**Ozarks Technical Community College**

Our mission:

To provide accessible, high quality, affordable learning opportunities

 that transform lives and strengthen the communities we serve.

Our Values:

Quality, Accessibility, Diversity, Community, Integrity,

Opportunity, Learning, Innovation, Respect, Personal Growth

**COURSE SYLLABUS**

**COURSE INFORMATION**

**Semester:** Spring 2016

**Course Title, Number, and Section:** College Composition II **– ENG 102-128**

**Credit Hours:** 3, **Lecture:** 3 , **Lab:** 0, **Practicum/Clinical:** X

**Class time and location:** Tuesdays at 5:30-8:15PM in NKM-119

**Course begins**: January 12, 2016

**Course ends:** May 3, 2016

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** (Kirk) Tyler Walker

**Office:** N/A

**Course Website:** <http://www.writethinker.com/category/eng102/>

**Phone:** (417) 818-6253

**Email:** walkerk@otc.edu

Because of privacy regulations, faculty, staff, and students must use their @otc.edu account for all email communications.

**OFFICE HOURS:**  By appointment

**Textbook and Other Required Materials**

[PRENTICE HALL REFERENCE GUIDE PACKAGE FOR OZARKS TECHNICAL COMMUNITY COLLEGE](http://otcbookstore.com/p-2079-prentice-hall-reference-guide-package-for-ozarks-technical-community-college.aspx). Author: ANTHONY & TONY ISBN: 9781323390528 Publisher: Prentice Hall, Inc

All textbooks and required materials for this course are available in person and online at the [OTC bookstore](http://otcbookstore.com/courselistbuilder.aspx).

**Computer Use Expectations and Requirements**

In today’s computer based society, it is imperative that students develop computer based skills. Therefore, OTC students will be expected to use technology to assist them in the learning process, regardless of the format of the course. All students should be sure they have access to a computer with a reliable internet connection. For more information please see page 25 of the [Academic Catalog](http://www.otc.edu/Documents_Academic_Affairs/Academic-Catalog-2015-2016.pdf).

Internet Explorer is not compatible with Blackboard and is not recommended. [Google Chrome](https://www.google.com/chrome/browser/desktop/), [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/?product=firefox-3.6.8&os=osx%E2%8C%A9=en-US) and [Safari](http://www.apple.com/safari/) web browsers are recommended for use with Blackboard. If you are having issues using one of these browsers, please try using another. If you continue having issues, please contact online@otc.edu.

**Course Rationale**

This course is designed for students who have successfully completed ENG 101 or its equivalent. It will provide them with further development in their understanding of the research, writing, and documentation processes, in preparation for employment or higher-level coursework.

**Course Description**

This course continues the process of learning to write clear, concise, effective prose that was started in Composition I. Students will incorporate the fundamentals of sound research and documentation techniques to a variety of rhetorical situations.

**Course Objectives**

Upon successful completion of this course, students should be able to:

1. Demonstrate the steps in the writing process.
2. Demonstrate logical support in written work, using relevant evidence and reasoned argument.
3. Employ smooth transitions and connectives between ideas to illustrate their relationships.
4. Incorporate information from a variety of sources to support and sustain an argument/position, using correct documentation techniques.
5. Employ conventions of standard, edited English, including correct diction, syntax, usage, and grammar.
6. Analyze and evaluate their own and others' writing.

**Course Content**

Composition is fundamentally a writing course, but writing is at its foundation about thinking and communication of thought, so be prepared to think critically in this course, not only about your own papers, but about the presentation of ideas in a variety of works.

As part of this course, you will read and analyze model essays, the essays of your peers, and your own writing. You should be prepared to share what you write in class.

You should also expect regular quizzes to test for comprehension as well as application of key concepts relating to mechanics, usage, grammar, and the writing process.

In addition, you will be writing four formal research-based essays and working on a final portfolio containing multiple revisions of each paper.

**Grading Scale**

A = 100-90%; B = 89-80%; C = 79-70%; D = 69-60%; F = less than 60%

**COURSE AND COLLEGE POLICIES**

**Course Policies**

No assignments or quizzes will be accepted late, and you must attend class to turn in homework assignments. Tests may be made up only if arrangements are made in advance. Formal essays may be turned in late; however, they will be penalized one letter grade for each day late.

Except in cases of emergency or illness, you are expected to attend every class. If you do miss class, you need to contact a classmate to find out what was missed in time to be prepared for the next class.

The instructor reserves the right to change assignments and due dates with appropriate notice.

All papers are to be college level papers: typed, spell-checked and grammar-checked, well written with a logical flow of thought, etc. Hand-written assignments will not be accepted.

You will need regular access to the Internet, so please note the locations of the computer labs on campus. Additional resources for this class, including some of the assigned readings, will be posted at <http://www.writethinker.com/category/eng102/>

**Attendance**

Regular attendance is essential for student success and is expected during all courses for which the student is registered. In seated and hybrid courses, your attendance will be recorded in each class session.

You must attend the entire class to be considered in attendance. Absences will be considered justified and excusable only in cases of emergencies, serious illness or death in the immediate family. It is the student’s responsibility to provide documentation to justify an excused absence.

**ACADEMIC ASSISTANCE**

OTC offers several free academic resources to students. Whether you’re seeking homework help, personal support, or job opportunities, we’ve got you covered. Check it out at <http://students.otc.edu/resources/> or by clicking the “Need Help?” button in your course blackboard site.

**Administrative Withdrawal**

It is the policy of the college that a student will be administratively withdrawn from a course due to lack of attendance in seated and hybrid courses, or nonparticipation in online and hybrid courses. See [OTC Policy 5.36](http://about.otc.edu/policies/article-v-student-services/5-36-administrative-withdrawal-from-a-course/) for further information.

The number of absences that will result in administrative withdrawal from this course is 3 days or 2 consecutive calendar weeks

You should be aware that administrative withdrawal for lack of attendance or nonparticipation may reduce the amount of financial aid you receive, delay your graduation, require repayment of aid you have already received, and does not relieve your obligation to pay all tuition and fees due to the college.

**A fee of $10 will be charged if you are administratively withdrawn from this course.**

**Dropping the Course**

You are responsible for understanding OTC procedures for dropping a course, which can be found on the webpage of the [Registrar](http://students.otc.edu/registrar/). The last day to drop a course is listed in the [current Academic Calendar](http://www.otc.edu/Documents_Academic_Affairs/2015-2016-academic-calendar.pdf).

**A fee of $10 will be charged if you drop this course.**

**Meeting Deadlines**

Many college students juggle school, work, family, and other life responsibilities all at the same time. If a serious life issue prevents you from staying current in your coursework, contact your instructor as soon as possible and explain your circumstances. The faculty and staff at OTC are committed to your success and are aware that students face challenges. Often, we may be able to help you see a way to deal with your circumstances and still complete your courses.

Plan ahead for the unexpected! You are accountable for staying on the semester schedule should technological or other problems arise. You should immediately communicate with the instructor if an emergency may affect your ability to meet course deadlines.

The OTC [Proctoring Requirements webpage](http://online.otc.edu/get-started/proctored-exams/) provides detailed information about non-OTC proctoring locations, allowable proctors, and other relevant testing information.

OTC offers proctoring services through the OTC Testing Services department.  Hours and locations vary by testing needs. For more information please see the [Testing Services webpage.](http://www.otc.edu/testing/testing.php)

**Receiving Grades and Instructor Feedback**

Grades and feedback will be available through the Pinnacle gradebook. Assignment grades and feedback are provided generally less than one week after the assignment is due, and whenever possible, before an assignment of the same type is due.

**Communicating with Your Instructor**

The best way to get in touch with the instructor for this course is via email. Email will be answered within 24 hours or sooner. If 24 hours has passed and you have not received a reply, there is a good chance your email was not received. In that case, you should call the instructor on the phone.

Please note, appropriate academic conduct includes following these basic rules of netiquette (manners when communicating digitally):

* Using proper capitalization, spelling, and grammar.
* Signing your name to all email messages and discussion postings.
* Providing descriptive but concise subject lines.

**Student Conduct Expectations**

**Academic Integrity**

Students of OTC are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. See page 11 and page 178 of the [Academic Catalog](http://www.otc.edu/Documents_Academic_Affairs/Academic-Catalog-2015-2016.pdf) for further information.

**Copyright Infringement and Peer to Peer Use**

OTC is committed to operating in compliance with U.S. copyright law. See page 179 of the [OTC Student Handbook](http://www.otc.edu/Documents_Academic_Affairs/Academic-Catalog-2015-2016.pdf) and [OTC Policy 2.51](http://about.otc.edu/policies/article-ii-instruction/2-51-copyright-compliance-policy/) for further information.

**Standards of Student Conduct**

OTC has established guidelines to define appropriate and inappropriate student behavior, both in and out of the classroom. The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws; the policies, rules, and regulations of the college; and orders of the Chancellor, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs. Computer use may be monitored to ensure accordance with OTC policy. See page 179 the [OTC Student Handbook](http://www.otc.edu/Documents_Academic_Affairs/Academic-Catalog-2015-2016.pdf) and [OTC Policy 5.15](http://about.otc.edu/policies/article-v-student-services/5-15-standards-of-student-conduct/) for further information.

**academic Grievance Procedures**

Your instructor should be your first point of contact and support for any questions or concerns you have about this course. If you cannot resolve your questions or concerns through your instructor, you should then contact either:

* Department Chair and/or Program Director, Richard Turner, turnerr@otc.edu
* Dean, Lance Renner, rennerl@otc.edu

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in pages 181 and 189 in the [OTC Student Handbook](http://www.otc.edu/Documents_Academic_Affairs/Academic-Catalog-2015-2016.pdf).

Additionally, students can contact the Academic Ombudsman at ombud@otc.edu for assistance in working through and resolving academic related questions, problems and conflicts. The Academic Ombudsman is a neutral party working to insure that fairness and equity are upheld in decision making processes.

**Americans with Disabilities Act (ADA)**

Any student should notify the instructor immediately if special assistance or devices are needed to accommodate a disability. The college complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure disabled persons admitted to the college as students or employed by the college are afforded all the rights and privileges provided to them by state and federal law.

To request academic accommodations for a disability, contact Disability Support Services at 417-447-8189 or disabilityservices@otc.edu. Students are required to provide documentation of disability to Disability Support Services prior to receiving accommodations.

**Safe Learning Environment**

OTC is committed to providing a safe learning and working environment that promotes personal integrity, civility, and mutual respect and an environment free from discrimination. Campus violence is not acceptable. Everyone at OTC (students, faculty, staff, and administration) is expected to do their part to make our campus a safe place.

Read our nondiscrimination statement [here](http://about.otc.edu/policies/preface/non-discrimination-statement/). Read our sexual misconduct policy on [here](http://about.otc.edu/policies/article-iv-operations/4-06-sexual-misconduct/). Read our sexual assault and domestic violence policy [here](http://about.otc.edu/policies/article-v-student-services/5-38-sexual-assault-domestic-violence/).

Any person having inquiries concerning OTC’s compliance with the regulations implementing Title IV and Title IX is directed to contact:

 Julia Edwards – College Director of Equity and Compliance

 edwardsj@otc.edu 417-447-8188

Have you observed concerning behaviors you feel you should report? If you have concerns, please use the [OTC Cares](http://students.otc.edu/bit/otc-cares/) system to submit a private Incident Report.

OTC is committed to and cares about all students. If you, or someone you know is feeling overwhelmed, hopeless, depressed, and/or experiencing life stressors that are interfering with academic or personal success, supportive services are available.

Counseling Services provides free and confidential mental health services to help students manage personal challenges that impact emotional or academic wellbeing. You can learn more at: <http://students.otc.edu/counselingservices/> . If you have an immediate concern about the behavior or safety of a student at OTC, help by making a referral to OTC Cares.

In an emergency situation, call Security at:

* 417-447-6911 OTC Springfield Campus
* 417-447-7861 OTC Richwood Valley Campus
* 417-447-8946 OTC Table Rock Campus
* 417-447-6689 OTC Lebanon Center
* 417-447-6640 OTC Waynesville Center

**In case of emergency, dial 911.**