



*Alabama  
Department of Postsecondary  
Education*

***Representing Alabama's Public Two-Year College System***



**Lawson State Community College  
Course Syllabus**

**[Use this template to guide your new syllabus creation. Prior to publication, though, delete ALL red inserts, including this one.]**

**SEMESTER & YEAR:**

**COURSE TITLE:**

**COURSE HOURS:**

**CLASS MEETING DATES/TIMES/LOCATION:**

**INSTRUCTOR CONTACT INFORMATION:**

**Instructor's Name:**

**Contact Policy:**

**Office Hours:**

**COURSE DESCRIPTION:**

**PREREQUISITE(S)/CO-REQUISITE(S): (if applicable)**

**Prerequisite:**

**Co-requisite:**

**TEXTBOOK(S) AND OTHER LEARNING RESOURCES:**

**BLACKBOARD:** All Lawson State Community College students must be trained in Blackboard and use Blackboard daily to gain access to vital course information such as the syllabus, handouts, Power Point shows, activities, assignments, announcements, grades, etc. Failure to use Blackboard could severely damage your ability to pass the course. See the schedule book (inside cover) to determine when you can attend training (if needed). Students should always check the Blackboard announcements page prior to coming to class.

**COURSE STUDENT LEARNING OUTCOMES (SLO's):**

1. Students will be able to...




**EVALUATION AND ASSESSMENT**

The following list is a breakdown of how each student will be evaluated for final grade calculations at the end of the term:

**[ Insert your own information here. See sample syllabus for guidance.]**

**Lawson State Community College’s Grade Breakdown:**

- 90-100%      A
- 80-89%      B
- 70-79%      C
- 60-69%      D
- 59% or below    F

**ATTENDANCE**

- a. Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student’s ability to achieve the Student Learning Outcomes required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs. Thus, before withdrawing, see your advisor and Financial Aid Office, if applicable.
- b. **Make-up Work.**

**[ Insert your own information here. Make sure your policies do not contradict school policy, if applicable.]**

- c. **Lateness:**

**[ Insert your own information here. Make sure your policies do not contradict school policy, if applicable.]**

## STATEMENT ON DISCRIMINATION / HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy and will not be tolerated.

If you would like to file a harassment complaint, please contact an instructor, a Department Chair or a Dean immediately. Harassment, of any nature, is never tolerated and the College takes such charges seriously.

## AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative**, Mrs. Renay Herndon, at 205-426-7335 (Bessemer campus) and Ms. Janice Williams at 205-925-2515 (Birmingham campus).

If you are an ADA student, it the obligation of the student to present your Accommodations paperwork to your instructor (for each class your are enrolled in). Ideally, this paperwork should be submitted at the beginning of the semester to enable best course support for you.

**GRIEVANCE PROCEDURES:** It is responsibility of every instructor at Lawson State, once notified of your accommodation, to provide those accommodations (if reasonable). Thus, if you are an ADA student and have presented your accommodations paperwork to your instructor, but feel you have not been accommodated for, it is your right to file a grievance. For more information about Grievance procedures, go to [www.lawsonstate.edu](http://www.lawsonstate.edu) and click on the Disability Services icon located on the main web page of the college.

**COURSE CALENDAR:** The course calendar (if applicable) will be posted via Blackboard.

**SUBMIT THIS FORM TO YOUR INSTRUCTOR ELECTRONICALLY  
VIA BLACKBOARD**

**STUDENT ACKNOWLEDGEMENT FORM**

The signing of this form below indicates that I have read the current syllabus for ENG 093 and am satisfied that I understand its content and accept that I am entering into a binding contract.

The signing of this form also demonstrates that my instructor did review the syllabus with the class and did allow for a questioning/answering period.

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**Type Name**

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**Type Date**