1. **Course Description:**
   *(The CSI Catalog description)*

2. **Pre-requisites:**

3. **Required Textbooks and Supplies:**

4. **List pre-requisite skills where applicable:**

5. **Course Objectives:**

6. **General Education Philosophy and Student Learning Outcomes (only for General Education Courses)**
   *For General Education Courses, include the Philosophy Statement and Student Learning Outcomes for the appropriate discipline area. These are included on pages 48-50 of the 2013-2014 CSI Catalog Addendum. They are also available from your department chair.*

7. **Outcomes Assessment:**
   *How will you and the students know when they have achieved the course objectives? A statement of what the student will be able to do when the course is completed. Include a statement of tools used to measure success, e.g. exams, portfolios, performances, and so forth.*

8. **Policies and Procedures:**
   *(examples)*
   a. Attendance policy
   b. Hours of lecture each week
   c. Hours of lab each week
   d. Required assignments
   e. Late policy
   f. Plagiarism statement

9. **Grading Practices:**
   a. Testing procedure
   b. Grading Scale
   c. Other

   **Recommended addition:**
   *It is the student’s responsibility to drop the course.*

Revised 8/2015
A student may drop a course or all courses prior to the end of late registration (first Friday of the term) without it being recorded on the student's official transcript. A student initiated drop after the late registration period is considered a withdrawal, and results in the grade of W.

(Students may drop courses online until the end of the late registration period. In order to withdraw from one or more courses following late registration, a completed registration form is required. Instructions on the form indicate when a signature of instructor and/or Financial Aid advisor is required. The completed form may be submitted to Admissions & Records or any off-campus center.)

**NOTE:** Students may withdraw from courses until 75% of the course meetings have elapsed. No course may be withdrawn from after 75% of the course has elapsed.

10. **Library Use if Applicable:**

11. **CSI E-mail**

   Since email is the primary source of written communication with students, all registered CSI students get a college email account. Student e-mail addresses have the following format: `<address>@eaglemail.csi.edu` where `<address>` is a name selected by the student as a part of activating his/her account. Students activate their accounts and check their CSI e-mail online at [http://eaglemail.csi.edu](http://eaglemail.csi.edu). Instructors and various offices send messages to these student accounts. Students must check their **CSI e-mail accounts regularly to avoid** missing important messages and deadlines. At the beginning of each semester free training sessions are offered to students who need help in using their accounts.

12. **On-line course evaluation statement:**

   Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching faculty in continually improving the course. Evaluations are available online through MyCSI ([http://mycsi.csi.edu](http://mycsi.csi.edu)) by clicking on the CoursEval tab in the yellow navigation bar at the top of the MyCSI website once you are successfully logged-in. Students will receive an email when the evaluation becomes available and then have up to two weeks to submit the evaluation before the end of the course. The last day to complete an evaluation is the last day of the course. Evaluations are anonymous and are not available to faculty until after grades are submitted.

13. **Disabilities:**

   Any student with a documented disability may be eligible for reasonable accommodations. To determine eligibility and secure services, students should contact Student Disability Services at their first opportunity after registration for a class(es). Student Disability Services is located on the second floor of the Taylor Building on the Twin Falls Campus. 208.732.6260 or e-mail Marita DeBoard, mdeboard@csi.edu.

Revised 8/2015
14. **(OPTIONAL STATEMENT) CSI Campus Security:**

The College of Southern Idaho is committed to providing safe campuses for all students. Currently in place is an Emergency Notification System (RAVE) that provides information relating to an emergency on any CSI campus. This information is delivered electronically and can be received by all phone numbers and internet-equipped computers identified by the student. Registration is automatic when students register and contact information can be customized online (http://www.csi.edu/alert/) as necessary. The Twin Falls campus is also equipped with an Emergency Warning “Siren” that can be heard outside of buildings across campus. In the event of a signal, students arriving on campus should leave, and others should proceed with caution to avoid the emergency area. Students are encouraged to report any emergency (medical, criminal, behavioral, etc.) that is cause for action. Do this by calling 911 regardless of which campus you are on. If you are on the Twin Falls campus, also call Campus Security at 732-6605 after placing the 911 call (the Twin Falls campus has security personnel available 24/7).

15. **Nondiscrimination Statement**

It is the policy of the College of Southern Idaho to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). College of Southern Idaho is an equal opportunity employer.

The college does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, or if you believe you have been subject to discrimination on any other basis, please contact the College of Southern Idaho’s Title IX, ADA, and 504 Coordinator: Eric Nielson—Director of Human Resources, (208) 732-6267 Or Jason Ostrowski-Dean of Student Affairs, (208) 732-6225.

16. **Academic Integrity Statement**

The College values its mission as an educational institution. CSI students, faculty, staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the assumption that the work presented is the individual’s own. All work submitted is to be a representation of an individual’s own ideas, concepts, and understanding. Anything less is unacceptable and is subject to disciplinary action as outlined in the Student and Faculty Handbooks. Please see the Academic Integrity Website for more information.

17. **Topical Outline for the Course:**

Revised 8/2015