

# Class Syllabus

As part of HB 2504 the State of Texas requires instructors to make their class syllabus publicly available. Lee College will use the myLC Campus system to house these syllabus. Instructors will use their myLC campus access to upload/update these syllabus. Use this document for step-by-step instructions on how to upload a syllabus.

1. Login to myLC campus (<https://mylccampus.lee.edu>)
2. From the Faculty Center tab click on the table labeled "class syllabus".



3. Choose the desired term from the dropdown list box and then click on the "search for classes" box".

Class Syllabus

**Enter Search Criteria**

\*Term: Spring 2015

Subject Area:  Catalog Nbr:

Subject	Catalog Nbr	Section	Title	Instructor	Room #
DRAM	2366	FLAH	Hist./Dev. of Motion Pictures	Adams	EOS
ENGL	1301	F002	English Composition I	Adams	Bonner 227

**Note:** Faculty will only see the classes for which they are assigned as the instructor in PeopleSoft.

4. Click on the link for the desired class section.

Subject	Catalog Nbr	Section	Title	Instructor	Room #
DRAM	2366	FLAH	Hist./Dev. of Motion Pictures	Adams	EOS
ENGL	1301	F002	English Composition I	Adams	Bonner 227

5. Since a syllabus has not been uploaded for the class section the only button shown is the "upload syllabus".

Class Syllabus

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Spring 2015

English Composition I

Course: ENGL 1301

Class Section: F002

Instructor: [Adams,Dale](#)

Location: Bonner Hall 227

Session: Regular

Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course is reading and writing intensive.

Lecture Hrs = 3, Lab Hrs = 0

6. Click the "Browse" button and then select a file from your computer to upload. After the file has been selected click on the "Upload" button.
7. After a file has been upload the buttons will change. Use the "download syllabus" button to download a copy of the syllabus attached to the class section. The "download syllabus" button is the only button a guest user will see when viewing a class section.

Class Syllabus

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Spring 2015

English Composition I

Course: ENGL 1301

Class Section: F002

Instructor: [Adams,Dale](#)

Location: Bonner Hall 227

Session: Regular

Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course is reading and writing intensive.

Lecture Hrs = 3, Lab Hrs = 0

8. If you need to remove or replace a syllabus for a class section click on the "delete syllabus" button. Once the syllabus has been deleted a new syllabus can be uploaded by clicking on the "upload syllabus" button.

## Faculty Vitae

As part of HB 2504 the State of Texas requires instructors to make their vitae/resume publicly available. Lee College will use the myLC Campus system to house these vitae. Instructors will use their myLC campus access to upload/update these vitae. Use this document for step-by-step instructions on how to upload a vitae.

1. Login to myLC campus (<https://mylccampus.lee.edu>)
2. From the Faculty Center tab click on the table labeled "vitae".



3. The vitae information for the logged in faculty will display. This information is maintained by the Human Resources department. If any information is not correct contact HR to update the information.  
**Note:** A faculty member will only be able update their own vitae.
4. If a vitae/resume has not been uploaded then the "upload vitae" button will be displayed. Click on this button.
5. Click the "Browse" button and then select a file from your computer to upload. After the file has been selected click on the "Upload" button.
6. After a vitae/resume has been uploaded there will be 2 buttons displayed ("download vitae" and "delete vitae"). Use the "download vitae" button to download a copy of the vitae. The "download vitae" button is the only button a guest user will see.
7. If you need to remove or replace a vitae click on the "delete vitae" button. Once the vitae has been deleted a new vitae can be uploaded by clicking on the "upload syllabus" button.