lasc.edu/home

On Campus Help With Your Online Classes

Library
The LASC Library offers high-speed copiers, study carrels, computers with internet access, a reading room and several group study areas. Its collection contains more than 60,000 print and electronic books, and newspapers. (Library Center is located in the bugalows next door to the Sherrif’s Department.)

Student Success Center
SSEC 110 • (323) 241-5455
Provides individual and small group tutor support, and computer access for academic assistance.
Supports instructor-led laboratory and supplemental learning activities for students.

English Writing Center
SSEC 116 • (323) 241-5451
Tutors assist English 21 and 28 students with completing required lab components, including online lab assignments. One-on-one and group tutoring, weekly workshops, and Supplemental Instruction sessions, are also available.

Math Lab
TEC 170 • (323) 241-5374
Assists Math students with completing required lab components. Tutoring, workshops, and online tutorial programs are also offered.

SAMPLE CLASS WORK SCHEDULE:

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic</th>
<th>Chapter</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td>2</td>
<td>Read/Discussion</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td>3</td>
<td>Read/Discussion</td>
</tr>
<tr>
<td></td>
<td>LIST EVERY WEEK AND ASSIGNMENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Grading Scale:**
A=90-100
B= 80-89
C=70-70
D= 60-69
F= 59 and below

USE A RUBRICS WHEN GRADING ESSAYS, DISCUSSIONS, AND ASSIGNMENTS, WHEN POSSIBLE. Sample suggestions:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>10/10</td>
</tr>
<tr>
<td>Followed instructions</td>
<td>5/5</td>
</tr>
<tr>
<td>Grammar/spelling/sentence structure/APA format</td>
<td>5/5</td>
</tr>
<tr>
<td>Organization - Flow of essay</td>
<td>5/5</td>
</tr>
<tr>
<td>Resources - meet requirement</td>
<td>5/5</td>
</tr>
<tr>
<td>Thesis/Introduction effective</td>
<td>7/7</td>
</tr>
<tr>
<td>Conclusion effective</td>
<td>7/7</td>
</tr>
<tr>
<td>Overall analysis</td>
<td>10/10</td>
</tr>
</tbody>
</table>
IMPORTANT TO READ

It is important to note that there will be NO LATE WORK, NO MAKE UP WORK OR MAKE UP EXAMS ACCEPTED so pace yourself so that you do not miss deadlines.

It is your responsibility to make sure that you have dropped the class properly and filled out and submitted the correct papers to admissions.

Contact Policies:

You may contact the professor only via email at INCLUDE YOUR EMAIL. You must be patient and provide the instructor with at least 48 hours lead time to respond to your email Monday through Friday. This does not include weekends and holidays. You must anticipate computer or website challenges; do not allow yourself to get into the situation of being frustrated or of calling for help from technical staff or from the instructor right before an assignment deadline.

Please note, that only admission registered students are allowed to participate and remain in the class. It is the student’s responsibility to complete the registration process and to be properly enrolled in the class at Los Angeles Southwest College Admissions Office.

It is also the student’s responsibility to complete the paperwork to drop the class with or without a "W" if the student does not keep up with the coursework in a satisfactory manner.

Privacy Policy
All information and material in this class is for use during this semester. Information should not be transferred or used in any other manner. It is prohibited for students to share information from other students, including email addresses, any other contact information, and posted material outside of this class. Such information is only to be used in this academic forum.

Grievances
If you have general questions, specific concerns and issues, peer or instructor grievances, please email me directly at INCLUDE YOUR EMAIL AND/OR YOUR CHAIR’S EMAIL ADDRESS.