Institutional Syllabus

Mission

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community. The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

Institutional Learning Outcomes (ILOs)

Apply Critical Thinking to Problem Solving
Evaluate information, sources, arguments, opinions, and issues to solve problems.

Communication
Create and convey thoughts, opinions, or information by listening, speaking, reading, or writing.

Cultural Competence
Demonstrate effective and appropriate interaction in a variety of cultural contexts.

Professional Competence and Self – Efficacy
Apply knowledge, skills, and attitudes to succeed in a profession or academic program; demonstrate confidence and ability to meet personal, social, academic, and professional goals.

Teamwork
Demonstrate effective and respectful participation as members and leaders of diverse teams.

Attendance Policies

Classroom Setting – To maintain enrollment in a course, students must attend all the first week's class meetings unless they have made specific arrangements with the instructor. Those who don't meet this requirement may be dropped from the class for non-attendance. Students are also expected to attend all class meetings of the courses in which they are enrolled, and repeat absences may affect a student's grade.

Online Setting - Students must access their online course as early as possible during the first week of the term and complete the designated attendance assignment. Completing this assignment during the first week establishes attendance in the course.

- Failure to complete the attendance assignment will result in the student being automatically dropped from the course.
- A student who seeks an exception to this policy must do so in advance of the absence and/or provide documentation of the emergency that caused it, as determined by the instructor.
- After the first week, if a student stops participating in a course, and the date for dropping has passed, the student may receive a failing grade.

Drop/Withdrawal policy

During the first week of the term, a student may be dropped from a class by the instructor for non-attendance OR failure to complete assignments. The student may also choose to drop from a class during the first week of the term with no financial obligation for tuition and fees for the dropped class. After the first week, students may withdraw from a class, but are then financially responsible for all of the tuition and fees. If for any reason a student must withdraw from a course, it is the student's responsibility to do so by submitting an online drop form through MyKCC or by contacting a Student Success Representative in Enrollment Services.

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.

Drop/Withdrawal policy (cont.)

A grade of "W" will be assigned if the withdrawal occurs by the **8ᵗʰ Friday of the term** (for **summer term**, the **6ᵗʰ Friday of the term**). If a student simply stops attending rather than officially withdrawing, he or she will receive a grade of "F" for the course.

Satisfactory Academic Progress (SAP)

To maintain good academic standing at Klamath Community College (KCC), a student must meet the Standards of Satisfactory Academic Progress (SAP). Failure to meet any of the standard requirements will result in warning or disqualification from receiving federal financial aid or warning, probation or academic suspension from attending KCC.

SAP means maintaining a term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits that a student is enrolled in as of the published add/drop deadline. A grade of W, I, or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of each term after final grades are posted. The completion requirements are listed at: http://goo.gl/rTcQMz .

Academic Resources

Online Technical Support – Canvas provides 24/7, 365 days a year technical support for Canvas issues. All methods of contacting Canvas can be found by logging in to Canvas and selecting the Help option found on the navigation bar. The Help Button will give you the following options for communication: Chat with Canvas Support, Canvas Support Hotline, and Report a Problem. Students can also e-mail Canvas Support: support@instructure.com
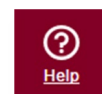
The Help Button

Additional information on academic resources is available from: https://www.klamathcc.edu/en-US/Academics/CTL/Student-Info-Resources

Library Services – Library resources are available in the LRC which is located in building 9, room 9214. Library databases can be accessed at https://www.klamathcc.edu/Academics/LRC.

Testing Center Services – Proctoring services are available for students residing in Klamath County and for on-campus students in the testing center which is located in building 3, room 355. Current hours of operation can be found at https://www.klamathcc.edu/en-US/Academics/LRC/Testing-Center Proctoring services for KCC students residing outside of Klamath County can be done remotely using Proctor360, which is available in your CANVAS course. Please contact the testing center for instructions and requirements. *Note: Students must provide their own webcam and microphone.

Tutoring Services – Tutoring services are available for campus students in the tutoring center and online. The tutoring center is located in building 6, rooms 6108 and 6229. Online students can access the tutors and their schedule at https://www.klamathcc.edu/en-US/Academics/LRC/Tutoring-Center For those needing after hour assistance, tutoring services are available through the TutorMe link in Canvas.

Academic Resources (cont.)

Learning Accommodations - Klamath Community College's mission is to ensure that all students with disabilities have equal access to educational opportunities. Students can find further information on documentation and services provided at: https://www.klamathcc.edu/Students/Disability-Accomodations.

Recordings

Regardless of the type of course, KCC reserves the right to record all audio or video communications (e.g. Zoom meetings) and to use the recordings for internal and external distribution without seeking consent from each individual depicted. If an individual does not want to be recorded, they should notify their instructor prior to the scheduled recordings.

Netiquette

Effective written communication is an important part of online learning. In a face-to-face classroom, body language, verbal responses, and questions help the facilitator and participants communicate with each other. In an online environment, however, misunderstandings can easily occur when participants do not follow basic rules of netiquette (online etiquette). Therefore, please use the following guidelines when communicating in this course:

- Use a descriptive subject line in forum posts.
- Include your name in all e-mails because recipients cannot always tell who you are based on your e-mail address.
- Derogatory comments, ranting, and vulgar language are not acceptable in any form of communication in this course.
- Keep in mind that something you consider offensive may be unintentional.
- Any student who engages in inappropriate and disruptive communication may be dropped from the course, assigned a grade of "F," and be ineligible for a tuition refund.
- If you are concerned about something that appears unacceptable, please inform your instructor.
- Do not use ALL CAPITAL LETTERS in online communication, as doing so indicates you are yelling. Limited use of capitalized words is acceptable when you need to emphasize a point.
- You may use appropriate emoticons/emojis in the forums, chats, and messages.

Academic Integrity

Students are subject to disciplinary action if they intentionally or unintentionally participate in any of the following activities:

- Representing someone else's work or ideas, including those copied from online searches, as their own (plagiarism).
- Using inappropriate or prohibited aids for examinations or graded assignments, including but not limited to others' answers, notes, phone or other electronic devices, and test files (cheating).
- Submitting work from another class without written instructor permission from both classes.
- Use of generative artificial intelligence (AI) tools may be considered plagiarism under some circumstances, and plagiarism policies may apply to the use of AI.

Note that instructors may submit a selection of papers each term to review potential student plagiarism. The penalty for first offense may include failure of the assignment. A second offense

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.

may result in a conduct hearing with possible outcomes of course failure, academic dismissal, or suspension and other sanctions.

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) provides for the protection of student records. Consistent with FERPA, KCC has identified information which is considered part of a student's educational records. In compliance with the federal Family Educational Rights and Privacy Act, KCC is prohibited from providing certain information of student records to a third party such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts). This restriction applies, but is not limited to: parents, spouse, or a sponsor. Students may grant KCC permission to release information about your student records to a third party by submitting a completed Student Information Consent to Release form.

Title IX Policy

Klamath Community College is committed to creating a learning and working environment that ensures equal access and opportunity to education and resources for all of its students, free of bias, discrimination, and harassment. This includes, but is not limited to, sexual harassment, domestic and dating violence, sexual assault and stalking, as well as any type or form of, gender-based discrimination, discrimination against pregnant and parenting students, gender-based bullying, and hazing. We understand that sexual violence can undermine students' academic success, and we encourage students who have experienced any form of sexual misconduct or discrimination to talk to someone about their experience in order to get the support they need.

If you have experienced or observed sexual violence/assault, harassment, or discrimination of any kind, reporting options can be found at www.klamathcc.edu/Complaints, or you may contact the Director of Student Support Services at 541-880-2364 or titleIX@klamathcc.edu.

24-Hour Crisis Line: Students are encouraged to contact the Klamath Crisis Center at 541-884-0390 for support and assistance 24 hours a day, 7 days a week.

These policies apply to all forms of learning: face-to-face, hybrid, and distance education.

Technology Requirements and Digital Literacy

Computer Requirements
- Laptop or PC. Smart Devices can be used (phones & tablets), but are not encouraged.
- Speakers and a sound card are required for some courses.
- A webcam and microphone may be required for some classes.
- Access to a printer. *There are many printers on campus for student use.*
- Internet Service Provider (ISP) to access the Internet

Web Browsers
- Firefox 8 or higher
- Chrome (Stable Channel)
- Internet Explorer 8
- Safari (for Mac OSX 10.5 and later)

Browser Settings
- Java enabled
- JavaScript enabled
- Cookies enabled
- Popup Blocker disabled

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.

Other Software

• An email account (Microsoft Outlook is provided to all KCC students)
• Word processing software (Microsoft Office with Word, Excel, and PowerPoint is provided to all KCC students)
• Current virus software must be installed and kept up to date
• File management software (OneDrive, Dropbox, Google Drive)
• Some classes may have specific class requirements for additional software, check with your instructor.

Computer Skills

Complete the CASX 731 (non-credit) Digital Literacy course:

- What is Digital Literacy
- Functional Skills
- Online Safety and CyberSecurity
- Digital Culture
- Klamath Community College Digital Culture

KCC's Center for Teaching and Learning YouTube Playlists

- Know how to send a Canvas Inbox message with an attachment.
- Learn how to download, install, and use Microsoft Office 365 online and on desktop
- Discover how to download and use the Canvas Learning Management System App for Android and iOS
- Connect to Zoom for Online interactions
- Find online libraries and databases to retrieve sources.
- Understand where your files are located and how to access them while on or off campus using Microsoft Office.
- Understand how to use keywords to find viable sources for case studies.
- Understand how to properly cite information sources.

2023FAv1

Klamath Community College is an Affirmative Action/Equal Opportunity/Veteran/ADA institution embracing diversity. We encourage and welcome women, minority, veteran, and disabled candidates.