



# College Now

**2016 - 2017**

## **Instructors Program Manual**

**(For Secondary & Post-secondary Administrators & Instructors)**

High School Connections  
Building 10, Room 207  
541.463.5521

<http://www.lanecc.edu/hsconnections>



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# Welcome to College Now

Dear College Now Instructors,

Welcome to College Now, the dual-credit program based upon agreements between Lane County secondary schools and Lane CC. This program manual (also available online) will clarify program details for potential and current College Now secondary and post-secondary instructors.

This manual is primarily for you, the instructor. Students have access to their own Student Handbook, describing student expectations, course requirements and procedures. It is available online and in a print version.

In addition to this manual, the High School Connections (HSC) office has assigned a high school liaison to each school to help with program facilitation. We encourage you to know your liaison and to call upon him/her whenever you need assistance. See Appendix 9 for a list and contact information for all HSC staff members.

For more than 20 years this program has operated with the goal of students successfully completing post-secondary programs. As always, we continue to strive to improve opportunities for Lane County high school students. The High School Connections team at Lane CC facilitates the relationships between high schools and Lane CC.

Thank you for your continued efforts and participation.

The High School Connections Office  
Lane Community College  
Building 10, Room 207  
[www.lanecc.edu/hsconnections](http://www.lanecc.edu/hsconnections)  
541-463-5521

**\*\*Benefit to Instructors\*\*** All College Now instructors may take one course at Lane CC **tuition-free** during the year of the articulation. There is no limit on the number of credits. You will be assessed fees. Tuition waiver forms are available at the High School Connections office from Pam McClelland, 541-463-5521.

## I. Application for College Now Articulation

### A. Course Equivalence and Instructor Certification

It's easy to have a dual credit high school course! But first the course must be deemed "equivalent" to the college course and the instructor must be certified using the college's Faculty Certification process.

1. Course Equivalence: To be a dual credit course, the high school course must:

- Match a currently catalogued Lane CC course in content, rigor, course assessment and learning outcomes.
- Use a course syllabus that at a minimum mirrors Lane CC's course description and learning outcomes, assessment criteria, grading policy and follows the sample syllabus template (Appendix 2).
- Depending on the cognizant Lane CC division, contain other matching elements, e.g., textbook and assessment instruments.
- The course equivalence decision is made with the help of the Lane CC lead faculty for the course, with final approval by the division dean.

**\*\*Note:** A matching high school syllabus is required to apply. To obtain a current sample Lane CC course syllabus for a prospective articulation, contact the High School Connections office at 541-463-5521 or email [mcclllandp@lanecc.edu](mailto:mcclllandp@lanecc.edu).

2. Faculty Certification: To qualify, the high school instructor must:

- Meet the Lane CC minimum course certification standard for that college course, in education level and/or experience.
- Or be evaluated and approved under the *Alternative Qualification for Faculty Certification* process, if deemed *otherwise qualified, but doesn't meet minimum standards*.
- The certification decision is made by the division dean, unless the Alternative Qualification for Faculty Certification process is used, in which case the College President approves the certification.

**\*\*Note:** Unofficial transcripts and recent resume are required to apply.

### B. Process

The process begins with the high school instructor, who *self-screens* for 1) course equivalence and 2) certification qualification.

1. Course Equivalence: High school faculty interested in determining whether their course be equivalent to one of Lane CC's courses, should first review the course description in the online catalog:

**[<https://www.lanecc.edu/sites/default/files/collegecatalog/1617catalog.pdf>]**

If the instructor deems her/his course is equivalent, s/he should do a self-pre-screen process for Minimum Faculty Certification Standards (See Appendix 1).

2. Faculty Qualifications: If the course appears to be equivalent, then the applicant should review the Minimum Faculty Certification Standards information sheet for that particular course, which is located on our website under the *Apply to Teach a College Now*

Course link, <https://www.lanecc.edu/hsconnections/collegenow/apply-teach-course>, to determine if s/he is qualified.

If through a self-pre-screen process of Lane CC's minimum standards s/he may be qualified under regular or Alternative Faculty Certification process), the instructor should complete the online application at <https://www.lanecc.edu/hsconnections/collegenow/apply-teach-course>.

The High School Connections office tracks and expedites applications, and keeps applicants informed throughout the duration of the review. If at any time current status is needed, contact the High School Connections office at 541.463.5521 or email [mcclellandp@lanecc.edu](mailto:mcclellandp@lanecc.edu).

**\*\*Note: Timeframes:** The deadline to apply for articulations in the current academic year is November 15 of the current year. The deadline for the next academic year is March 15. The timeframe for processing articulation applications varies, but on average is approximately 30 to 60 days.

### C. Documentation

1. Faculty Certification: If both parts of the articulation are approved, an original Faculty Certification form will be mailed to the applicant for signature at her/his high school, with a self-addressed stamped envelope for return to High School Connections. At the same time, official notification will be made via email.
2. Articulation Agreement: The course will be added to the high school's College Now Articulation Agreement if both the course and instructor are approved.

### D. Out-of-district College Now Requests

#### College Now Geographical Area and Out of District Articulation Policy

Lane Community College's service area for College Now articulations includes all of Lane County, as well as the Harrisburg School District, which resides in Linn County. public and private high schools in these two areas are eligible to participate in Lane Community College's College Now program. High schools outside of these two areas are encouraged to work with their home community college to develop dual credit options. However, out-of-area requests for articulation at Lane Community College will be considered on a case by case basis. Lane Community College supports articulation with out-of-area schools when the program in which the course is housed is not offered at the home community college. In some cases, Lane Community College may consider articulation when the home community college does have the program, but does not offer the specific course desired for articulation. In all cases where a request for articulation is made by an out-of-area high school, the Lane Community College Director of High School Connections will contact and consult with the counterpart at the requesting high school's home community college. This consultation will be documented and maintained in the High School Connections Out-of-District Articulations file.

When high schools within the Lane Community College service area request to articulate with another community college, we expect that the out-of-area community college will contact the Director of High School Connections to consult on the rationale for the request. In cases where Lane Community College does not offer the program in which the course is housed, the Director of High School Connections will provide a letter

of release in support of the out-of-area articulation. In cases where Lane Community Colleges does have the program but does not offer the specific course desired for articulation, decisions will be made on a case-by-case basis. When a letter of release is provided, it is effective until June 30<sup>th</sup> of the following academic year, at which time the request will be reviewed again based on current offerings at Lane Community College. See Appendix 13 for a sample letter of release.

## II. Instructor Roles & Responsibilities

### A. Instructor L# (User ID)

Each College Now instructor will be assigned and emailed a Lane CC L# and a generic Password by the HSC office upon successful completion of their articulation process. College Now instructors: log into **myLane** and activate your L# (User ID) account as soon as possible, so you are familiar with the **myLane** portal and how to check your class lists and for grading. If you do not remember your L# or Password, call the HSC office at 541-463-5521 and we will assist you.

#### Steps to activate your account:

- Go to the LANE CC website: [www.lanecc.edu](http://www.lanecc.edu). Click on the myLane button in the bottom right hand corner of the website. Enter your L# (user ID) and generic PIN/Password.
- The first time you log-in you will get a message that your PIN/Password needs to be changed.
- Re-enter your PIN/Password; then enter a new PIN/Password, according to on-screen instructions. (12-16 characters and must contain at least one number, one letter and is case sensitive.) Also set up your security questions.
- Review each screen; you may have to verify your address or e-mail. Click on “I verify this address (or e-mail)”.

### B. CRN (Course Registration Number)

Each College Now course will be assigned a **unique** CRN for each term it is offered. CN Instructors can access their own CRN's through the HSC website or through their personal myLane account on the Faculty tab.

- To find your own CRNs, log onto myLane, click on “Faculty/Advisor” tab, and select Class Lists. You will be prompted for term and course selection.
- **OR**...you can go to [www.lanecc.edu/hsconnections](http://www.lanecc.edu/hsconnections). Click on “College Now” then “Current College Now Classes”. Click on the appropriate term (e.g., Fall 2016). Scroll to find your classes.

**\*\*Note:** CRNs are created for the term in which a student receives a grade. (e.g., Semester classes ending January 15<sup>th</sup>=Lane CC winter term).

### C. Student Application & Enrollment/Registration Process

CN instructors are expected to facilitate the student application and enrollment/registration process for each of their CN courses. For details on these procedures and instructions, see Appendix 7. Per state standards, student registration **MUST** follow the same deadlines as on-campus courses and be completed by the 8<sup>th</sup> week of each term.

**Application for admission** refers to a student request for an L# (Lane CC user ID) which allows them to take classes through Lane CC.

**Registration** refers to each time a student enrolls in a class.

**PIN/Password** is the 12-16 character PIN/Password needed to enter into myLane.

**Students must apply for admission** and be issued an L# (user ID) prior to course registration. The L# is generally applied for during the high school course with instructor assistance. Specific instructions are also included in the Student Handbook. One printed copy of the College Now Student Handbook will be given to each high school instructor. The College Now Student Handbook is also available to print additional copies online at [www.lanecc.edu/hsconnections](http://www.lanecc.edu/hsconnections). All program details, student status and other information is clearly outlined in the Student Handbook.

All personal information is maintained online at [www.lanecc.edu](http://www.lanecc.edu). Students must log on to myLane with their personal L# (user ID) and 12-16 character PIN/Password to access their information. It is the responsibility of the student to keep Lane CC current of any changes in personal information (i.e., e-mail, address, and phone).

It is the responsibility of the high school instructors, **within the first week of class, to provide a copy of their course syllabus**, and to inform students of the status of the class as a College Now offering through Lane CC. (Class syllabi should contain this information.) It is recommended that College Now instructors regularly remind students of that fact.

**\*\*\*Late registrations will not be accepted.** College Now registration deadlines are listed in Appendix 12 of this manual.

**\*\*\*Students with missing grades** may petition on a case by case basis up to 12 months after the course was taken. The CN instructor will need to provide all the information (student name, L#, term, CRN and grade) in writing for the student's case and submit it to the HSC office.

#### D. Grading

Each CN instructor is expected to enter their grades electronically through the LANE CC website according to grading deadlines.

- **Log onto myLane** at [www.lanecc.edu](http://www.lanecc.edu) using your L# (user ID) and Password.
- Click on **Faculty & Advisors** tab.
- Click on **Final Grades** (in center column).
- Click on **Select a Term**...e.g. Fall 2016 (3 terms F, W, S, so make sure you choose the correct term for your CRN).
- The CRN should appear in the pull down menu, **select a CRN by highlighting and then click on submit.**
- Grade list will appear. If you have a student who should be on your class list and is not, yet deserves a grade, call HSC office 541-463-5521 for help.
- In the GRADE column enter the appropriate grade A+ through F.
- Registered students will receive an A+ through F grade. Every student **must** receive a grade. **Any student receiving an "F" grade will need a date entered under "date of last attendance." in the grade sheet.**
- If students wish to drop the course, they will need to go into myLane/myEnrollment/New Registration Tools/choose the class/in the Action drop down box they choose the **Drop NO Refund** option (there is no financial penalty to students.) **All drops must occur by the stated deadline of 8<sup>th</sup> week of the term.**



- All grades do not have to be entered at the same time, however all students must be graded by the given cutoff date. **College Now grading deadlines are listed in Appendix 12.** If there is a need to change a grade after the grades have been processed you will need to call the HSC office at 463-5521 for assistance. All changes must be in writing within 12 months with student name, L#, term, CRN and grade.
- Most importantly, **Click on SUBMIT** often while posting grades. The sessions will time out without action and changes will be lost.
- Students are responsible for ensuring the accuracy of their final grade.
- A student can go through the Appeals Process to have their grade added after the grace year has passed by contacting the High School Connections Director.

## E. Continuing Professional Engagement

### 1. Articulation Meetings

In order to ensure College Now courses reflect the pedagogical, theoretical and philosophical orientation of the college's sponsoring academic departments, at least one annual face-to-face meeting is required.

During this meeting, college faculty meet with high school instructors and share current syllabus information/changes, textbooks, methods, assessment criteria, grading policies, best practices and discuss and resolve curricular issues. The HSC Office, with the division faculty leadership, facilitates the meeting agenda and logistics.

- The articulation meeting is approximately three hours total (one hour general information, two hours discipline-specific meeting)
- Reimbursement for a half-day substitute is provided
- Professional Development Credits are awarded
- Instructors who do not attend the articulation meeting risk losing their College Now articulation.

### 2. New Instructor Orientation

In the fall, new instructors are invited to an orientation at Lane CC main campus in the HSC office. Topics include: Oregon Dual Credit Standards, High School Connections website (application, enrollment, syllabus requirements, assessment requirements, important dates, and the Faculty Manual and Student Handbook).

- The two-hour Orientation is strongly encouraged, but not required.
- The Orientation is scheduled for after school
- No substitute reimbursement is provided

### 3. School Visits and Class Observation

Discipline-specific Lane CC faculty may contact College Now instructors to arrange a class observation. This is not a requirement for maintaining the dual credit articulation and varies among disciplines. High School instructors are also encouraged to arrange class visits of their articulated course(s) at Lane CC. College Now instructors are encouraged to participate in Lane CC pedagogical discussions. Instructors will be notified at articulation meetings and through email of Lane CC professional development opportunities. On a department-by-department basis, and per request, Lane CC faculty are available to visit the high school class programs.



## F. Instructor Facilitation of Student Course Evaluation

State standard (E1) requires a student course evaluation each term.

“The college conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) should not be included in the evaluation report.” Each College Now student will receive an email that gives them the instructions on how to log in to take the survey

## G. Instructor Non-Compliance

“Dual Credit Program policies address instructor non-compliance with the college’s or university’s expectations for courses offered through the Dual Credit Program (for example, non-participation in Dual Credit Program training and/or activities).”

### Instructor Non-Compliance

High school College Now/Dual Credit faculty are expected to meet Lane College Now/Dual Credit standards such as:

- Attend articulation meetings as scheduled
- Observe Lane Community College class sections of their articulated classes as directed by High School Connections
- Review and sign the articulation agreement each year in before the deadline.
- Maintain a current course syllabus
- Submit grades by required deadlines

If the high school College Now instructor fails to comply with Lane’s requirements the following steps will be taken:

- The high school College Now instructor will be contacted by Lane’s High School Connections office to review specific concerns and dismissal implications.
- **A plan of action with timeframe will be put in place with the high school College Now instructor and member of the High School Connections staff. If needed, a high school administrator will be included in the development of the action plan.**
- Lane’s High School Connections office will follow-up with the action plan to confirm that the issues have been resolved.
- If the above steps do not resolve the identified concerns within the agreed upon time frame (one academic quarter) the following steps will be taken:
  - The high school College Now instructor’s course articulation will be suspended until the issue is resolved.
  - Future course articulation may be denied if identified concerns are not addressed and resolved.

## III. Course Requirements/Information

### A. Course Requirements

Course requirements must be given to students in a course syllabus at the beginning of the course. The syllabus format is in Appendix 4.

The high school syllabus course description and learning outcomes must closely match those in the Lane CC course syllabus. Other required elements are listed Appendix 2 and sample Lane CC syllabi are in Appendix 4.

## B. Prerequisites

- Students enrolled in a series course (i.e., CH 101, 102 and 103) must pass each course with a minimum grade of C- prior to enrolling in a subsequent level. (Students may remain in the class for high school credit even if the minimum grade is not achieved).
- At present the only College Now course that requires Lane CC placement testing is Writing 121.

## C. Transcribing College Now Courses

All students who are registered for College Now classes shall receive a grade that is transcribed to Lane CC.

The grade a student receives in a College Now class will appear on a transcript from Lane CC, and may be transferred to other academic institutions. Instructors must post their grades by deadlines given each academic year through the College Now office. See Appendix 12 for a calendar of important dates.

It is not the intention of Lane CC to award students D's or F's, which would result in academic probation prior to entry to Lane CC, or financial aid repercussions. However, grading policy for College Now is consistent with grading policy for Lane CC and includes grades A+ through F. It is the responsibility of the student to drop the class by the stated deadline if s/he does not want the grade. Instructors should remind students of approaching deadlines.

Students have access to view their Lane CC transcripts online as soon as the class is graded. Students should verify that all their College Now grades have been posted by looking at their Lane CC free unofficial transcript before they request an official transcript for a \$5.00 fee.

### How to view and print an Unofficial LANE CC Transcript (free)

- Go to [www.lanecc.edu](http://www.lanecc.edu)
- In the bottom right corner, click on **myLane** icon.
- Type in L# (User ID) and PIN/Password.
- Click on **myEnrollment**.
- Under Student Records click on **Unofficial Academic Transcript**.

### How to Request an Official LANE CC Transcript (\$5.00 fee)

- Go to [www.lanecc.edu](http://www.lanecc.edu)
  - In the bottom right corner, click on **myLane** icon
  - Type in L# (User ID) and PIN/Password
  - Click on **myEnrollment**
  - Under Student Records click on **Official Academic Transcript**.
  - All official transcripts require a small fee (\$5.00).
- \*\*Note:** Nonpayment of transcript fee will block future registration.

### **Substitute Teachers, Student Teachers, and Personnel Changes**

- A substitute teacher who does not meet College Now Instructor certification requirements and who teaches more than 25% of an articulated course may NOT offer College Now credit to the students.
- Any change in instructor personnel in a College Now class must be reported to the High School Connections at the time of the change. Students will **NOT** receive credit if a non-certified instructor is teaching more than 25% of the course.
- There is no provision for a certified “teacher of record” with Lane CC’s College Now program.

## **IV. Assessment Standards for Dual Credit Classes**

- New College Now instructors will submit to the high school connections office a course syllabus for approval that addresses assessment requirements.
- College Now instructors will mirror Lane’s statements of course description and learning outcomes on course syllabi.
- College Now instructors must include grading standards on course syllabi. Grades will range from A+ to F.
- College Now instructors are required to participate in annual articulation meetings with Lane CC faculty to discuss and review course syllabi, assessment requirements and methods, learning outcomes and grading standards, as well as other agenda topics.
- College Now instructors are required to update course syllabi and course content to reflect grading standard revisions to meet or exceed changes in on-campus standards.
- College Now instructors shall accommodate IEP and 504 students with appropriate alternative assessments as determined by the high school’s district policy statements.

## **V. Responsibilities of Lane CC Discipline College Now Faculty Liaisons**

- Attend articulation meetings.
- Collect and review course syllabi to assure course content aligns with campus courses.
- Prepare an agenda for each articulation meeting that includes topics of relevance to the discipline area (e.g., course content, pedagogy, texts, and student assessment). This may be done in conjunction with the High School Connections staff.
- Serve as a campus contact for College Now instructors.
- Visit College Now instructors as time permits.
- Extend an invitation to College Now instructors to participate in campus professional development activities.
- Keep College Now colleagues apprised of changes in programs, courses, and syllabi.
- Work collegially with the High School Connections staff, providing minimum faculty certification standards, syllabi and course changes, when requested.

## **VI. Responsibilities of LANE CC's High School Connections Office**

- Facilitate new articulations by communicating with both HS instructors and Lane CC discipline faculty liaisons.
- Assure paperwork is routed appropriately within the submission timelines.
- Follow up with high school instructors and/or Lane CC departments as necessary.
- Maintain the database of current and ongoing articulations and certifications.
- Maintain copies of Lane CC and high school syllabi.
- Create CRNs for all College Now classes.
- Provide enrollment and registration assistance to the high schools.
- Visit schools to promote College Now, answer questions, and assist instructors/students as necessary.
- Facilitate articulation meetings, working with discipline liaisons to develop agenda.
- Monitor changes to College Now programs in the high schools.
- Present to schools as necessary (e.g., college night, parent nights, etc.).
- Maintain and update Program Manual and Student Manual.
- Maintain the College Now website.
- Be responsive to phone/email requests for help.
- Facilitate annual student course evaluation for College Now classes.

## **VII. FERPA Statement**

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of the students' educational records.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

<http://www2.ed.gov/policy/gen/guid/fpco/faq.html#q7>

### **Accessibility/Special Needs Consideration**

Public schools must ensure, to the maximum extent appropriate, that students with disabilities are educated with students who are nondisabled. Local district policies govern these considerations, and should be included in the course syllabus for the student's information. This is a required syllabus element (see Appendix 2) and these policies should reflect local district policy.

# APPENDICES



## College Now

# APPENDIX 1

## Minimum Course Certification Standards

### College Now Program - Instructor Certification Qualification Information

Locate first under category: School of Arts Sciences or Professional Technical Career, then by course

School of Arts and Sciences Courses		School of Professional and Technical Career Courses	
Lane CC Course	Minimum Qualification Standard	Lane CC Course	Minimum Qualification Standard
<b>Academic Learning Skills</b>		<b>Academic Learning Skills</b>	
EL 115 Effective Learning	Master's degree in Education, English, Special Education, or a related field is required. (Ex. Writing, Reading, Linguistics, Languages, TESOL, or Elementary Ed.)		
<b>Advanced Technology</b>		<b>Advanced Technology</b>	
		APR 101 Trade Skills Fundamentals	
		APR 105 Residential Wiring	
		AM1 143 Barbers	
		AM1 145 Chair Repair	
		AM1 147 Suspension and Steering	
		AM1 243 Electrical and Electronic Systems	
		AM1 244 Engine Performance	
		AM1 246 Heating and Air Conditioning	
		CST 110 Blueprint Reading 1	
		CST 111 Construction Orientation and Environment	
		CST 116 Construction Estimating	
		CST 118 Building Construction	
		DRF 121 Mechanical Drafting	
		DRF 137 Architectural Drafting-Plans	
		DRF 142 Graphic Concepts	
		DRF 167 CAD 1	
		DRF 168 CAD 2	
		DRF 220 Building Information Modeling	
		DRF 245 Solid Modeling	
		DS 257 Diesel Electrical Systems	
		MEG 197 Manufacturing Technology	
		RTEC 105 Introduction to Advanced Technology	
		WLD 111 Blueprint Reading for Welders	
		WLD 112 FabricationWelding 1	
		WLD 121 Shielded Metal Arc Welding 1	
		WLD 122 Shielded Metal Arc Welding 2	
		WLD 143 Wire Drive Welding 1	
<b>Art and Applied Design</b>		<b>Art and Applied Design</b>	
ART 111 Introduction to Visual Arts		ART 288 Introduction to Web Design	TSPC - vocational certification or experience for the content area
ART 113 History of Photography		GD 110 Introduction to Graphic Design	
ART 115 Basic Design: Fundamentals for Graphic		WUL 212 Digital Imaging	
ART 115GD Designers			
ART 131 Introduction to Drawing			
ART 204 History of Western Art	General for Art courses: MFA, MS, MA, MAT or MEd, w/ grad credit in field (or 18 quarter or 12 semester graduate credits)		
ART 205 History of Western Art			
ART 206 History of Western Art			
ART 216 Digital Design Tools			
ART 225 Digital Illustration			
ART 250 Ceramics - Hand Building			
ART 253 Ceramics: Intermediate			
ART 261 Photography 1			
D 152 Dance Basics			
D 188 Jazz Dance 1			
FA 221 Computer Animation			
J 216 News Writing 1			
	General Art qualifications		
	Master's in music or music education		
	Dedicated in music or music education		
	Experience: 1 year successful teaching Preparatory Theory or Theory 1		
	Skills: Teaching skills necessary for success with university diverse students and elementary subject		
MUS 101 Music Fundamentals			
TA 141 Acting 1			
TA 144 Improvisational Theatre 1	General for All Art - MFA, MS, MA, MAT or MEd w/ grad credit in field (or 18 quarter or 12 semester graduate credits)		
TA 153 Theatre Rehearsal and Performance			

# College Now Program - Instructor Certification Qualification Information

Locate first under category: School of Arts Sciences or Professional Technical Career, then by course

School of Arts and Sciences Courses		School of Professional and Technical Career Courses	
Lane CC Course	Minimum Qualification Standard	Lane CC Course	Minimum Qualification Standard
<b>Business</b>		<b>Business</b>	
BA 101 Introduction to Business	Masters degree in business subject areas of a Master's degree in Bus. with a min of 30 grad cr credit hours in business subject areas is required. Experience related industry or instructional exp within 5 years of graduation is preferred. If not demonstrated to the satisfaction of the division dean is preferred and/or a combination of edu and experience equivalent to the above	BT 120 MS WORD for Business	Each degree in Bus, CIT or closely related fields plus proficiency in subject matter as evidenced by exp, edu, cert or other doc of updated tech skills OR Master's degree in bus sub areas or a Master's degree in Edu with a min of 30 grad cr credit hours, with 20 grad or undergrad credits in business subject areas plus proficiency in subject matter as evidenced by exp, edu, cert or other doc of updated tech skills AND 3 years related industry or inst exp w/ the last 5 years of specific knowledge in the subject area
BA 223 Marketing		BT 122 MS POWERPOINT for Business	
BA 281 Personal Finance		BT 123 MS Excel for Business	
		BT 150 Business Web Pages	
		BT 165 Introduction to the Accounting Cycle	
<b>Career and College Connections</b>		<b>Career and College Connections</b>	
		GWE 180 General Work Experience	BA or BS in subject area
<b>Child and Family Education</b>		<b>Child and Family Education</b>	
		ECE 120 Introduction to Early Childhood	
		ECE 140 Practicum 1 - LCCC Lab School	
		ECE 150 Creative Activities for Children	
		HDPS 226 Child Development	
		HDPS 298 IS: Child Development	
<b>Computer Information Technology</b>		<b>Computer Information Technology</b>	
	BA in CS, Computer Science Edu, CIS or related field plus 45 additional qtr credit hours of adv course work deemed equiv. to Master's or Master's in CS, CIS or related degree and industry or inst. Exp. In IT within the last 5 yrs or specific knowledge in the course subject are demonstrated to the satisfaction of the division dean preferred or combo of edu and experience equivalent.		BA in CS, CIS and industry or instructional experience in IT within the last 5 years or specific knowledge in the course subject area demonstrated to the satisfaction of the division dean or combo of edu and experience equivalent.
CS 120 Concepts of Computing: Information Processing		CIS 101 Computer Fundamentals	
		CIS 125G SW Tools: Game Development	
		CIS 125M SW Tools: Mobile Development	
		CIS 195 SW Tools: XHTML	
<b>Culinary Arts and Hospitality Management</b>		<b>Culinary Arts and Hospitality Management</b>	
		CA 163A Beginning Baking and Pastry	Culinary Arts AAS or BA, BS, BFA and 5 years experience in food service or 10 years experience and demonstrated culinary skills.
		HRTM 104 Introduction to Travel and Tourism	BA in Business, Hospitality, Accounting, Culinary Foodservice and/or 7 years experience in food service or hotel/resort mgmt.
		HRTM 105 Restaurant Operations	
		HRTM 106 Introduction to Hospitality Management	
<b>Health Professions</b>		<b>Health Professions</b>	
		HO 100 Medical Terminology 1	Registered Health Info Administrator, Registered Health Info Tech, Certified Med Asst, Certified Med Transcriptionist, Reg Med Asst, Cert Coding Specialist, Cert Procedure Coder, or other applicable Health Care credential. Also must have completed term Cell Teaching exp and exp in health care field, and demonstrated course content, effective in directing and evaluating student learning, and be prepared in edu theory and techniques.
		HO 110 Health Office Procedures	
		HO 120 Survey of Health Professions	
		HO 150 Human Body Systems 1	
		HO 152 Human Body Systems 2	
<b>Health and P.E.</b>		<b>Health and P.E.</b>	
HE 252 First Aid	A Bachelor and Masters degree in Health or Physical Education from an accredited college or university.		
	A Bachelor and Masters Degree in Health and/or Physical Education and/or Dance from an accredited college or university. In certain circumstances and for certain PE activities approved certification and/or experience appropriate to the specific instructional assignment will be accepted.		
PE 185Y Yoga Beginning			



# College Now Program - Instructor Certification Qualification Information

Locate first under category: School of Arts Sciences or Professional Technical Career, then by course

School of Arts and Sciences Courses		School of Professional and Technical Career Courses	
Lane CC Course	Minimum Qualification Standard	Lane CC Course	Minimum Qualification Standard
<b>Languages, Literature &amp; Communication</b>		<b>Languages, Literature &amp; Communication</b>	
<b>English</b>		<b>English</b>	
ENG 104	Introduction to Literature: Fiction		
ENG 105	Introduction to Literature: Drama		
ENG 106	Introduction to Literature: Poetry		
<b>Writing</b>		<b>Writing</b>	
WR 115	Introduction to College Writing		
WR 121	Introduction to Academic Writing		
WR 122	Composition: Argument, Style & Research		
<b>French</b>		<b>French</b>	
FR 101	First-Year French		
FR 102	First-Year French		
FR 103	First-Year French		
FR 201	Second-Year French		
FR 202	Second-Year French		
FR 203	Second-Year French		
<b>Spanish</b>		<b>Spanish</b>	
SPAN 101	Spanish: First-Year		
SPAN 102	Spanish: First-Year		
SPAN 103	Spanish: First-Year		
SPAN 201	Spanish: Second-Year		
SPAN 202	Spanish: Second-Year		
SPAN 203	Spanish: Second-Year		
<b>American Indian Language</b>		<b>Mathematics</b>	
AIL 101-203	Chinuk Wawa		
<b>Mathematics</b>		<b>Mathematics</b>	
ENGR 101	Engineering Orientation		
MTH 95	Intermediate Algebra		
MTH 97	Geometry		
MTH 105	Intro to Contemporary Mathematics		
MTH 106	Intro to Contemporary Math 2		
MTH 111	College Algebra		
MTH 112	Trigonometry		
MTH 243	Introduction to Probability and Statistics		
MTH 251	Calculus 1 (Differential Calculus)		
MTH 252	Calculus 2 (Integral Calculus)		

**College Now Program - Instructor Certification**  
**Qualification Information**  
 Locate first under category: School of Arts Sciences or Professional Technical Career, then by course

School of Arts and Sciences Courses		School of Professional and Technical Career Courses	
Lane CC Course	Minimum Qualification Standard	Lane CC Course	Minimum Qualification Standard
Science		Science	
Biology		Biology	
BI 101F General Biology – Survey of Biology	MA, MS, In related field (or 30 quarter or 20 semester upper division or graduate credits)		
BI 102D General Biology – Survey of Biology			
BI 103E General Biology – Survey of Biology			
Chemistry		Chemistry	
CH 104 Introductory Chemistry 1	MA, MS, In related field (or 30 quarter or 20 semester upper division or graduate credits)		
CH 150 Preparatory Chemistry			
CH 221 General Chemistry 1			
CH 222 General Chemistry 2			
CH 223 General Chemistry 3			
Environmental Science		Environmental Science	
ENVS 181 Terrestrial Environment	MA, MS, In related field (or 30 quarter or 20 semester upper division or graduate credits)		
ENVS 182 Atmospheric Environment and Population			
ENVS 183 Aquatic Environment			
Physics		Physics	
PH 201 General Physics	MA, MS, In related field (or 30 quarter or 20 semester upper division or graduate credits)		
PH 202 General Physics			
PH 203 General Physics			
Social Science		Social Science	
GEOG 142 Introduction to Human Geography	Master's of Geography (MA or MS), completed a upper division GIS or Geospatial course with a grade of B or better, or Master's degree and three years teaching experience K-20 and successful completion of a GRE subject GRE in Social Earth Sciences		
HIST 101 History of Western Civilization			
HIST 102 History of Western Civilization			
HIST 103 History of Western Civilization			
HIST 201 History of the United States			
HIST 202 History of the United States			
HIST 203 History of the United States			
PS 201 American Government and Politics	Master's in Political Science or Master's plus 30 graduate quarter hours, or 20 graduate semester hours in Political Science		
PS 202 American Government and Politics			
Student Life and Leadership		Student Life and Leadership	
SLD 121 African American Leadership: History, Philosophy, and Practice	5		

## Appendix 2

### Syllabus

#### Required Elements:

1. The course title, number, approved catalog description, date, and instructor's name;
2. The instructor's office hours (see Instructor Hours on Campus);
3. The course objectives/learning outcomes;
4. The instructor's assessment policies to include; methods of assessment, grading policies and standards of achievement.
5. The attendance policies for the class;
6. The general assignments;
7. A list of the textbook(s) and reference materials used in the course;
8. The teaching methods used by the instructor; and
9. Accessibility/Special Needs Consideration

#### Sample Template

**COURSE TITLE AND NUMBER – SYLLABUS – Term/date**

**Instructor:**

**Office Hours:**

**Office phone:**

**Class website:** <http://classes.lanecc.edu>

**Instructor E-mail:**

**Required Texts and Materials:**

**Prerequisites:**

#### **COURSE DESCRIPTION (from LCC catalog):**

This course introduces you to the fundamental principles of double entry accounting for a sole proprietorship. You will learn to use general journals and general and subsidiary ledgers, to prepare basic financial statements for service and merchandising businesses, and to prepare basic payroll transactions and records.

#### **COURSE OBJECTIVES (learning outcomes):**

Upon successful completion of the course, you should be able to do the following:

- analyze and record business transactions
- record transactions using journals and ledgers (general and subsidiary)
- perform all steps necessary to complete the accounting cycle
- prepare a balance sheet, income statement, and statement of owner's equity for a sole proprietorship
- maintain customer and creditor accounts in subsidiary ledgers
- prepare bank reconciliation and use a petty cash system
- complete an introductory integrated manual accounting practice set
- understand the link between accounting data and the underlying business reality
- calculate and record basic payroll transactions and maintain necessary records

**ATTENDANCE:****ASSIGNMENT DUE DATES:****HOMEWORK ASSIGNMENT SCHEDULE:****QUIZZES:****TESTS:**

There will be two midterms and a comprehensive final exam.

**ASSESSMENT/GRADING:**

Homework Quizzes	10%	
Comprehensive Problems (2 at 6% each)	12%	
Online quizzes (7 out of 8)	6%	
Concept quizzes (6 out of 7)	7%	
Test #1	20%	
Test #2	20%	
Comprehensive Final Exam	<u>25%</u>	
Total		100%

Grades will be updated as soon as possible after assignments are due.

Grades are assigned based on your overall percentage score in the class. It takes the following minimums to earn each of the grades listed.

A+	98%	B+	88%	C+	78%	D+	68%
A	93%	B	83%	C	73%	D	63%
A-	90%	B-	80%	C-	70%	D-	60%

A grade of "C" or higher is required to pass this course. If you start having difficulty with the course, be sure to talk to me right away. All major tests and projects will be kept by the department. They will be available for reviewing through the first week of the following term.

**ACCESSIBILITY AND ACCOMMODATIONS:**

It is our goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options.

**CHEATING POLICY****INCOMPLETE POLICY**

You must have completed at least 75 percent of the course material before being considered for an incomplete. You will not be given an incomplete for 'getting behind' but must have a documented emergency and be considered passing the course at the time of the emergency.

**ACCESSIBILITY/SPECIAL NEEDS:** This school district ensures that to the maximum extent appropriate, students with disabilities are educated with students who are nondisabled. To request assistance or accommodations, or to address barriers related to disability, contact your school counselor or administrator.

**IMPORTANT DATES:**

## **APPENDIX 3**

### **Sample Course Descriptions**

#### BT 165 Introduction to the Accounting Cycle – 4 credits

Introduces fundamental principles of double entry accrual accounting for a sole proprietorship. Students will analyze and record transactions and adjustments, account for payroll transactions, and prepare financial statements for service and merchandising firms.

#### MTH 111 College Algebra – 5 credits

College Algebra is the study of basic functions and their applications. This includes polynomial, rational, exponential, and logarithmic functions and their inverses. Other topics include an introduction to sequences and non-linear systems of equations. In accordance with national recommendations, this course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of technology. Graphing Calculator is required. Please refer to the Calculator Recommendation Chart on [lanecc.edu/math](http://lanecc.edu/math). However, students will be held accountable for many skills without a calculator.

#### GEOG 142 – Introduction to Human Geography – 4 credits

This course is an introduction to human geography patterns and concepts that help explain the spatial distribution of contemporary cultures. Concepts of region, movement of cultural ideas, and human interaction with their natural and built environment are stressed. Globalizations and changes in cultures resulting from environmental alterations will be presented. Changing cultural patterns will be explored and analyzed using maps, videos, and in-class exercises. This course fulfills the race, gender, and ethnicity requirement.

# APPENDIX 4

## Syllabus Lane CC and High School Examples

### BT165 INTRO TO THE ACCOUNTING CYCLE – SYLLABUS – Winter 2016

**Course No.:** BT165 CRN: 33625 (online)

**Instructor:** Judy Boozer

**Office:** Building 19, Room 253C

**Office Hours:** M & F 7-8 a.m. (virtual), Tu-Th 10-11 a.m., and by appt.

**Office phone:** 541-463-5765

**Class website:** <http://classes.lanecc.edu>

**Course ID:** E-HY7WYBBF6W9PM

**Instructor E-mail:** **E-mail communication should be done in Moodle.** If you must use my college e-mail ([boozerj@lanecc.edu](mailto:boozerj@lanecc.edu)), please put your **name and class in the subject line**

#### MATERIALS:

**Required: The following items are sold as a bundle in the bookstore:**

Heintz/Parry, *College Accounting: Lane Community College*, Cengage Learning, 2013 (includes working papers).

Student Access Code (bundled with our custom textbook).

#### COURSE DESCRIPTION:

This course introduces you to the fundamental principles of double entry accounting for a sole proprietorship. You will learn to use general journals and general and subsidiary ledgers, to prepare basic financial statements for service and merchandising businesses, and to prepare basic payroll transactions and records.

#### COURSE OBJECTIVES:

Upon successful completion of the course, you should be able to do the following:

- analyze and record business transactions
- record transactions using journals and ledgers (general and subsidiary)
- perform all steps necessary to complete the accounting cycle
- prepare a balance sheet, income statement, and statement of owner's equity for a sole proprietorship
- maintain customer and creditor accounts in subsidiary ledgers
- prepare bank reconciliation and use a petty cash system
- complete an introductory integrated manual accounting practice set
- understand the link between accounting data and the underlying business reality
- calculate and record basic payroll transactions and maintain necessary records

## RESOURCES FOR THIS CLASS:

- **Appointments with your instructor:** A time for explanations, extra homework help, and answers to questions. E-mail me to make an appointment or drop by during my scheduled office hours.
- **Textbook:** The chapters explain concepts and walk you through detailed examples to demonstrate them. The homework problems are at the end of each chapter.
- **Working papers:** The working papers are bundled with your textbook. You may check your answers by entering them in CengageNow if desired. You have two attempts to check your answers in CengageNow. After you have used your two attempts, submit your assignment, and you will be able to get additional feedback regarding your assignment. You'll use these completed working papers to answer questions on homework quizzes.
- **Class website:** A Moodle website to serve as a communication tool. You will be able to contact each other for help and comments using the Student Forum link, watch instructional videos, check your grades, and see announcements from the instructor.
- **Homework Website:** <http://login.cengagebrain.com>. You will sign in using the course ID: **E-HY7WYBBF6W9PM** and the Access Code that you received when you purchased the textbook bundle. You can enter your completed assignments on this site to see if they are accurate before taking the homework quizzes. There is a link to Cengagebrain on the class website. Take advantage of all the practice and help available on this site. You can access the full e-book, sample quizzes, interactive PowerPoints, and study plans.
- **Other help:** A free tutoring lab called the Business Resource Center (BRC) will be available in Building 19, Room 249. Hours will be announced after the term begins. Check the schedule on the outside of the door of Building 19/Room 249. **Please register for the free tutoring—CRN 34250.**

## ASSIGNMENT DUE DATES:

Homework is due according to the dates shown in Moodle and on the assignment schedule. A homework quiz will be given beginning in Week 2 over the prior week's homework. Questions on the quiz will come directly from your homework's completed working papers. This means that you will not be able to answer these quiz questions unless you have completed the homework assignments. Homework quizzes must be taken by 11:55 p.m. on Tuesdays. They will open at 6 a.m. on Mondays. One homework quiz will be dropped for this course, but no makeups are available for missed quizzes. It's a good idea to get your homework done EARLY in case you have questions or computer problems.

## HOMEWORK ASSIGNMENT SCHEDULE:

There is an assignment schedule available on the class website. Use your working papers to complete the required homework. Page numbers for all assignments and the appropriate working papers (WP) to use are also included on the assignment schedule.



## NON-GRADED PRACTICE:

All of the exercises and problems following each chapter are available for you to complete and check in CengageNow. If you would like more practice, I recommend that you complete more than the assignments listed on your assignment schedule for added practice. You have two tries to check all assignments. Once you have used both tries, you can submit the assignment to see where you went wrong.

## COMPREHENSIVE PROBLEMS:

There will be two major comprehensive problems. One is completed after Chapter 6, and the other is completed after Chapter 15. **All working papers** for these will be submitted to me by the due date shown on the course site. An online audit quiz must be taken prior to submitting working papers to me.

## THREE KINDS OF QUIZZES:

- **Concept quizzes:** Short quizzes on the important concepts recently covered. These quizzes are due according to the dates listed on your course site. They open at 6 a.m. on Thursdays and close at 11:55 p.m. on Mondays for most weeks. There is an exception to this in Week 4, so check the dates for this week carefully. No make-up is allowed for missed concept quizzes, but I will drop your lowest concept quiz for the term.
- **Online quizzes:** Multiple-choice and True-False questions. Each one will generally take 15 minutes. They will be available on the Moodle class website anytime between Thursday (6 a.m.) and Monday (11:55 p.m.). You may retake the quiz once within that time period, and the higher score will be used. NOTE: the questions on the second quiz will not be the same as the original quiz. The questions will be randomly selected from a pool of questions, so each quiz will be unique. These quizzes cannot be made up, but one online quiz will be dropped.
- **Homework quizzes:** Homework quizzes will begin in Week 2 and will include random questions over the prior week's homework. This means that you must have your completed working papers in front of you when attempting these timed quizzes. These quizzes will open at 6 a.m. on Mondays and close at 11:55 p.m. on Tuesdays (as appropriate). Failure to complete your homework will mean that you will not be able to answer the homework quiz questions. Makeups are not allowed for missed quizzes, but I will drop one homework quiz for the term.

## TESTS:

There will be two midterms and a comprehensive final exam. These tests will be completed in the Testing Center on the main campus. The Testing Center is located in the Center Building on the 4<sup>th</sup> floor, Room 456. For information about open hours, location, and rules, visit:

**<http://www.lanecc.edu/socialscience/testing-lab>**.

If you live outside of Lane County, Oregon, you will need to complete an online proctor approval form. This can be found by going to Lane's homepage, clicking on the Lane A-Z link and then the Distance Learning link. You will then find the Test Proctoring link located at the left of the page. If you have any questions, please contact Michelle at Distance Learning at 541-463-3378. Once your proctor is approved, the form is sent to me; and then I know who will be giving your exam.

**GRADING:**

Homework Quizzes	10%	
Comprehensive Problems (2 at 6% each)	12%	
Online Quizzes (7 out of 8)	6%	
Concept Quizzes (6 out of 7)	7%	
Test #1	20%	
Test #2	20%	
Comprehensive Final Exam	<u>25%</u>	
Total		100%

Grades will be updated as soon as possible after assignments are due.

Grades are assigned based on your overall percentage score in the class. It takes the following minimums to earn each of the grades listed.

A+	98%	B+	88%	C+	78%	D+	68%
A	93%	B	83%	C	73%	D	63%
A-	90%	B-	80%	C-	70%	D-	60%

A grade of "C" or higher is required to pass this course. If you start having difficulty with the course, be sure to talk to me right away. All major tests and projects will be kept by the department. They will be available for reviewing through the first week of the following term.

**ACCESSIBILITY AND ACCOMMODATIONS:**

It is Lane's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You may contact Disability Resources to discuss potential accommodations: (541) 463-5150 (voice); 711 (relay); Building 1, Room 218; or [disabilityresources@lanecc.edu](mailto:disabilityresources@lanecc.edu) (e-mail). Please be aware that any accessible tables and chairs in this room should remain available for authorized students who find that standard classroom seating is not usable.

**WITHDRAWAL FROM COURSE GUIDELINES:**

- ***After Sunday, January 11, 2017, at 11:59 p.m., NO tuition or fees will be refunded.*** You are financially and academically responsible for all courses in which you enroll. If you wish to discontinue this course, you must complete the official drop process via myLane. For college policies regarding refunds see the class schedule.
- **It is your responsibility to drop/withdraw from any class you do not plan to attend.**
- **All students must complete a mandatory first-week communication assignment to remain enrolled in this course. Failure to do so will result in being dropped from this course as per college policy.**

## **CHEATING POLICY**

You are expected to uphold the college's standard of conduct relating to academic honesty. Your submitted homework, examinations, quizzes, and projects must be the student's own work. Any violation of the honor code is subject to a failing grade for the course. (See Lane's Student Conduct Code <http://www.lanecc.edu/cops/conduct.htm>) For this class, it is permissible to assist classmates in general discussion of accounting principles. General advice and interaction are encouraged. Students, however, must develop their own solutions to the assigned homework and quizzes. Students may not 'work together' on graded assignments. Such collaboration constitutes cheating. A student may not use or copy another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact a lab aide, accounting tutor, or your instructor.

## **INCOMPLETE POLICY**

You must have completed at least 75 percent of the course material before being considered for an incomplete. You will not be given an incomplete for 'getting behind' but must have a documented emergency and be considered passing the course at the time of the emergency.

## **IMPORTANT DATES:**

January 11 (Sunday)—Last day to drop a class for full refund (deadline is midnight)

January 19 (Monday)—Martin Luther King Day—College closed

February 16—Presidents' Day holiday--College closed

February 27--Last day for grade option changes or schedule changes (deadline is 5 p.m.)

March 17 (Monday, 7 p.m.)—Deadline for completing final exam

## ACCOUNTING I & II

College Now – BT 165  
2014- 2015

INSTRUCTOR: Mrs. Arnold, Voice Mail 461-6401 ext. 4004  
EMAIL: [jessica.arnold@bethel.k12.or.us](mailto:jessica.arnold@bethel.k12.or.us)  
PAT Period 4: – 1st half - Room 57 or BRC Office

### COURSE DESCRIPTION:

Accounting serves people in business and in their personal lives. This course will help students to develop the skills and abilities necessary to prepare, analyze, and understand business records and reports.

Accounting students may also serve as employees in the school store, Willy's. While working in Willy's, students will be able to practice and reinforce work place readiness skills.

### LEARNING TARGETS:

1. Performing all of the steps in the accounting cycle.
2. Calculating and preparing payroll records for employees.
3. Demonstrate work place readiness skills.

### PRACTICE (Otherwise known as assignments):

Preparations (assignments) are the keys to understanding the material. Students should expect to have preparation work every day in this class. Students are expected to come to class with the work completed and done on their own. **10% of your overall grade is based on your preparation work.**

### PROOFS (Otherwise known as tests and quizzes):

In order to reach the standard in this class you must demonstrate proficiency on the proofs. If you do not meet the standard of one of your proofs, you have one other opportunity to meet the standard. In order to get these other opportunities you will have to complete additional preparations for the unit. Once the class takes the next proof you may not re-take earlier ones.

If you miss a Proof as a result of an excused absence, the proof must be made up on your own time.

**80% of your overall grade is based on proofs.** A final proof will be given at the end of the semester that has questions from all the learning targets you have mastered and is **10% of your grade.**

### ATTENDANCE:

Attendance and participation are essential to the success in this class. When an absence is excused, it is the student's responsibility to make up the work.

Any student entering the classroom after the final bell has rung will be marked tardy. Refer to the student handbook regarding the new school policy for tardies.

## GRADING:

The grading scale used for this class is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Points will be weighted using the following categories and percentages:

Practice	10%
Proofs	80%
Final Proof	10%

## SCHOOL STORE EMPLOYEE:

All students in this class may work in the school store on a rotating basis. All training will be provided to you by store managers. Our top employees will be invited to become manager interns second semester.

## COLLEGE NOW CREDIT:

This one-year course offers students the opportunity to earn 4 credits from Lane Community College. The student must earn a grade of B or better to apply for the credit.

## BUSINESS DEPARTMENT POLICIES:

Food and drink is not allowed in the classroom. Students are expected to clean up after themselves at the end of class by throwing calculator tape away, turning their calculator off and pushing their chairs in.

All students are to remain in their seats until the bell rings at the end of the period.

## STUDENT EXPECTATIONS:

It is our intent to promote an environment that supports equality and respect for all. Any form of harassment or bullying will not be tolerated and will result in discipline, suspension or expulsion.

Instructions for the day are given at the beginning of the period. Any student entering late should do so in a silent and orderly fashion. Most classes operate as a lab. Some student discussion may be helpful to learning, but loud talking or laughing is disruptive to others and will not be tolerated.

All students are expected to complete their own work. Cheating or copying another student's work will result in the consequences outlined in the Student Handbook under The Student Honesty Policy.

Students are expected to bring their textbook and workbook to class everyday along with a pencil and eraser. We are fortunate to have electronic calculators available for accounting students. Students who play with them will not be allowed to use them.

Each student will receive one bathroom pass for each six-week grading period.

## ACCOUNTING TEXTBOOK AND WORKBOOK:

The textbook used for this class is Century 21 Accounting, Ninth Edition, Ross, Gilbertson, Lehman & Hanson. Each student will check out a book from the media center and will be held accountable for the clean return of it at the end of the year. A binder (1.5"+) may be helpful to keep all workbook packets, tests, and notes organized for the year.

**Syllabus**  
**Math 111 – College Algebra**

**Course Credits:** 5**Course Meeting Hours:** 5 lecture hrs/wk**Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_**Instructor:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Office Hours:** \_\_\_\_\_**Telephone:** \_\_\_\_\_ **Voice-Mail:** \_\_\_\_\_ **Mailbox:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_**Prerequisites:**

Within the past four terms completed MTH 095 (Intermediate Algebra) or equivalent course with a grade of "C–" or better or passed a placement test through the Testing Office. MTH 097 (Geometry) is strongly recommended.

**Course Description:**

College algebra is the study of basic functions and their applications. This includes polynomial, rational, exponential, and logarithmic functions and their inverses. Other topics include an introduction to sequences and nonlinear systems of equations. In accordance with national recommendations, this course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of technology. A graphing calculator is required. Please refer to the Calculator Recommendation Chart at [lanecc.edu/math](http://lanecc.edu/math). However, students will be held accountable for many skills without a calculator.

**Course Objectives:**

In order to successfully complete this course, the student should have demonstrated the ability to:

1. Maintain, use, and expand the skills and concepts learned in previous mathematics courses.
2. Apply the midpoint formula, distance formula, properties of lines, and equations of circles to the solution of problems from coordinate geometry.
3. Use and apply the concepts, language, notation, and evaluation of functions, including input-output ideas, domain, range, increasing, decreasing, maximum values, minimum values, symmetry, odd, even, composition of functions, and inverses.
4. Use substitution to create an equation defining one quantity as a function of another.
5. Apply principles of transformations (shifts, reflections, and stretches) to equations and graphs of functions.
6. Recognize, sketch, and interpret the graphs of the basic functions without the use of a calculator:  

$$f(x) = c, x, x^2, x^3, x^n, \sqrt{x}, |x|, e^x, a^x (a > 0), \log_a x (a > 1), \ln x, \frac{1}{x}, \frac{1}{x^2}.$$
7. Identify and apply properties of polynomial functions.
8. Identify and apply properties of rational functions with and without a calculator.
9. Identify and apply properties of exponential and logarithmic expressions and functions.
10. Analyze a function by interpreting its graph, using a graphing calculator.
11. Translate a set of numerical data into graphical form, choose a function (linear or exponential) to model the data, and interpret the implications of the model.
12. Translate word problems into mathematical expressions, solve the problems, and interpret the solutions.
13. Communicate ideas of college algebra through English statements and mathematical sentences.
14. Use the language and skills of precalculus that are important for success in calculus.

15. Write and evaluate the notation of sequences and series including  $n$ th terms, summations, and factorials.
16. Solve nonlinear systems of equations algebraically and graphically (optional – time permitting).
17. Identify sequences as arithmetic, geometric, or neither and apply appropriate formulas related to those sequences to solve problems (optional - time permitting).
18. Accurately apply the mathematics learned in college algebra to topics from the student's world.

#### **Required Materials:**

- a. Required Text: *Precalculus: Enhanced with Graphing Utilities*, 6<sup>th</sup> edition, by Sullivan & Sullivan (A custom edition of the text for Lane Community College is available at the bookstore.)
- b. A programmable graphing calculator: TI-83 Plus or TI-84 Plus is recommended. TI-83s will work.

#### **A Note on Calculator Use**

Calculators such as the TI-89 and the TI-92 that can do symbolic algebra will not be allowed during tests or the final exam. Also, parts of tests or the final exam may be specified as *No Calculators Allowed*.

#### **Other Resources:**

- a. Free Student Tutors: In the Mathematics Resource Center, SCIE 177. The MRC is open Monday through Friday from 8:30 a.m. to 3:20 p.m. and Tuesday and Wednesday evenings from 6:00 to 8:20 p.m. Student tutors for mathematics may also be available in SCIE 177 during hours when the MRC is closed. Check there for details.
- b. Video tape and CD instruction: Video tapes and CDs keyed to course concepts can be checked out from the Mathematics Resource Center, room 169.
- c. MyMathLab: *MyMathLab* is a web-based software package tied to our textbook that allows users to practice exercises similar to most of the problems in our text. It also has help features, videos, and an electronic version of our textbook. New textbooks purchased at the bookstore come bundled with an access code for *MyMathLab*. For those purchasing a used textbook, the bookstore may sell access codes separately, or you may purchase an access code online at [www.mymathlab.com](http://www.mymathlab.com).
- d. Tutors-for-hire. Check in the Math Division Office (room 166) for a list of tutors.

#### **Accessibility and Accommodations:**

To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), [disabilityresources@lanecc.edu](mailto:disabilityresources@lanecc.edu) (e-mail), or stop by Building 1, Room 218.

#### **Sections Covered in the Textbook:**

Sections 1.1-1.3, 1.5, 2.1-2.6, 3.1-3.4, 4.1, Appendix A.3, 4.4-4.5, 5.1-5.9, 12.1

#### **Optional Topics if Time Permits**

Section 1.5 (general form of a circle), Sections 4.2-4.3, Rule of 70, Section 11.6, Sections 12.2-12.3

#### **Class Format:**

#### **Tests:**

#### **Assignments, Classwork and Homework:**

#### **Grading:**

#### **Attendance:**

**Term Calendar:** See separate attachment.



Course: Algebra 3 (College Algebra - Math 111 - CAT A) Trimester: 2015  
Instructor: Tracey Windom e-mail: [windom@4j.lane.edu](mailto:windom@4j.lane.edu)  
Phone: 541-790-8000 Office Hour: 2:15-3:30pm Credit: 0.5 (SEHS), 5 hours (LCC)

**Prerequisites:**

Algebra 2 with a grade of "C-" or better.

**Course Description:**

College Algebra (Alg 3) is the study of basic functions and their applications. This includes polynomial, rational, exponential, and logarithmic functions and their inverses. Other topics include an introduction to sequences and nonlinear systems of equations. In accordance with national recommendations, this course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of technology. A graphing calculator is required. However, students will be held accountable for many skills without a calculator.

**Required Materials:**

- a. Required Text: Precalculus: Enhanced with Graphing Utilities, 3<sup>rd</sup> edition, by Sullivan & Sullivan.
- b. A programmable graphing calculator: TI 83 Plus or TI 84 Plus is recommended.

**Sections Covered in the Textbook:** 1.1-1.4, 2.1-2.7, 3.1-3.5, 3.8, 4.1-4.8, 10.7, 11.1-11.3.

**Class Format:** A short quiz is given over homework assigned two days prior, followed by discussion of the homework assigned one day prior, and then a lecture or activity. If there is time remaining in the period, then students may begin the day's assignment.

**Assignments:** are given, but not collected. Assignments are posted in the classroom and students receive an assignment list.

**Quizzes:** 20% of overall grade - 5 points each - over topics from the lecture and homework. Students may use their homework assignment and notes, but not textbook.

**Exams:** 80% of overall grade. Two exams (free response) will be given through out the trimester and a comprehensive (multiple-choice) final exam will be given at the end of the trimester. Each exam is given over two class periods and includes no calculator and graphing calculator portions.

**Grading:** A 90-100% B 80-89% C 70-79% D 60-69% F < 60%

Note: to earn college credit, the grade must be 70% or higher.

to earn SEHS credit, the grade must be 60% or higher.

Note: Pass/No Pass is not a grade option for college credit.

Pass/No Pass for SEHS grade must be made by midterm.

**Dropping the class:** This class may be dropped w/in the first 10 days without penalty. If the instructor recommends that the class be dropped, that recommendation will be made by midterm. If the recommendation is followed, there will be a no grade/no credit issued at the time of withdrawal. However, if the course is not dropped, then the grade earned will be given at the end of the term.

Accommodations will be available for identified IEP, 504, and TAG students.

**Course Objectives:**

In order to successfully complete this course, the student should have demonstrated the ability to:

1. Maintain, use, and expand the skills and concepts learned in previous mathematics courses.
2. Apply the midpoint formula, distance formula, properties of lines, and equations of circles to the solution of problems from coordinate geometry.
3. Use and apply the concepts, language, notation, and evaluation of functions, including input-output ideas, domain, range, increasing, decreasing, maximum values, minimum values, symmetry, odd, even, composition of functions, and inverses.
4. Use substitution to create an equation defining one quantity as a function of another.
5. Apply principles of transformations (shifts, reflections, stretches, and compressions) to equations and graphs of functions.
6. Recognize, sketch, and interpret the graphs of the basic functions without the use of a calculator.
7. Identify and apply properties of polynomial functions.
8. Solve nonlinear systems of equations algebraically and graphically.
9. Identify and apply properties of rational functions with and without a calculator.
10. Identify and apply properties of exponential and logarithmic expressions and functions.
11. Analyze a function by interpreting its graph, using a graphing calculator.
12. Translate a set of numerical data into graphical form, choose a function (linear, power, exponential, logarithmic, or logistic) to model the data, and interpret the implications of the model.
13. Translate word problems into mathematical expressions, solve the problems, and interpret the solutions.
14. Communicate ideas of college algebra through English statements and mathematical sentences.
15. Use the language and skills of precalculus which are important for success in calculus.
16. Write and evaluate the notation of sequences and series including  $n$ th terms, summations, and factorials.
17. Identify sequences as arithmetic, geometric, or neither and apply appropriate formulas related to those sequences to solve problems (time permitting).
18. Accurately apply the mathematics learned in college algebra to a topic from the student's world.

CAT A Assignment List Name: \_\_\_\_\_

	A	B	C	D	E
1	Date	#	Sect.	Assignment	Sc
2		1		Interval Notation & Lines: Memory Jogger ! & 2	
3		2	1.1/1.2	Rect. Coord/Graphing p. 10 #23,27,33,35,37,39,49,51,57/p.19 #3-15 odd,16	
4		3	1.2/1.3	Graphing/Symmetry p. 20 #21,25,27,31,33,35/p.30 #3,9-25 odd, 29,33	
5		4	1.3	Circles p. 31 #39,41,43-51 odd (stand. form), 53-56 all, 63-75 odd & MJ 3 (fact)	
6		5	1.4	Solving p. 43 #1-7 odd, 11,19,25,31,35,39,43,47,55,57,65,67,107,111,113	
7		6		Graphing Calculator worksheet	
8		7	2.1	Functions p. 96 #1-15 odd, 21,23,29,33-43 odd, 47,49-59 odd	
9		8	2.1	Functions p. 98 #61,63,67-73 odd, 75,79,83,85,87 & Difference Quotient wkst	
10		9	2.2	Linear Functions & Lines of Regression p. 108 #9,11,13-18,19,26,27,29	
11		10	2.3	Functions p. 122 #1-10, 11-17 odd, 21,23,37,39,41,45,47,51,55,67,69,73	
12		11	2.4	Funct p. 132 #1-7 all, 9-15,21,23,25(a-d),31,33,43-48 & Ev/odd & Funct wkst	
13		12	2.5	Transformations p. 145 #1-16,17-31 odd	
14		13	2.5	Transform p. 146 #33-41 odd, 45-57 odd, 63a-g & Shift, reflect, stretch wkst	
15		14	2.6	Operat/Composite Funct. p. 155 #1-5 odd, 13,17,35,39,41,47,51,55,57,65,71	
16		15	2.7	Mathematical Models p. 163 #1,15,23 & Operations on Functions wkst	
17			Review	No Calculator Practice Exam	
18			Review	Calculator Practice Exam	
19			Exam 1	No Calculator	
20		16	Exam 1	Calculator & Memory Jogger 4 (quadratics)	
21		17	3.1	Quadratics p.189 #1-8 all, 17,21,27,31,43,45,47,59,63,65,69	
22		18	3.1/3.2	Quad. App/Power Functions p. 192 #73,75,77,81,87/p.200 #1-7 odd, 13,17	
23		19	3.3	Polynomials (degree & multiplicity) p. 211 #1-10 all, 11-29 odd	
24		20	3.3	Polynomials (turning points) p. 211 #33,37,39,49,59,65,67,71	
25		21		Polynomial and Synthetic Division p. 1028 #1,3,13,15,17,23	
26		22	3.4	Rational Functions (asymptotes) p. 224 #1-11 odd,13-18 all, 23,24,33-47 odd	
27		23	3.5	Rational Functions (analysis) p. 234 #1,3,5,9,11,39,46,47	
28		24		Investigating Polynomial Functions & Matching wkst (Early Release)	
29		25	3.5	Rational Functions (holes) p. 234 #27,29,31 & Rat Funct wkst & MJ 5 (complex)	
30		26	3.8	Complex Zeros p. 263 #1,3,13,15,17,25,26	
31		27	4.1	One-to-one & Inverse Functions p. 285 #3,7-15 odd, 19,21,25,29	
32		28	4.1	One-to-one & Inverse Functions p. 286 #33,37,43,47,57 & Inverses wkst	
33		29	4.2	Expon. p. 297 #3,11-18 all, 19,21,29,37,43,45,53,57,62,65,84 & MJ 6/7 (logs)	
34		30	4.3	Logarithmic Functions p. 310 #1-7 odd, 11-17 odd, 23-31 odd, 35	
35		31	4.3	Log Funct. (graphing) p. 310 #37,39,47-49 all, 53-61 all, 63,71,85,87,97,99,115	
36		32	4.4	Properties of Logs p. 321 #1-9 odd, 17,21,25,31-37 all, 45-51 odd, 61,62,69,71	
37		33	4.5	Log/Exp p. 327 # 1,3,5,9,12,17,19,21,29,49,51,55,57 & Comp Exp & Log wkst	
38			Review	No Calculator Practice Exam	
39			Review	Calculator Practice Exam	
40			Review		
41			Exam 2	No Calculator	
42		34	Exam 2	Calculator & Compound Interest wkst	
43		35	4.6	Compound Interest p. 333 #1,3,7,9,13,19,23,29,33,35,41	
44		36	4.7	Growth & Decay p. 347 #1,3,5,6,7,9,11,19	
45		37		Die is Cast Activity & Exponential Growth/Decay wkst	
46		38	4.7	Logistic Models p. 348 #21,23,24	
47		39	4.8	Exp & Log. Models p. 355 #3,5,9 and Reaching the Moon with Tissue problem	
48		40	10.7	Systems of Nonlinear Equations (solve algebraically) p. 821 #1,5,9,11	
49		41	10.7	Systems of Nonlinear Equations (solve w/algebra & graphers) p. 821 #21,57,59,64	
50		42	11.1	Sequences p. 864 # 1-7 odd, 11-29 odd, 35-51 odd, 55-65 odd	
51		43	11.2	Arithmetic Sequences p. 872 #1-7 odd, 11-15 odd, 19,21,25,27,33-39 odd, 49	
52		44	11.3	Geometric Sequences p. 882 #1-5 odd, 11-21 odd, 25-29 odd	
53		45	11.3	Geometric Series p. 882 #33-41 odd, 51,53,59,71	
54			Review	No Calculator Practice Exam	
55			Review	Calculator Practice Exam	
56			Review		
57			Final	No Calculator	
58			Final	Calculator: Period	
59			Final	Calculator: Period	

# Introduction to Human Geography

## GEOG142 - Online Course

**Term:** Fall 2014

**CRN:** 21028

**Instructor:** Songer

**Office:** 410 A - Center Building Main Campus

**Contact:** Use Moodle to contact me electronically- I will respond to online students during my office hours

**Office Hours:** Monday through Thursday – 8:00 to 9:00 am

**Course Description:** This course is an introduction to human geography patterns and concepts that help explain the spatial distribution for contemporary cultures. Concepts of region, movement of cultural ideas, and human interaction with their natural and built environment are stressed. Globalizations and changes in cultures resulting from environmental alterations will be presented. Changing cultural patterns will be explored and analyzed using maps, videos, and in-class exercises. This course fulfills the race, gender, and ethnicity requirement.

**Course Objectives:** Student will:

- 1) Use common geographic terms related to the discipline of Human Geography.
- 2) Understand the spatial components of Human Geography and be able to discuss how geographic sub-disciplines vary over space and place.
- 3) Use geographic analysis to solve problems and make predictions about current geographic concerns.

**Required Text:** Fundamentals of the Human Mosaic - *edition 12* . Authors: Jordan-Bychkov, Domosh, Newman - SBN-10: 1-4292-7200-7 - You can purchase the text from the LCC Book Store or rent this text from [www.chegg.com](http://www.chegg.com) for about \$32.00.

Note to Leslie: I may be using a free online text in fall – I can let you know as soon as it is ready.

**Teaching Methods:** This online class will be taught using recorded lectures that introduce each weeks topic, assigned reading (text and other) assigned videos, and hands on activities (Blogs, Mapping, Research). Each week students will receive a study guide that will provide a list of the most important vocabulary and terms along with several discussion questions.

**Class Structure:** This course material for this class will be learned through weekly readings from the text, Lectures, videos and other assignments. There will be weekly quizzes and two exams. The class is online, which means you do not have to attend regular lectures, but there are firm dues dates for quizzes, assignments and the exams. The exams and quizzes will be online and will be timed.

**Dropping Students:** To align with federal student-enrollment guidelines, I will need to drop any student who has not submitted the syllabus quiz by noon Friday October 3.

**Is an online class right for you?** The online environment is not for everyone. Unfortunately, some people either have unrealistic expectations, or they think taking online classes is the “easy” route. Read the information and take the quiz to see if you are choosing the right class format.

### **Weekly Work Flow:**

Monday: The week's reading guide, assignment, and quiz is open.

Sunday: All assignments and the quizzes are due by Sunday at midnight. Make sure to give yourself enough time for technology glitches and emergencies. Personally, I would not wait until Sunday to turn in the work.

You can always submit work early, but you cannot submit work late. I will try to grade your work before Thursday. I will not correct your work – i.e. provide the right answer, but I will give you page numbers and some guides to help you find the correct answer. If you are still unsure, you can contact me for more help. I am happy to help you if you are unsure about a concept or term if you contact me before 10:00 AM.

I am happy to meet with you and go over any questions you have about the course. You will need to bring your study materials with you so I will have a better idea how to help. See the section **Creating Study Materials**.

**Exams:** There are two exams. The midterm exam will cover the material from weeks 1, 2, 3, and 4. The final exam will be **cumulative**. The exam will be taken in the Social Science Testing Lab on the Lane Main Campus or you can arrange for an approved proctor – see the link below. The exams are **NOT** open book or open note. When you are ready to take the exam make sure you check the hours of the testing lab to give yourself enough time. Also you will need to know my name, have your ID and your L number with you.

**Grading:** Your grade will be based on the 300 points available for the class.<sup>9</sup>

Quizzes 45 pts

Nine Activities 45 Pts

Midterm 100 pts

Final 110 pts

89.5 % points or more = A

79.5% to 89.4% = B

69.5 % to 79.4% = C

59.5% to 69.4% = D

Less than 59.5% = F

**PASS/NO PASS** - If you choose to take the class pass no pass, you will need to receive at least 69.5% to pass the class. A grade of 69.4 or less is non-passing.

**Communication:** I will answer Moodle Messages during my office hours by noon. I do not read student work over the weekend. Sometimes I get questions that might benefit the entire class. In these cases, I respond to messages with a forum post. Make sure Moodle has a working email for you. It is your responsibility to read the announcement forum and to keep up with changes or class information. Remember to check the forums.

**Some email Cautions:** Email can sound rude, curt, snarky and short even when that is not the intention. Without body language and facial cues, it is easy to take a short abrupt email the wrong way. So here are some tips for better communication.

- Use a greeting and closing – example: Morning Lynn, Thanks...
- Avoid sarcasm – Give each other the benefit of the doubt.
- Include your class - I am in GEOG 142
- Misspelled words and typos seem to be unavoidable. We miss speak all the time and we can overlook it. Mistyped words in an email are not big deal as long as I know what you intend to say.

**Accessibility and Accommodations:** To request assistance or accommodations related to disability, contact Disability Resources at [\(541\) 463-5150](tel:5414635150) (voice), 711 (TTY), [disabilityresources@lanecc.edu](mailto:disabilityresources@lanecc.edu) (e-mail), or stop by Building 1, Room 218.

- Please be aware that any accessible tables and chairs in this room should remain available for authorized students who find that standard classroom seating is not usable.

### **Study Materials: AKA How to be successful in this class**

1. Read the syllabus and take the quiz.
2. Take notes as you view the chapter review.
3. Write out the vocabulary definitions and answer the concept questions as if you were going to turn them in.
4. Read or view any other material for the week and take notes.
5. Review your notes and take the quiz.

**Time Management Suggestions:** A four credit college class is intended to require 12 hours a week of class attendance, reading, study and preparation. Some of you will need more time to be successful - some of you will need less. Here is a workflow that will help alleviate emergencies.

1. Monday through Wednesday - Read, watch videos, and work on any assignments.
2. Thursday - Check the forum post and study for the quiz.
3. Friday - Take the quiz and turn in any assignments.

### **Weekly Assignments and Work Flow:**

#### Week 1: Cultural Geography: An Introduction

Syllabus quiz (5 pts.)  
 Vocabulary and Concepts  
 General Geography Concepts Activity (5 pts.)  
 Weekly Quiz (5 pts.)

#### Week 2: Folk and Popular Cultures

Vocabulary and Concepts  
 Cultural Activity ( 5 pts)  
 Weekly Quiz (5 pts.)

#### Week 3: Population Geography

Vocabulary and Concepts  
 Population Activity (5 pts.)  
 Weekly Quiz (5 pts.)

#### Week 4: Geographies of Race and Ethnicity

Vocabulary and Concepts

Cultural Differences Activity (5 pts.)

Weekly Quiz (5 pts.)

Week 5: Midterm Exam - Opens Tuesday and Closes Wednesday evening (100 pts.)

Week 6: Political Geography

Vocabulary and Concepts

ArcGIS online – Political boundaries (5 pts)

Weekly Quiz (5 pts.)

Week 7: Agriculture

Vocabulary and concepts

GMO Activity (5 pts.)

Weekly Quiz (5 pts.)

Week 8: Economic Geography

Vocabulary and Concepts

ArcGIS Online – Trade and Globalization (5 points)

Weekly Quiz (5 pts.)

Week 9: Urbanization

Vocabulary and Concepts

ArcGIS – Online - Urban Mapping (5 pts.)

Weekly Quiz (5 pts.)

Week 10: Environmental Geography: Reading is not in the text

Weekly Quiz (5 pts.)

ArcGIS online – EPA Mapping (5 points)

Week 11: Final Exam (Cumulative) - Opens Monday and closes Wednesday evening PM. (110 pts)



## Geography 142: Introduction to Human Geography

Instructor: Mrs. Simmons  
[leslie.simmons@bethel.k12.or.us](mailto:leslie.simmons@bethel.k12.or.us)  
461-6401 ext 4025

**Course Description:** This course is an introduction to human geography patterns and concepts that help explain the spatial distribution for contemporary cultures. The course will introduce students to the systematic study of patterns and processes that have shaped human understanding, use and alteration of the Earth's surface. Concepts of region, movement of cultural ideas, and human interaction with their natural and built environment are stressed. Globalizations and changes in cultures resulting from environmental alterations will be presented. Changing cultural patterns will be explored and analyzed using maps, videos, and in-class exercises.

**Course Objectives:** Student will:

- 1) Use common geographic terms related to the discipline of Human Geography.
- 2) Apply knowledge and experience to foster a better understanding of the diverse social world in which we live: Identify location of nations and their cultural connections through language, religion, ethnicity and common histories.
- 3) Understand the role of place to cultural identity of individuals and institutions.
- 4) Understand the spatial components (models, maps, and diagrams) of Human Geography and be able to discuss how geographic sub-disciplines vary over space and place.
- 5) Use geographic analysis to solve problems and make predictions about current geographic concerns.

### Texts and Study Materials

Rand McNally, "Atlas of World Geography" 2006

Kuby, Michael, John Harner, and Patricia Gober. Human Geography in Action. 5th ed. New York: John Wiley, 2010.

The Power of Place: Geography for the 21st Century series. Video. N.p.: Annenberg/ CPB Project, 2003.

Rubenstein, James M. The Cultural Landscape: An Introduction to Human Geography. 10th ed. Upper Saddle River, N.J.: Pearson Prentice Hall, 2011.

Additional case studies, readings from current resources, films, aerial photos and field study work will supplement the main texts.

## **Course Topics**

This course covers the following topics:

- I. Geography: Its Nature and Perspectives**
  - A. Geography as a field of inquiry
  - B. Major geographical concepts underlying the geographical perspective: location, space, place, scale, pattern, nature and society, regionalization, globalization, and gender issues
  - C. Key geographical skills
  - D. Use of geospatial technologies, such as GIS, remote sensing, global positioning systems (GPS), and online maps
  - E. Sources of geographical information and ideas: the field, census data, online data, aerial photography, and satellite imagery
  - F. Identification of major world regions
- II. Population**
  - A. Geographical analysis of population
  - B. Population growth and decline over time and space
  - C. Migration
- III. Cultural Patterns and Processes**
  - A. Concepts of culture
  - B. Cultural differences and regional patterns
  - C. Cultural landscapes and cultural identity
- IV. Political Organization of Space**
  - A. Territorial dimensions of politics
  - B. Evolution of the contemporary political pattern
  - C. Challenges to inherited political-territorial arrangements
- V. Agricultural and Rural Land Use**
  - A. Development and diffusion of agriculture
  - B. Major agricultural production regions
  - C. Rural land use and settlement patterns
  - D. Issues in contemporary commercial agriculture
- VI. Industrialization and Economic Development**
  - A. Growth and diffusion of industrialization
  - B. Social and economic measures of development
  - C. Contemporary patterns and impacts of industrialization and development
- VII. Cities and Urban Land Use**
  - A. Development and characters of cities
  - B. Models of urban hierarchies: reasons for the distribution and size of cities
  - C. Models of internal city structure and urban development: strengths and limitations of models
  - D. Built environment and social space
  - E. Contemporary urban issues

## APPENDIX 5

### Currently Articulated Courses with Prerequisites and Recommendations

#### Current Course Offerings

Division	Crs Prefix	Crs Number	LCC Crs Name
Adult Basic & Secondary Ed	EL	115	Effective Learning
Advanced Technology	AM	143	Brakes
	AM	145	Engine Repair-WK 2 Preventative Maintenance
	AM	147	Suspension & Steering-WK 2 Steering Inspection
	AM	243	Electrical & Electronic Systems-WK 2 Electrical Circuits/Ohms Laws
	AM	244	Engine Performance-WK 1 Valve Adjustment/OHC/OBD
	APR	101	Apprenticeship Trade Skills Fundamentals
	APR	105	Residential Wiring
	CST	110	Blueprint Reading 1
	CST	111	Construction Orientation and Environment
	CST	116	Construction Estimating
	CST	118	Building Construction
	DRF	121	Mechanical Drafting
	DRF	137	Architectural Drafting - Plans
	DRF	142	Graphic Concepts
	DRF	167	CAD 1
	DRF	168	**CAD 2
	DRF	220	Building Information Modeling
	DRF	245	Solid Modeling
	DS	257	Diesel Electrical Systems
	MFG	197	Manufacturing Technology
	RTEC	105	Introduction to Advanced Technology
	WLD	111	Blue Print Reader for Welders
	WLD	121	Shielded Metal Arc Welding 1
	WLD	122	**Shielded Metal Arc Welding 2
	WLD	143	Wire Drive Welding 1
Art and Applied Design	ART	111	Introduction to the Visual Arts
	ART	113	History of Photography
	ART	115	Basic Design: Fundamentals
	ART	115GD	Basic Design: Fundamentals for Graphic Designers
	ART	131	Introduction to Drawing

	ART	204	History of Western Art
	ART	205	History of Western Art
	ART	206	History of Western Art
	ART	216	Digital Design Tools
	ART	225	Digital Illustration
	ART	250	Ceramics: Hand Building
	ART	253	**Ceramics: Intermediate
	ART	261	Photography 1
	ART	288	Introduction to Web Design
	D	152	Dance Basics
	FA	221	Computer Animation
	GD	110	Introduction to Graphic Design
	J	216	News Writing 1
	MUL	212	Digital Imaging
	MUS	101	Music Fundamentals
	MUS	201	Exploring Music: Introduction to Music and Its Literature
	MUS	202	Exploring Music: Introduction to Music and Its Literature
	MUS	203	Exploring Music: Introduction to Music and Its Literature
	TA	141	Acting 1
	TA	144	Improvisational Theater 1
	TA	153	Theater Rehearsal and Performance
Business and Computer Information Technology	BA	101	Introduction to Business
	BA	223	Marketing
	BA	281	Personal Finance
	BT	120	MS WORD for Business
	BT	122	MS POWERPOINT for Business
	BT	123	MS EXCEL for Business
	BT	150	Business Web Pages
	BT	165	Intro to the Accounting Cycle
	CIS	101	Computer Fundamentals
	CIS	125G	SW Tools 1: Game Development
	CIS	125M	Computer Mobile App Development
	CIS	195	Web Authoring 1
	CS	120	Concepts of Computing: Information Processing
Child and Family Education	ECE	120	Introduction to Early Childhood
	ECE	140	Practicum 1-LCC Lab School
	ECE	150	Creative Activities for Children
	HDFS	226	Child Development
	HDFS	298	Independent Study: Child Development
Cooperative Education	GWE	180	General Work Experience
Counseling and Advising	CG	100	College Success

Culinary Arts and Hospitality Management	CA	160	Introduction to Cooking Theories 1
	CA	163A	Beginning Baking and Pastry
	HRTM	104	Introduction to Travel and Tourism
	HRTM	105	Restaurant Operations
	HRTM	106	Intro to Hospitality Management
Health and P.E.	HE	252	First Aid
	PE	185Y	Yoga Beginning
Health Professions	HO	100	Medical Terminology
	HO	110	Health Office Procedures
	HO	120	Survey of Health Professions
	HO	150	Human Body Systems 1
	HO	152	**Human Body Systems 2
Language, Literature & Communication	CW	101	Chinuk Wawa
	CW	102	**Chinuk Wawa
	CW	103	**Chinuk Wawa
	CW	201	**Chinuk Wawa
	CW	202	**Chinuk Wawa
	CW	203	**Chinuk Wawa
	ENG	104	Introduction to Literature: Fiction
	ENG	105	Introduction to Literature: Drama
	ENG	106	Introduction to Literature: Poetry
	FR	101	First-Year French
	FR	102	**First-Year French
	FR	103	**First-Year French
	FR	201	**Second - Year French
	FR	202	**Second - Year French
	FR	203	**Second - Year French
	SPAN	101	Spanish, First-Year
	SPAN	102	**Spanish, First-Year
	SPAN	103	**Spanish, First-Year
	SPAN	201	**Spanish, Second-Year
	SPAN	202	**Spanish, Second-Year
	SPAN	203	**Spanish, Second-Year
	WR	115	Introduction to College Writing
	WR	121	*Introduction to Academic Writing
	WR	122	**Composition: Argument, Style and Research
Mathematics	ENGR	101	Engineering Orientation
	MTH	95	Intermediate Algebra
	MTH	97	Geometry
	MTH	105	Math in Society
	MTH	106	**Introduction to Contemporary Mathematics 2
	MTH	111	College Algebra
	MTH	112	**Trigonometry
	MTH	243	***Intro to Probability & Statistics

	MTH	251	Calculus 1 (Differential Calculus)
	MTH	252	**Calculus 2 (Integral Calculus)
Science	BI	101F	General Biology - Survey of Biology
	BI	102D	General Biology - Survey of Biology
	BI	103E	General Biology - Survey of Biology
	CH	104	Introductory Chemistry 1
	CH	150	Preparatory Chemistry
	CH	221	General Chemistry 1
	CH	222	**General Chemistry 2
	CH	223	**General Chemistry 3
	ENVS	181	Terrestrial Environment
	ENVS	182	Atmospheric Environment & Population
	ENVS	183	Aquatic Environment
	PH	201	General Physics
	PH	202	**General Physics
	PH	203	**General Physics
Social Science	ES	101	Historical Racial & Ethnic Issues
	GEOG	142	Introduction to Human Geography
	HST	101	History of Western Civilization
	HST	102	History of Western Civilization
	HST	103	History of Western Civilization
	HST	201	History of the United States
	HST	202	History of the United States
	HST	203	History of the United States
	PS	201	US Government and Politics
	PS	202	US Government and Politics
Student Life and Leadership	SLD	121	African American Leadership: History, Philosophy, and Practice

\* Writing 121: Students must meet WR 121 placement test requirement prior to registration or have taken (College Now) WR 115.

\*\* Sequence Courses: A grade of C- or better is required before advancing to the next level of any sequence course.

\*\*\* MTH 243: MTH 105 is a prerequisite class to MTH 243.

Note: Not all classes with consecutive numbers are sequence classes, i.e., Biology, History and Hospitality Management.

## APPENDIX 6

# Student Admission & Registration Procedures

### If a student already has an L# and doesn't remember what it is:

- Please do not re-apply to obtain the L#. The College Now application is not a look-up tool.
- On the myLane portal Click on "Need L#? Click here".
- The student needs to fill out the information and their L# will be emailed to them.
- Plus every school has a person with L# look-up capabilities.

### Admission to Lane CC: Applying for your L# (User ID):

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
  2. In the bright yellow bar, in the center of the page, click on **Apply Now**.
  3. Click on the blue box **College Now Student**, then click on **Get Started**.
- OR**
4. Go to <http://www.lanecc.edu/hsconnections/collegenow>.
  5. Click on **College High School Application**.
  6. **Create a 12-16 character PIN/Password**, using both numbers and letters. Write it down! As you will need this PIN/Password when you log-in to myLane to register for your class(es).
  7. Click **Log-In**.
  8. You will receive a Generated ID number (G#). Write it down! Click **Continue**.
  9. Click **Continue**.
  10. **Select your term** from the pull down menu.
  11. Type in your first and last names. Click **Fill out Application**. It will take you to a screen with 4 items. Click on **Name** to begin.
  12. As you finish each page, click on **Continue** until you have provided all required items. Once you finish the Application Checklist you will see a screen with **4 checkmarks**. (If any of the sections does **NOT** have a checkmark, click on that section and complete it.) Click **Application is Complete**.
  13. **Your L# will appear in bold type in the middle of the page. WRITE IT DOWN** on one of the blue/white cards provided, and continue on to direction #14. **If you do NOT see your L#, tell your instructor. (S)He will need the generated ID number you received in instruction #8.**
  14. Click on **Access Web for Student**. You will be asked to change your PIN/Password. Follow instructions for creating a new 12-16 character PIN/Password. Click on **Login**.
  15. You will be asked to provide two **Verification Security Questions**. Select questions with an answer that you will **NOT FORGET**. Continue to verify your address and/or email if asked.
  16. Click on **Enrollment and Student Financial Services**.
  17. Click on **Registration and Books**.
  18. Click on **Add/Drop Classes**.
  19. Select correct **Term** from drop down menu.
  20. Enter the correct **CRN#** for your College Now class.
  21. Click on **Submit Changes**. Be sure that you see that you are registered for the correct class. If you see a different class listed **Raise Your Hand**.
  22. Log off and close your browser.

## **I already have my L# & PIN/Password and just need to register for classes.**

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon.
3. Type in your L# (Begin with Capital L) and 12-16 character PIN/Password. Log-In.
4. Click on the **myEnrollment** tab from the menu across the top of the page.
5. Under Registration Tools, Select **New Registration Tools**.
6. Select **Register for Classes**.
7. Select the correct **Term** from the drop down menu. **Continue**.
8. Under **Register for Classes** choose the 2<sup>nd</sup> tab **Enter CRN's**.
9. Enter the correct **CRN#** and Click on either **Add Another CRN** or **Add to Summary**.
10. Check the **Summary** box to make sure you are registering for the correct class.
11. Submit **Changes**.
12. Click on **Sign Out** in the top dark blue band on the right side.
13. Click on the **myLane** tab and **Logout**.

## **I forgot my 12-16 character PIN/Password. What do I do?**

1. In the bottom right corner **click** on **myLane** icon.
2. In the Secure Access Login box, click on **Forgot Password**? Answer your security questions. Enter your information and check your email.
3. Or call 541-463-5521 and ask to have your Password reset.

## **I don't want the grade I have earned to be transcribed. How do I drop the College Now class?**

1. **You must drop by the eight week of class. Check Appendix 12--Calendar of Important Dates.**
2. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
3. In the bottom right corner, click on **myLane** icon.
4. Type in your L# (Begin with Capital L) and 12-16 character PIN/Password. **Log-In**.
5. Click on the **myEnrollment** tab from the menu across the top of the page.
6. Under Registration Tools, Select **New Registration Tools**.
7. Select **Register for Classes**.
8. Select the correct **Term** from the drop down menu. **Continue**.
9. If you are registered, the system automatically will bring up your class summary.
10. Choose the correct class and click on the **Action** drop down box.
11. Choose **Drop NO Refund**.
12. **Submit** your changes.
13. Click on **Sign Out** in the top dark blue band on the right side.
14. Click on the **myLane** tab and **Logout**.



**The class is offered as variable credit. How do I change the credit hours?**

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon.
3. Type in your L# (Begin with Capital L) and 12-16 character PIN/Password. Log-In.
4. Click on the **myEnrollment** tab from the menu across the top of the page.
5. Under Registration Tools, Select **New Registration Tools**.
6. Select **Register for Classes**.
7. Select the correct **Term** from the drop down menu. **Continue**.
8. Under **Register for Classes** choose the 3rd tab, **Schedule and Options**.
9. Click in the box labeled **Hours**, and enter the correct amount of credits earned.
10. Submit **Changes**.
11. Click on **Sign Out** in the top dark blue band on the right side.
12. Click on the **myLane** tab and **Logout**.

## Getting an error message? And not sure what to do?

Message	Correction
<b>Student status prohibits registration.</b>	<u>Your L# is inactive.</u> You need to fill out the College Now application again as if you are a new student.
<b>You are not allowed to register at this time.</b>	<u>You have selected the incorrect term.</u> You will have to log out and log in again. Select the correct term.
<b>You have a hold on your record.</b>	<p>There are a variety of reasons:</p> <p>1) <u>Accounts Receivable Hold:</u> You owe money to Lane CC. that must be paid before you can register. The amount you owe will appear in the upper right corner of the myLane home page after you log in.</p> <p>2) <u>Testing Hold:</u> If you are registering for WR 121, you must take Lane Placement tests first. If you are not taking WR 121 and get this message, tell your instructor. S/He will need to call for assistance.</p> <p>3) <u>Signature Hold:</u> If you are a senior who has already applied for entrance to Lane as a degree-seeking student, you may have this hold on your record. Tell your instructor. S/He will need to call for assistance.</p> <p>4) <u>Address Hold:</u> Your address is considered undeliverable by the US Postal Service. Correct your address on the "myLane Home page".</p>
<b>Your application has been suspended. You did not receive your L#.</b>	The computer system looks for you as a prior student and it may find someone with a similar name OR your name with another address. If this happens, the record must be verified by a person in the HSC office before the L# is issued. Tell your instructor. S/He will need to call for assistance.
<b>You have exceeded the credit limit. Over the 18 credit per term limit.</b>	You are only allowed to register for 18 credits in a single term without special permission. Tell your instructor. S/He will need to call for to have your credit limit raised.

## APPENDIX 7

### Accessing Student Information through myLane

#### Finding your student status at Lane:

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon. Log-In.
3. Type in your L# (user ID) and 12-16 character PIN/Password.
4. Click on **myEnrollment** from the tabs/menu across the top of the page.
5. Select the desired information from the Student Status box.
6. Select the correct term from the pull down Term menu.

#### Updating your personal information:

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon
3. Type in your L# (user ID) and 12-16 character PIN/Password. Log-In.
4. Select desired information from the Personal Information box, right side of Home tab.
5. Click on **View/Update Address/phone**. All Lane business is conducted by E-mail. The E-mail must be current!!!)
6. Follow online instructions to make any corrections.

#### Checking out your unofficial transcript:

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon
3. Type in your L# (user ID) and 12-16 character PIN/Password. Log-In.
4. Click on **myEnrollment** from the menu across the top of the page.
5. Select desired information from the Student Records box (right hand side).

#### Requesting an official LANE CC transcript (\$5.00 fee):

1. Go to [www.Lanecc.edu](http://www.Lanecc.edu).
2. In the bottom right corner, click on **myLane** icon.
3. In the myLane portal box, under “**Need Help**” click on “**Ordering Lane Transcripts**”. No L# needed.
4. Fill out the information on the National Student Clearing House page.

OR

1. In the myLane portal box, type in your L# (user ID) and 12-16 character PIN/Password. Log-In.
2. Click on **myEnrollment** from the menu across the top of the page.
3. Select desired information from the Student Records box (right hand side).
4. Follow online instructions.
5. Verify that all information is correct prior to ordering an official transcript.

**Remember!! Check your Student Account Balance to pay for the transcript fees. Non payment of transcript fee will block future registration.**

## APPENDIX 8

### Lane CC Division Deans and Faculty Liaisons by Department

2016-2017 College Now Faculty Liaisons by Division & Subject:		
Division & Subject	Liaison Contact Person	Contact Information
<b>Academic Learning Skills</b>	Grant Mathews Division Dean	(541) 463-5441 <a href="mailto:matthewsg@lanecc.edu">matthewsg@lanecc.edu</a>
Effective Learning	Elaine Pray	(541) 463-5844 <a href="mailto:praye@lanecc.edu">praye@lanecc.edu</a>
<b>Advanced Technology</b>	Patrick O'Connor Division Dean	(541) 463-5710 <a href="mailto:o'connorp@lanecc.edu">o'connorp@lanecc.edu</a>
*Apprenticeship	Joy Crump	(541) 463-5843 <a href="mailto:crumpj@lanecc.edu">crumpj@lanecc.edu</a>
*Automotive Technology	Egan Riordon	(541) 463-5092 <a href="mailto:crokerp@lanecc.edu">crokerp@lanecc.edu</a>
*Construction Technology	Leonard Keen	(541) 463-5504 <a href="mailto:keenl@lanecc.edu">keenl@lanecc.edu</a>
Diesel	Steven Webb	(541) 463-5707 <a href="mailto:colemanr@lanecc.edu">colemanr@lanecc.edu</a>
*Electronics		(541) 463-
*Fabrication & Welding		(541) 463-
*Technical Drafting	Jon Bridges	(541) 463-5274 <a href="mailto:bridgesj@lanecc.edu">bridgesj@lanecc.edu</a>
<b>Art &amp; Applied Design</b>	Richard Lubben Division Dean	(541) 463-5139 <a href="mailto:lubbenr@lanecc.edu">lubbenr@lanecc.edu</a>
*Art-Fundamentals, *Drawing	Satoko Motouji	(541) 463-5416 <a href="mailto:motoujis@lanecc.edu">motoujis@lanecc.edu</a>
Art *History	Betsy Vanderschaaf	(541) 463-3424 <a href="mailto:vanderschaaf@lanecc.edu">vanderschaaf@lanecc.edu</a>
*Ceramics	Andy Salzman	(541) 463-5809 <a href="mailto:salzmana@lanecc.edu">salzmana@lanecc.edu</a>
*Dance	Bonnie Simoa	(541) 463-5645 <a href="mailto:simoab@lanecc.edu">simoab@lanecc.edu</a>
*Graphic Design	Susan Lowdermilk	(541) 463-5413 <a href="mailto:lowdermilks@lanecc.edu">lowdermilks@lanecc.edu</a>
*Journalism	Dorothy Wearne	(541) 463-5656 <a href="mailto:wearned@lanecc.edu">wearned@lanecc.edu</a>
*Multimedia Design	Jeff Goolsby	(541) 463-5371 <a href="mailto:goolsbyj@lanecc.edu">goolsbyj@lanecc.edu</a>
*Music	Hisao Watanabe	(541) 463-5019 <a href="mailto:watanabeh@lanecc.edu">watanabeh@lanecc.edu</a>
*Photography	Jeff Goolsby	(541) 463-5371 <a href="mailto:goolsbyj@lanecc.edu">goolsbyj@lanecc.edu</a>
*Theatre	Brian Haimbach	(541) 463-5648 <a href="mailto:haimbachb@lanecc.edu">haimbachb@lanecc.edu</a>
*Web Design, Digital Photo	Meredith Keene-Wilson	(541) 463-3022 <a href="mailto:keene-wilsonm@lanecc.edu">keene-wilsonm@lanecc.edu</a>

<b>Business</b>	David Oatman Division Dean	(541) 463-5305 <a href="mailto:oatmand@lanecc.edu">oatmand@lanecc.edu</a>
Lead Business Liaison	LuAnne Johnson	(541) 463-5767 <a href="mailto:Johnsonlm@lanecc.edu">Johnsonlm@lanecc.edu</a>
<b>Child &amp; Family Education</b>	Phil Martinez Interim Division Dean	(541) 463-5430 <a href="mailto:martinezp@lanecc.edu">martinezp@lanecc.edu</a>
*Child & Family Education	Jean Bishop	(541) 463-5287 <a href="mailto:bishopj@lanecc.edu">bishopj@lanecc.edu</a>
<b>Computer Information Technology</b>	David Oatman Division Dean	(541) 463-5305 <a href="mailto:oatmand@lanecc.edu">oatmand@lanecc.edu</a>
*Computer Information Technology	Jim Bailey	(541) 463-3148 <a href="mailto:baileyj@lanecc.edu">baileyj@lanecc.edu</a>
<b>Career &amp; College Connections</b>	Al King Division Dean	(541) 463-5494 <a href="mailto:Kinga@lanecc.edu">Kinga@lanecc.edu</a>
General Work Experience	Jamie Kelsch	(541) 463-5540 <a href="mailto:kelschj@lanecc.edu">kelschj@lanecc.edu</a>
<b>Culinary, Food Service &amp; Hospitality</b>	Mat Kline Division Dean	(541) 463-3510 <a href="mailto:klinem@lanecc.edu">klinem@lanecc.edu</a>
Culinary	Chris Crosthwaite	(541) 463-3505 <a href="mailto:crosthwaitec@lanecc.edu">crosthwaitec@lanecc.edu</a>
*Hospitality, Recreation & Tourism Management	Joe McCully	(541) 463-3516 <a href="mailto:mccullyj@lanecc.edu">mccullyj@lanecc.edu</a>
<b>Health &amp; Physical Education</b>	Division Dean	(541) 463-
*Physical Education		(541) 463-
<b>Health Professions</b>	Tricia Tully Interim Division Dean	(541) 463-5754 <a href="mailto:tullyt@lanecc.edu">tullyt@lanecc.edu</a>
*Human Body Systems/Medical Terminology	Steve Knight	(541) 463-3298 <a href="mailto:knights@lanecc.edu">knights@lanecc.edu</a>
* Anatomy & Physiology 1 & 2	Kelly Collins	(541) 463-3231 <a href="mailto:collinsk@lanecc.edu">collinsk@lanecc.edu</a>
<b>Languages, Literature &amp; Communication</b>	Susan Carkin Division Dean	(541) 463-5418 <a href="mailto:carkins@lanecc.edu">carkins@lanecc.edu</a>
*American Indian Language	Janne Underrine (UO)	<a href="mailto:jlu@uoregon.edu">jlu@uoregon.edu</a>
* English Literature & Writing	Kate Sullivan & Gina Szabady	(541) 463-3256 <a href="mailto:sullivank@lanecc.edu">sullivank@lanecc.edu</a> (541) 463-5695 <a href="mailto:szabady@lanecc.edu">szabady@lanecc.edu</a>
*French	Karin Almquist	(541) 463-5140 <a href="mailto:almquistk@lanecc.edu">almquistk@lanecc.edu</a>
*Spanish	Matt Luke	(541) 463-3392 <a href="mailto:lukem@lanecc.edu">lukem@lanecc.edu</a>
<b>Mathematics</b>	Kathie Hledick Division Dean	(541) 463-5122 <a href="mailto:hledickk@lanecc.edu">hledickk@lanecc.edu</a>
Intermediate Algebra/Geometry (MTH 95 & MTH 97)	Phil Moore	(541) 463-5394 <a href="mailto:moorep@lanecc.edu">moorep@lanecc.edu</a>
*Algebra/ Calculus	Stephen Selph	(541) 463-5127 <a href="mailto:selphs@lanecc.edu">selphs@lanecc.edu</a>
* Trigonometry	Dale Green	(541) 463-5126 <a href="mailto:greend@lanecc.edu">greend@lanecc.edu</a>

*Contemporary Math	Jessica Knoch	(541) 463-5400 <a href="mailto:knochj@lanecc.edu">knochj@lanecc.edu</a>
<b>Engineering</b>	Angela Martinek	(541) 463-5822 <a href="mailto:martineka@lanecc.edu">martineka@lanecc.edu</a>
*Statistics	Jessica Knoch	(541) 463-5400 <a href="mailto:knochj@lanecc.edu">knochj@lanecc.edu</a>
<b>Science</b>	Paul Ruscher Division Dean	(541) 463-5447 <a href="mailto:ruscherp@lanecc.edu">ruscherp@lanecc.edu</a>
*Biology	Stacey Kiser	(541) 463-5047 <a href="mailto:kisers@lanecc.edu">kisers@lanecc.edu</a>
*Chemistry	Gary Mort	(541) 463-5471 <a href="mailto:mortg@lanecc.edu">mortg@lanecc.edu</a>
*Environmental Science	Paul Ruscher	(541) 463-5085 <a href="mailto:ruscherp@lanecc.edu">ruscherp@lanecc.edu</a>
*Physics	Paul Bunson	(541) 463-5396 <a href="mailto:bunsonp@lanecc.edu">bunsonp@lanecc.edu</a>
<b>Social Science</b>	Phil Martinez Interim Division Dean	(541) 463-5430 <a href="mailto:marinezp@lanecc.edu">marinezp@lanecc.edu</a>
Ethnic Studies	Michael Samano	(541) 463-5186 <a href="mailto:samanom@lanecc.edu">samanom@lanecc.edu</a>
Geography	Lynn Songer	(541) 463-5493 <a href="mailto:songerl@lanecc.edu">songerl@lanecc.edu</a>
*History	Joe Escobar	(541) 463-5581 <a href="mailto:escobarj@lanecc.edu">escobarj@lanecc.edu</a>
*Political Science	Clinton Smith	(541) 463-5172 <a href="mailto:smithcr@lanecc.edu">smithcr@lanecc.edu</a>
Student Life & Leadership Development	Christina Walsh Interim Division Dean	(541) 463-5334 <a href="mailto:walshc@lanecc.edu">walshc@lanecc.edu</a>
Student Life & Leadership	Greg Evans	(541) 463-5340 <a href="mailto:evansg@lanecc.edu">evansg@lanecc.edu</a>

## APPENDIX 9

### High School Connections Staff

Core Staff:		
<u>Lane Community College</u>		
Deron Fort	HS Connections Director	(541) 463-5535 <a href="mailto:fortd@lanecc.edu">fortd@lanecc.edu</a>
Pam McClelland	HS Connections Project Coordinator Ashland, Grants Pass, Hermiston, Marshfield, Mt View, North & South Medford, South Umpqua, Willimina	(541) 463-5521 <a href="mailto:mcclellandp@lanecc.edu">mcclellandp@lanecc.edu</a>
Vallie Majors-Thomas	Administrative Support	(541) 463-3289 <a href="mailto:majorsv@lanecc.edu">majorsv@lanecc.edu</a>
Brenda Williams	HS Student Advisor/ RTEC Faculty	(541) 463-3443 <a href="mailto:williamsb@lanecc.edu">williamsb@lanecc.edu</a>
Shareen Vogel	HS/LANE CC Liaison Churchill, ECCO, North Eugene, Sheldon, South Eugene, Elmira, Crow, Marist, West Lane Tech	(541) 463-3441 <a href="mailto:vogels@lanecc.edu">vogels@lanecc.edu</a>
Tricia Lytton	HS/LANE CC Liaison A3, Harrisburg, Junction City, McKenzie, Mohawk, Springfield, Thurston, Triangle Lake, Willamette	(541) 463-5699 <a href="mailto:lyttonp@lanecc.edu">lyttonp@lanecc.edu</a>
Kip Vandenoever	HS/LANE CC Liaison Creswell, Cottage Grove, Kalapuya, Al Kennedy, Lowell, Mapleton, Monroe, MLK, Network Charter, Oakridge, Pleasant Hill, Riverfront, Siuslaw	(541) 463-5008 <a href="mailto:vandenoeverk@lanecc.edu">vandenoeverk@lanecc.edu</a>
Rosa Maria Banuelos-Urbe	Student Recruitment & Outreach Coordinator	(541) 463-5688 <a href="mailto:Banuelos-uribe@lanecc.edu">Banuelos-uribe@lanecc.edu</a>
Al King	Career & College Connections Division Dean	(541) 463-5494 <a href="mailto:kinga@lanecc.edu">kinga@lanecc.edu</a>
Mary Jeanne (MJ) Kuhar	Executive Dean, Academic Affairs / Career Technical	(541) 463-5494 <a href="mailto:kuharmj@lanecc.edu">kuharmj@lanecc.edu</a>
<u>Lane Education Service District</u>		
Kristin Gunson	CTE Regional Coordinator	(541) 461-8275 <a href="mailto:kgunson@lesd.k12.or.us">kgunson@lesd.k12.or.us</a>

## APPENDIX 10

### College Now State Standards

Curriculum	
<b>Curriculum 1 (C1)</b>	<b>(C1)</b> - College or university courses administered through a Dual Credit Program are catalogued courses and approved through the regular course approval process of the sponsoring college and/or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions.
<b>Curriculum 2 (C2)</b>	<b>(C2)</b> - College or university courses administered through a Dual Credit Program are recorded on the official academic record for students at the sponsoring college or university.
<b>Curriculum 3 (C3)</b>	<b>(C3)</b> - College or university courses administered through Dual Credit Programs reflect the pedagogical, theoretical and philosophical orientation of the college's and universities' sponsoring academic departments.
Faculty	
<b>Faculty 1 (F1)</b>	<b>(F1)</b> - Instructors teaching college or university courses through dual credit meet the academic requirements for faculty and instructors teaching in postsecondary institutions as stipulated by the respective academic departments.
<b>Faculty 2 (F2)</b>	<b>(F2)</b> - The post-secondary institution provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and dual credit administrative requirements before certifying the instructors to teach the college/university courses.
<b>Faculty (F3)</b>	<b>(F3)</b> - Instructors teaching dual credit sections are part of a continuing collegial interaction, through professional development, seminars, site visits, and ongoing communication with the postsecondary institutions' faculty and dual credit administration. This interaction addresses issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.
<b>Faculty (F4)</b>	<b>(F4)</b> – Dual Credit Program policies address instructor non-compliance with the college's or university's expectations for courses offered through the Dual Credit Program (e.g. non-participation in Dual Credit Program training and/or activities).
Student	
<b>Student 1 (S1)</b>	<b>(S1)</b> – The college or university officially registers or admits Dual Credit Program students as degree-seeking, non-degree seeking, or non-matriculated students of the college or university and records courses administered through a Dual Credit Program on official sponsoring college or university transcripts.
<b>Student 2 (S2)</b>	<b>(S2)</b> – Colleges or universities outline specific course requirements and prerequisites for students.
<b>Student 3 (S3)</b>	<b>(S3)</b> - High school students are provided with a student guide that outlines students' rights and responsibilities as well as guidelines for the transfer of credit.
Assessment	
<b>Assessment 1 (A1)</b>	<b>(A1)</b> - Dual credit students are held to comparable standards of achievement as those expected of students in on-campus sections.
<b>Assessment 2 (A2)</b>	<b>(A2)</b> – The college or university ensures that Dual Credit Program students are held to comparable grading standards as those expected of students in on-campus sections.
<b>Assessment 3 (A3)</b>	<b>(A3)</b> - Dual credit students are assessed using comparable methods (e.g., papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts.
Evaluation	
<b>Evaluation 1 (E1)</b>	<b>(E1)</b> – The college or university conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) should not be included in the evaluation.



## APPENDIX 11

### PLEASE READ THE FOLLOWING STATEMENT TO YOUR COLLEGE NOW STUDENTS DURING THE FIRST WEEK OF CLASS!

This class is a College Now class and you can receive college credit as well high school credit for your work. As a College Now student you are responsible to register for this class.

- If you do not have an L# (Lane CC ID number), you must first apply for admission at <http://www.lanecc.edu/hsconnections/collegenow>.
- **Please do this by the end of the sixth week of term, prior to the eighth week registration deadline.** This way we can trouble shoot any registration problems.
- If you are registered for this class, but don't want the grade you have earned, you must **withdraw** (drop the class without refund) by the **eighth week deadline** (See Appendix 14)

Please register early, because if any problems occur, we can solve them with the assistance of the High School Connections Office at Lane CC. This takes time. **Students who register for 18 or more College Now credits for the term will need special clearance. Contact the High School Connections office at 541-463-5521.**

### LATE REGISTRATION WILL NOT BE ACCEPTED

- I (instructor) will help you to register, but ultimately the responsibility is yours.
- I cannot make any changes after the deadline to help you.
- If you are NOT registered by the deadline, you will still receive credit for high school graduation, but you will NOT receive any college credit.

*Instructors: Here are a couple of options to help you organize your students. Please share the appropriate option with your class.*

- The CRN (Class Registration Number) for this class is\_\_\_\_\_.
- This class will register together on \_\_\_\_\_. If you miss this, you must register on your own. (*Instructors: Plan in advance and reserve your computers!*)
- This class will not register together during class time. You must register on your own time. See me if you have a problem.

**\*\*Don't forget: 541-463-5521 "High School Connections, this is Pam or Marilyn" for help.\*\***

**\*\*Students who want to register for over 18 credits must have an override on their record provided by the High School Connections office. Call Pam for assistance.\*\***

## Appendix 12

# Calendar of Important Dates 2016-2017

**REMINDER! IMPORTANT DATES**  
*Late Registrations will NOT be accepted.*

<b>FALL 2016</b>	<b>September 26-December 10, 2016</b>
Registration Opens	September 6, 2016
Last day to Register or Withdraw	November 18, 2016
Grades due to LANE CC	December 13, 2016
<b>WINTER 2016</b>	<b>January 9-March 25, 2017</b>
Registration Opens	December 6, 2016
Last day to Register or Withdraw	March 3, 2017
Grades due to LANE CC	March 28, 2017
<b>SPRING 2017</b>	<b>April 3-June 17, 2017</b>
Registration Opens	March 14, 2017
Last day to Register or Withdraw	May 26, 2017
Grades due to LANE CC	June 20, 2017

**DEADLINES and CRN's CHANGE FROM  
TERM to TERM and ANNUALLY**

**541.463.5521**

## **APPENDIX 13**

### **Sample Out-of-District Articulation Release**

#### **Memorandum**

**Date:**

**To:** Director, Dual Credit Program, XYZ Non-local College

**From:** Director, Dual Credit Program, Lane Community College

**RE:** Out-of-District Articulation Request

**CC:** Executive Dean, Local College  
Discipline Area Division Dean, Local College  
Principal, Requesting High School  
Instructor, Requesting High School

At the request of the Local High School, the Lane Community College hereby releases the local High School to pursue dual credit articulation of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ courses.

This release is granted based on the fact the Lane Community College does not currently support that program and/or offer the equivalent courses.

In order to fully educate the students who might earn credit for these courses, we encourage the non-local College to clearly explain to the local High School the extent and limitations of this credit, including transferability to other community colleges or universities.

This release is effective through June 30, 20XX, at which time the release shall be reviewed based on offerings at that time at the Local College.