**Prerequisites:** None (or list as needed)

**Instructor(s):** Instructor Name

JPay: STEP UP LSSU

**Office Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

**Required Text(s):**

Note: Textbooks and class materials will be provided to students.

(If you have a textbook, use this information:)   
Textbooks purchased by LSSU will be disbursed to students at orientation and will need to be returned at the end of the semester. The disbursement form will be filled out when receiving the textbook and students will be charged if not returned in a reasonable condition. Textbooks should not be written in or marked up.

**Course Description:** Insert catalog copy of course description.

**Course Learning Outcomes:** At the conclusion of ABCD101\*, a student will be able to:

1. create
2. list
3. describe
4. analyze
5. synthesize

\**(Check with your department whether these have already been established for your course. Changes to outcomes need to go through the Dean approval process.) All approved outcomes must be clearly & specifically measureable. Verbs like: Understand, Review, Maintain, Become familiar with, etc., are not clearly measurable*.

*Be sure to include the following section if the course counts towards General Education. Otherwise, delete this section. The appropriate General Education Outcome Statement can be found in the catalog. Follow the outcome statement with your specific objective(s).*

**General Education Outcomes:**

Check with your department if your course counts as a General Education course. If so, please include the following information:

This course is designed to meet the [*insert General Education category]* Outcome. [Insert the official language.]

*Complete the following statement by choosing one or more ILOs from the list.* ***Delete any unused ILOs after you have made your selection.***

**This course contributes to LSSU’s Institutional Learning Outcomes by addressing:**

1. **Formal Communication**: Students will develop and clearly express complex ideas in written and oral presentations.
2. **Use of Evidence**: Students will identify the need for, gather, and accurately process the appropriate type, quality, and quantity of evidence to answer a complex question or solve a complex problem.
3. **Analysis and Synthesis**: Students will organize and synthesize evidence, ideas, or works of imagination to answer an open-ended question, draw a conclusion, achieve a goal, or create a substantial work of art.
4. **Professional Responsibility**: Students will demonstrate the ability to apply professional ethics when answering a question, solving a problem, or achieving a goal.
5. **Intercultural Competence**: Students will display knowledge of, and interact effectively and respectfully with, members of groups whose identities, beliefs, behaviors, and values differ from their own.

**Grading Scale and Policies: (***Include your own grading scale and policies here.)*

***Sample Point Values:***

Exams 300 points

Reports 200 points

Homework 50 points

Lab 100 points

Total 650 points

***Sample Grading Scale:***

98%-100% A+ 70%-77% C

92%-97% A 68%-69% C-

90%-91% A- 66%-67% D+

88%-89% B+ 62%-65% D

82%-87% B 60%-61% D-

80%-81% B- 0%-59% F

78%-79% C+

**Course Policies:** *(Policies 1-6 are mandatory, if you have any others to add below 6.):*

1. Attending class is mandatory. If you are suffering from an illness you are required to report to class and inform the teacher of your illness. If you are too ill to report to the teacher, you will need to fill out a healthcare kite to be seen by Healthcare to receive an excused absence. Students are expected to make arrangements with the instructor on missed classes. Failure to do so may result in “F” grades being assigned for the missed work.
2. Completing assignments on time, and keeping up with the class material is important for success in this course and in college. The method of how an instructor chooses to handle late or missed assignments is left up to the instructor. Generally, late or missed assignments **will not** be accepted except for legitimate **(pre-approved when possible)** reasons as determined by the instructor. Examples of legitimate reasons are illness, callouts, etc. **The method of handling late or missed work is determined by the instructor and should be noted in the syllabus - add your policy here.**
3. Students are expected to perform all assigned work themselves unless otherwise noted. Any form of cheating or plagiarism will be handled in accordance with the University policy on Academic Integrity (refer to Student Handbook).
4. All courses at LSSU are required to provide the students with an educationally challenging culminating experience; typically referred to as a final exam. The final exam for this course is scheduled on: [insert final exam details here]
5. Study Hall: Out-of-class study opportunities are important ways to solidify learning from class sessions, complete assigned readings, write papers, and work on class projects with other students. Study opportunities are available in your living unit and in the URF school building during warden-approved study hall periods. You may access Lake Superior State University and URF library holdings for your class assignments and projects using designated, specially-purposed laptops during study hall periods. Additional materials used to support class learning activities are located in the CPC office and are accessible by contacting your CPC.
6. MDOC policies take precedence over LSSU policy when there is a conflict. A violation of MDOC rules may result in students being suspended or dismissed from the LSSU STEP UP Program. **Students are strongly cautioned to observe all MDOC rules as a means of preserving their ability to make progress toward their degrees.**

**University Policies and Statements*:***

Please see the Student Handbook for more information.

# **Tutoring**

LSSU provides STEP UP students with individual and group opportunities to become successful, active learners. We assist students in developing productive, independent, and collaborative learning techniques that will contribute to their academic and personal growth. Tutoring may be provided by the following people:

* MDOC selected tutors
* Graduates of LSSU STEP UP or other college-in-prison programs
* LSSU STEP UP faculty and staff
* LSSU student tutor approved by MDOC.

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# **Career Services**

LSSU’s Career Services assists students and alumni with career exploration and job placement resources. Career services can aid, with creating afunctional resume, cover letter and thank you letter writing, interview techniques, networking strategies, and requesting references.

**The Americans with Disabilities Act & Accommodations**

Lake Superior State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. This university is also dedicated to providing equal opportunity for participation in all programs, services and activities. If you are a student with a disability or think you may have a disability, please contact our CPC to discuss your request further. Once you have registered with Accessibility Services, students should contact their instructor as early as possible for assistance with classroom accommodations.

**Drop Policy**

Courses can be dropped with written approval until the sixth day of the semester (fourth day for the Summer semester). Students who drop a course may be withdrawn from the STEP UP program. Please contact your CPC.

**Tentative Course Outline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Session  Number | Week | Day | Date | Topic | Reading Assignment | Assignment Due |
| Lecture &Lab 1 | 1 | M | 8/22 | Specify Topics to be Covered | List Pages to be Read | List Homework to be Completed |
| Lecture & Lab 2 | 1 | W | 8/24 | Specify Topics to be Covered | List Pages to be Read | List Homework to be Completed |
| Lecture &Lab 3 | 2 | F | 8/26 | Specify Topics to be Covered | List Pages to be Read | List Homework to be Completed |
| Lecture & Lab 4 | 2 | W | 9/6 | Specify Topics to be Covered | List Pages to be Read | List Homework to be Completed |