Add any of the following content to your course syllabus:

 **Academic Integrity**

Any unauthorized use of generative artificial intelligence tools for coursework constitutes a violation of the [LSC Academic Integrity Policy.](https://www.lonestar.edu/instructional-resources)

**Academic Freedom**

**Lone Star College’s Cultural Beliefs**

* One LSC: I develop meaningful relationships and collaborate for mutual success.
* Advance Equity: I advance diversity and inclusion to create an equitable environment.
* Choose Learning: I learn, grow, and create opportunities for others to do the same.
* Cultivate Community: I cultivate a community of trust and integrity through transparent dialogue and purposeful actions.
* Student Focused: I support and prepare each student to succeed in college and in life.
* Own It: I bring my best, rise above challenges, and own my contributions.

These are our stated cultural values and our pledge to you. If I am not or any one of our faculty or staff is not living up to these values, you have the “stop work authority” and the duty to let me know and hold us accountable to our stated goals.

**Advising Services**

The Advising process is an integral part of your academic success. Academic advisors are available to assist you with a variety of academic services including referrals to campus and community resources and planning for transfer and graduation. The Advising office is located in CASA 109 or accessible by E-mailing lsccfadvising@lonestar.edu for additional information and assistance.

**Academic Freedom**Institutions of higher education are conducted for the common good, which depends upon a commitment to the values of free inquiry and the free expression of ideas. The College embraces these values. Academic freedom is not only a policy giving faculty latitude in addressing their academic subjects, but remains a crucial component of a larger commitment to the free search for truth. Academic freedom is accompanied by equally demanding responsibilities. Instructors, therefore, have both rights and responsibilities. For additional information, please visit <http://www.LoneStar.edu/AcademicFreedomandResponsibilities.htm>

**The Assessment/Testing Center**

The LSC-CyFair Assessment and Testing Centers provides **limited** academic testing support for your class at no charge. Most exams will take place in the classroom or virtual environment, depending on the type of class you are enrolled in.

* **Face-to-face courses (in person)** – exams will take place in the classroom with your instructor. We only administer instructor-approved make-up exams and exams for students with approved testing accommodations.
* **Hybrid Courses** – exams will take place in the classroom with your instructor **or** in the Assessment Center. Exams taken in the Assessment Center **will be limited to 2 per semester.** Your instructor will provide more information on which exams you need to take in the Assessment Center.
* **Online Courses** – exams will take place in a virtual environment to be determined by your instructor. You will **NOT** be required to take your exams in the Assessment/Testing Centers. However, if you run into technical issues or have other circumstances where you need our services, please contact your instructor to get permission to test in person.

**Appointments are required and can be scheduled online through our website**. **Photo ID is required for all exams**.

Testing services are also available at the Cypress Center via appointment **only**. Both centers are open 6 days per week, including some evenings and Saturdays. Use the links below to schedule appointments and for contact information.

**CyFair**: <http://www.LoneStar.edu/testing-cyfair.htm>

**Cypress Center:**<https://www.lonestar.edu/testing-cypress.htm>

If you need to test at other LSC locations, please contact that center first to see if appointments are required: <https://www.lonestar.edu/testing-centers.htm>.

**Indicating a Preferred/Used Name**If you would like the class roster and the LSC online system to indicate a name different from the one on your legal documentation, you may register a preferred/used name.  Follow these steps:

1. Log into [myLoneStar](http://my.lonestar.edu/) at <https://my.LoneStar.edu>
2. From the Student tab choose ‘Personal Info’
3. From drop down choose ‘Names’
4. Choose “Add a New Name”
5. Enter the name type as “Preferred” and enter the desired name
6. Save the record
7. To change a preferred/used name in the future, if necessary, choose “Edit”, change the name and save the record.

## Student ID/Library Card

Visit <https://www.lonestar.edu/library/card.htm> to receive the most updated information on obtaining a student ID.

**On-campus: Obtain a Student ID/Library to access Library Services in person at the LSC-CyFair campus:**

1. Bring your state/government issued ID (high school student ID is accepted for Dual Credit students) and ask for ID form at the Payment Counter in the CASA building.
2. Bring the ID form and your state/government issued ID to the Circulation Desk in the library in LRNC to have your photo taken for your student ID/library card.

**Off-campus: If you are unable to come to a campus OR the library is closed, apply for a library card by completing the online form at** [**http://www.LoneStar.edu/library/card.htm**](http://www.LoneStar.edu/library/card.htm) **to request access for online resource materials.**

* Complete all information on the online access form and click "Send the Request" button.
* Your 14-digit library card number and 4-digit PIN will be emailed to your **LSC email account** within 2 business days of this request. The library cannot issue barcode or PIN information over the phone, but you can make a phone request to have this information emailed to you.
* Your barcode number can be used to remotely access LSC Libraries e-Books, articles and more from our databases.

## Computer Virus Protection

Computer viruses are inevitable. Using removable devices on more than one computer creates the possibility of infecting computers and flash drive with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. Moreover, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## Internet and E-mail

Lone Star College provides computing and network resources to you. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or College-related activities and to facilitate the efficient exchange of useful information. Instructors will correspond through your myLoneStar e-mail (@myLoneStar.edu) or through the LSC-Online Class e-mail (d2l.LoneStar.edu) to communicate important course-related information. This account is also used by campus personnel to share details about upcoming events and other important college information (e.g., financial aid status, announcements from the college president, etc.). Stay informed by setting up yourmyLoneStar e-mail account as soon as possible and checking your e-mail often.

The equipment, software, and network capacities provided through the Lone Star College computer services are and remain the property of the College. Use of the equipment and networks is to comport with the policies and procedures of the College and access may be denied to any student who fails to comply with the College’s policies and procedures regarding its use.

Access to the College’s e-mail and similar electronic communications systems are a privilege, and certain responsibilities accompany that privilege. You are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy. <https://www.lonestar.edu/use-system-computers.htm>

## Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-CyFair for use in laboratories. Lone Star College-CyFair administration will take appropriate disciplinary action against anyone violating copyright laws.

## Software Available for Home Use

The Office of Technology Services provides software that students may use at home to support their success in their courses. Review the [Software for Home Use Article](https://lonestar.service-now.com/kb_view.do?sysparm_article=KB000200866) to access all available software.

**Tardy**

Entering the class late distracts the attention of those in the class. Please send an email in advance if you anticipate being tardy. A tardy is counted if you are 1-10 minutes late to class. If you need to be late, please enter quietly and sit in the back so as not to disturb the class.

**Incivility Statement – Condensed Version**

Professional emails will be essential to your future success, so when emailing me, please adhere to the guidelines below.  Emails that do not meet these guidelines may be returned for a second attempt.

* Use a clear subject line
* Use a greeting & signature
* Let me know what class you are in and what assignment you are referring to.
* Use standard proper punctuation, spelling & grammar
* Do your part in solving what you need to solve
* Remember expectations of respect

**Further, you can expect a \_\_ hr response from me Sunday- Thursday and the same respect in my communication with you.**

**Incivility Statement – Extended Version
Regarding communication with your professors:** Make sure that all communications to your professors represent you in a way you want to be seen by your professors. Remember, email is formal written communication and should be treated as such.

●        **Use a clear subject line.** The subject “Rhetorical Analysis Essay” would work a bit better than “heeeeelp!” (and much better than the unforgivable blank subject line).

●        **Use a salutation and signature.** Instead of jumping right into your message or saying “hey,” begin with a greeting like “Hello” or “Good afternoon,” and then address your professor by appropriate title and last name, such as “Prof. Xavier” or “Dr. Octavius.”

●        **Use standard punctuation, capitalization, spelling and grammar.** Instead of writing “idk what 2 rite about in my paper can you help??” try something more like, “I am writing to ask about the topics you suggested in class yesterday.”

●        **Do your part in solving what you need to solve.** Instead of asking, “What’s our homework for tonight?” you might write, “I looked through the syllabus and course website for this weekend’s assigned homework, but unfortunately I am unable to locate it.”

●        **Be aware of concerns about entitlement.** If you appear to demand help, shrug off absences or assume late work will be accepted without penalty because you have a good reason, your professors may see you as irresponsible or presumptuous.

Because this is a classroom environment, all communication from you is fair game for teachable moments. I understand that many students approach communicating with an instructor in a similar way to texting friends where the norms are brevity and informality. Professional communication will be essential to your future success, so when contacting me, please adhere to the guidelines above.  Emails that do not meet the guidelines below may be politely returned for a second attempt.

**Netiquette:** Netiquette is online etiquette. I expect all participants in this course to communicate in a professional and respectful manner. My expectations include:

●        Use appropriate language for an educational environment.

●        Use complete sentences.

●        Use proper spelling and grammar. Capitalize!

●        Avoid slang and uncommon abbreviations.

●        Do not use obscene or threatening language.

●        Value diversity. Respect differences. You can and will certainly disagree with some classmates' points of view. I encourage you to voice those disagreements in a way that does not devalue the other person.

●        Always check your language for "tone." If in doubt, ask someone at home to read and assess your comments before posting.

●        Do not fall victim to the "disinhibition effect" (a.k.a. Cyber Courage) Do not post something or send an email that you would not feel comfortable saying to the other person face-to-face.