**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 INFORMATION**

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**Semester:** Fall 2016

**Course Title, Number, and Section:** Composition I, ENG 101 – Section 138

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

**Class time and location:** Tuesdays from 5:30-8:15 in NKM 117

**Course begins**: August 23, 2016

**Course ends:** December 6, 2016

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Tyler Walker

**Phone:** (417) 818-6253 (Less effective than email.)

**Email:** walkerk@otc.edu (This is my preferred method of contact.)

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

**OFFICE HOURS:**  Before or after class by appointment.

**Textbook and Other Required Materials**

THEY SAY I SAY: MOVES THAT MATTER IN ACADEMIC WRITING W/RDGS Author: Gerald Graff; Cathy Birkenstein; Russel Durst. ISBN: 9780393937510. Publisher: Norton, W.w. & Company, Inc. Edition: 3

PRENTICE HALL REFERENCE GUIDE CUSTOM OTC EDITION Author: HARRIS & KUNKA. ISBN: 9781323448649. 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 skills. Therefore, OTC students are expected to use online technology to assist in the learning process. At a minimum, students are expected to login to the online learning platform (i.e. Blackboard) where course syllabus and faculty information are located. In addition, students may be expected to further utilize online technology as required by the instructor.

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.

**Prerequisites, Course Rationale, and Course Description**

**Course Rationale**

This course introduces students to college writing, using both formal and informal language, and especially to guide them through the writing processes of thinking, composing, editing, and proofreading.

**Course Description**

English 101 is an introduction to college-level writing with emphasis upon the process of thinking, composing, revising, editing, and proofreading. Topics include basic research writing and documentation techniques.

**Course Objectives**

1. Write sound and effective sentences using conventions of standard, edited English.
2. Write unified, coherent, and developed paragraphs and essays.
3. Demonstrate logical reasoning in written work.
4. Demonstrate effective research skills.
5. Effectively integrate appropriate source materials into writing.
6. Apply appropriate documentation techniques.
7. Create rhetorically-effective writing with an understanding of occasion, purpose, and audience.
8. Analyze and evaluate their own and others' writing.

**Grading Scale**

This course uses the following OTC grading guidelines:

100 and 200 level General Education, Technical Education, and Business courses:

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

**COURSE AND COLLEGE POLICIES**

**Grading**

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.

A tentative list of topics and assignment will be maintained online. 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.

**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.

**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 the resources on the [Student Resources website](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 classes or nonparticipation in online classes, when it is in a student’s best interest, either academically or financially. See [OTC Policy 5.36](http://about.otc.edu/policies/article-v-student-services/5-36-administrative-withdrawal-from-a-course/) for further information.

Your instructor has the ability to administratively withdraw you from this course if you have not attended all scheduled class sessions for 14 consecutive calendar days.

Your instructor may re-enroll you in this course if a plan of action to complete missed class material and assignments has been agreed upon between you and your instructor.

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, or require repayment of aid you have already received, and does not relieve you of your obligation to pay all tuition and fees due to the college.

**Please note you will be charged a $10 course schedule change fee 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/change-of-schedule/). The last day to drop this course is December 9, 2016.

**Please note a change in your schedule will have financial consequences. See the chart below or check out the** [**Tuition & Fee Refunds & Appeals page**](http://ww2.otc.edu/finance/tuition-fee-refunds-appeals/) **on the Finance website. If you have further questions, please refer to OTC Policy** [**6.18**](http://about.otc.edu/policies/article-vi-the-business-operation/6-18-tuition-and-fees/) **and** [**5.22**](http://about.otc.edu/policies/article-v-student-services/5-22-refund-policy/) **for more details.**

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| --- | --- | --- | --- | --- |
| Length of Term | 100% Refund on ALL Tuition and Fees | 100% Refund on ALL Tuition, course-specific and common fees.$40 Course cancellation fee charged on each dropped course.\* | 50% refund on tuition and course-specific fees  | No refund given, $10 change of schedule fee |
| 16 week |  Before August 22 | Aug 22 - 28 | Aug 29 – Sept 4 | After Sept 4 |

\*$40 per course (up to $160 dollars per semester), NOTE: $40 fee will be waived if you add a course in the same transaction (with the same “click”) as you drop a 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.

**Receiving Grades and Instructor Feedback**

Grades and feedback will be available through the Pinnacle gradebook system.

**APPROPRIATE ACADEMIC COMMUNICATIONS** 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.

These guidelines should be observed in all communications with your instructor, your classmates, and any OTC faculty or staff.

**Academic Integrity**

The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, stealing, plagiarism, or knowingly furnishing false information to the college are regarded as particularly serious offenses. Within the respective curricular divisions of OTC, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be dismissal from the college after proper due process proceedings

See the [Academic Integrity section of the Student Handbook](http://catalog.otc.edu/content.php?catoid=2&navoid=124) for more information.

**Copyright Infringement and Peer to Peer Use**

OTC is committed to operating in compliance with U.S. copyright law. See the [Copyright Infringement and Peer to Peer Use section of the Student Handbook](http://catalog.otc.edu/content.php?catoid=2&navoid=124#copyright-infringement-and-peer-to-peer-use) 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 the [Standards of Student Conduct section of the Student Handbook](http://catalog.otc.edu/content.php?catoid=2&navoid=125) for more information.

OTc has a due process for any student who is found in violation of Board of Trustees policy or the Standards of Student Conduct. View this process in the [Student Discipline & Appeals Process section of the Student Handbook.](http://catalog.otc.edu/content.php?catoid=2&navoid=126)

**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 the Department Chair, Program Director, or the Dean.

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in the [Grievance Procedure for Students section of the Student Handbook.](http://catalog.otc.edu/content.php?catoid=2&navoid=129)

All students can contact the Academic Ombudsperson at ombud@otc.edu for assistance in working through and resolving academic related questions, problems and conflicts. The Academic Ombudsperson is a neutral party working to insure that fairness and equity are upheld in decision making processes. For more information visit the [Academic Ombudsperson website](http://academics.otc.edu/academic-ombudsman/).

Veterans can also [contact the Veterans and Military Services office](http://students.otc.edu/veteran/contact-us/#1458316659798-4838f0fb-ac1f) for any questions or concerns.

**student needs**

Need assistance with childcare, clothing, counseling, domestic abuse and violence, food, healthcare, housing, or legal concerns? The Office of Student Affairs is here to help you get the help you need. There are many local organizations dedicated to helping those in extenuating circumstances, and we can help you connect with those resources – all of which are listed on our [student needs website](http://students.otc.edu/studentneeds/). If you are unable to find an organization that meets your needs, [contact us](http://students.otc.edu/contact-us/) so we can help.

**equity and compliance**

OTC is committed to actively promoting, fostering and maintaining a college climate that is supportive of students and their concerns, and is respectful of differences. The following sections give you more information on your rights and responsibilities at OTC.

**Title IX**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972. The College considers sex discrimination in all its forms to be a serious offense and will not be tolerated. OTC’s Title IX team is here to receive, respond to, and resolve all complaints of sexual misconduct and concerns about gender equity that affect members of the OTC academic community.

It is important to familiarize yourself our policies regarding Title IX compliance. Please read [our nondiscrimination statement](http://about.otc.edu/policies/preface/non-discrimination-statement/), our [sexual misconduct policy](http://about.otc.edu/policies/article-iv-operations/4-06-sexual-misconduct/), and our [sexual assault and domestic violence policy](http://about.otc.edu/policies/article-v-student-services/5-38-sexual-assault-domestic-violence/).

For questions or concerns please contact our Title IX Coordinator, Ms. Julia Edwards at 417-447-8188 or at edwardsj@otc.edu

Need to report a concern? Have questions about what the Title IX team does? Want more information on your Title IX rights? Please visit our [Title IX website](http://academics.otc.edu/titleix/).

**Pregnant and Parenting Students**

A student who is either pregnant or parenting has rights under Title IX. If a pregnancy or parenting situation might interfere with your academic progress in this class please speak to your instructor and to OTC’s Assistant Title IX Coordinator, Mr. Matthew Brown at 417-447-7787 or at brownma@otc.edu

**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 persons with disabilities 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.

**Gender Identity**

If your preferred name or gender is different than your legal name/legal sex that you listed on your application, you can update this information by filling out a [Change of Student Information](http://students.otc.edu/registrar/change-my-student-record-information/) form.  You can submit this form via fax, mail, email, or in-person at Student Services.

**Safe Learning Environment**

OTC is committed to creating and maintaining a safe learning and working environment in which all members of the College community – students, employees, visitors, and other third parties – can learn and work free from harassment, discrimination, and sexual violence. OTC is committed to fostering environments that promote personal integrity, civility, and mutual respect. 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.

HAVEN

As part of our comprehensive violence prevention program OTC expects all new students, as well as incoming transfer and visiting students, to complete the *Haven* online sexual and interpersonal violence prevention course.  Recognized nationally for its effectiveness, *Haven* uses the latest prevention techniques and science-based research to educate students about the impact of sexual and relationship violence.

You can access the *Haven* online training module through your *AccessOTC* account.  This training takes roughly one hour to complete.

If you have questions regarding the *Haven* online assessment, please feel free to contact us at Haven@otc.edu .

SAFETY IN THE CLASSROOM

If an emergency situation arises in the classroom, use your own best judgement to react to the situation. Your best plan is to visualize and plan for emergency situations before an emergency situation arises, so you are better prepared to make split-second decisions.

Here are some guidelines to help you in that process:

*Campus and building maps* – Use these [maps](http://ww2.otc.edu/locations/) to find the appropriate location to shelter in case of tornado, and the location of all exists you may need to use in case of fire or a crisis on campus.

*Run. Hide. Fight* - OTC Safety and Security advocates the philosophy of Run.Hide.Fight. Please take a moment to familiarize yourself with this philosophy by checking out this [Active Shooter Event Quick Reference Guide](https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-508.pdf) from the Department of Homeland Security.

<https://www.youtube.com/watch?v=p4IJA5Zpzz4>

EMERGENCY TEXT MESSAGES

OTC will use a text message to notify you of any emergencies on campus. If you haven’t already, please be sure we have your current information by logging into [OTC Central](https://central.otc.edu), clicking on your name in the top right corner, and choosing the “OTC Emergency Notification” option.

**OTC Cares**

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 [our counsling services website](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.**