**Ozarks Technical Community College**

**Spring 20XX Course Syllabus**

**Our mission**: To provide accessible, high quality, and affordable learning opportunities that transform lives and strengthen the communities we serve.

**Our values:** Quality, Opportunity, Accessibility, Learning, Diversity, Innovation, Collaboration, Respect, Integrity, Affordability, Personal Growth, Professional Growth

The standards and requirements set forth in this course syllabus may be modified at any time by the College and/or the course instructor. Notice of such changes will be given by announcement in class, or by written or email notice, or by posts in this course Canvas site, or by announcements in the MyOTC portal.

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**COURSE** **INFORMATION**

**Semester:** Spring 2019

**Course Title, Number, and Section:** Example: Life Science, BIO 100, Section 201

**Credit Hours:** X, Lecture: X , Lab: X, Practicum/Clinical: X (see current course abstract \* you may have to sign in to your myOTC account)

**Class time and location:** online sections may use the phrase “online only”, hybrid courses should list meetings times here

**Course begins:** Month, date, year (see SP 19 academic calendar )

**Proctored Event(s):** insert name of proctored event(s)

**Proctored Event(s) Available:** Please be sure to follow the Proctored Events Block Schedule when setting the availability dates for your proctored event

**Instructors** – Some departments/courses/instructors are exploring alternatives to a traditional proctored event or exam in their online courses.  As a college, we are exploring options like a visit to a support center or using available technological tools in an effort to continue to remove barriers and provide more options for students to fulfill the proctoring requirement.  If you are interested in using an alternative to a traditional proctored event, please work with your Department Chair/Program Director PRIOR to the start of the semester.

**Course ends**: Month, date, year (see SP 19 academic calendar )

**Final Exam:** Month, date, year, time (see SP 19 Final Exam schedule – updated 1-8-2019)

**Required Materials:** for your textbook please insert textbook author, title, edition, and ISBN (see OTC Boookstore booklist pages), for any required materials please insert all appropriate information

**Instructors** – if your course is part of the AutoAccess program you may want to include a statement about that here – please feel free to borrow/edit the sample language below:

For this course, digital course materials will be available automatically through Canvas. By enrolling in this course, you have agreed to allow your student account to be charged for course materials. Print upgrades are only available to students who remain opted in. Please see https://abc.com/AUTOACCESS for details.

Instructors – please use the current course abstract to complete the 5 sections below:

NOTE: the following courses had changes to their course abstracts to be implemented in SP 19 approved at the FA 18 curriculum committee meeting – so please be sure to use the most CURRENT course abstract for your syllabus:

* + AVI 151 – revised cr hrs, desc
  + AVI 171 - revised cr hrs, desc
  + BCS 115 – revised cr hrs, rationale, desc & obj
  + BHS 200 – revised prerequisite
  + CIS 171 – revised rationale & obj
  + ECD 135 – revised description
  + ECD 185 – revised description & objectives
  + ECD 215 – revised description
  + ECD 240 – revised description & objectives
  + ECD 255– revised description & objectives
  + ECD 299– revised description & objectives
  + HUM 102 – revised description

**Course Prequisites:**

**Course Corequisites:**

**Course Rationale:**

**Course Description:**

**Course Objectives:** Course assignments and exams align to and assess a student’s mastery of the following objectives:

* Instructors – you are encouraged to add your course schedule and any other course or section specific material at this point

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**COMMUNICATING WITH** **YOUR INSTRUCTOR**

A NOTE ON INSTRUCTOR CONTACT INFORMATION: The College has no policy on you providing your students with your personal contact information (cell phone number, social media accounts, etc.) If you choose to disclose your personal contact information to your students, please consider your decision carefully, with the understanding this represents an area in which faculty have been held liable in recent litigation

* Did you know? You can use a free service (like Google Voice) that will allow you to give a phone number to your students, without giving them access to your personal phone number? You can sign up for Google voice here.
* Did you also know? You can send text messages from your email: https://20somethingfinance.com/how-to-send-text-messages-sms-via-email-for-free/

**Instructor:** Name

**Office:** Location or city, state – Example NKM 234J OTC Springfield Campus (if applicable – this may be deleted for online courses)

* helpful hint from a fellow faculty member: consider using the campus and location maps to show your students your office location

**Phone:** list the number students should use to contact you (this must be your office number if you are assigned an office)

**Email**: this must be your OTC email

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

**Office Hours:** FT faculty must list their office hours here – Adjunct faculty, please use this space to let your students know how you can reached outside of scheduled class time (this can be by appointment or at a set time, this can be in person or virtual)

IMPORTANT UPDATE TO OFFICE HOURS EXPECTATIONS FOR INSTRUCTORS: Per Human Resources, Instructors please note that meetings with students should be restricted to an OTC campus or center location. **Meetings with students off-campus are prohibited**. The reason for this restriction is two-fold:

* it protects the instructor from claims of improper behavior.
* it prevents students from feeling uncomfortable if they are asked to meet an instructor off campus/center

Instructor – please tell your students your expectations on how they can communicate with you – examples might include: phone, email, office hours, and individual consultations by appointment. Please also tell your students the response time they can expect when they communicate with you. Sample language might include: I will respond to communications within 24 hours during the work week.

* NOTE: the expectation is that online instructors will respond to student communications within 24 hours, except on weekends and during official college closures. For messages sent from students on weekends/college closures, the instructor is expected to respond the following business day. For seated faculty, the “meets expectations” response time for email is 36 business hours

*HINT FOR INSTRUCTORS: if you have trouble having the types of communication you’d like with your students – you may want to include some extra information in this section letting your students know more about how communicating with a College instructor works – here are some sites/resources to get you started:*

* https://www.abc.com/articles/how-to-talk-to-a-professor-explained-by-a-professor
* https://abc.com/270014784

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GRADES AND RECEIVING FEEDBACK

Grades and feedback will be available through instructor – please tell your students whether their grades will be available via Canvas or Pinnacle (note: all grades must be kept in Canvas in online courses, grades may be kept in either Pinnacle or Canvas in seated courses).Please also tell your students when and how they can expect to receive feedback and when grades will typically be posted.

* NOTE: “meets expectations” turnaround time is that all assignments are graded within 6 business days

Instructor – please describe to your students how they will earn their grades. This might be a general listing of the types of assignments, or could be a table with all assignments and their point values listed.

* NOTE: expectation is that 33% of overall course grade will be completed by midterm

This course uses the following OTC grading guidelines: instructor please delete all rows that are not applicable to your course

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%

HIT courses:

A=100%-93%, B=92%-85%, C=84%-77%,D=76%-69%,F=less than 68%

all other Allied Health courses:

A=100%-90%, B=89%-80%, C=79%-75%, D=74%-65%, F=less than 65%

Developmental courses:

NA=100%-90%, NB=89%-80%, NC=79%-70%, ND=69%-60%, NP=less than 60%

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**ATTENDA****NCE**

Regular attendance is essential for student success and is expected during all courses for which you are registered. In seated and hybrid courses, your attendance will be recorded in each class session. Attendance in an online course is defined as actively participating in an academically-related assignment. Just “clicking in” does not constitute attendance.

See OTC Policy 5.05 for further information.

Instructor – please explain your attendance procedure here – be sure students understand when you will take attendance, if you allow excused absences, etc. If you have a specific policy on what constitutes “tardy” and/or when a “tardy” becomes an “absent” – this is the place to include that statement. Per OTC Policy 5.05 “Other specific criteria to be considered “in attendance” [is] at the discretion of the individual instructor [and] must be included in the syllabus of the courses.”

If your program has an approved attendance policy that supersedes the College policy – be sure to include the policy here AND explain to students that your approved program policy overrides the College policy.

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.

**Your instructor will administratively withdraw you from class if you have not attended the class for 14 consecutive calendar days.**

This does not include days in which the college is not in session. 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.

See OTC Policy 5.36 for further information.

* Instructors –Please note that weekly reports are generated on Friday morning for courses with a seated component to verify instructor compliance with OTC’s attendance policy. In order to stay in compliance you must mark some form of attendance activity (present, absent, tardy, left early, no school, college activity) for each enrolled student for each scheduled day of your course.

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**ACADEMIC GRI****EVA****NCE PROCEDURE**

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, [name], [email address], [office phone]

•Dean, [name], [email address], [office phone] *\* please be sure to choose the appropriate Dean for your location*

Note: instructor – if you don’t know the name and/or email of these individuals, check the “Academic Affairs Contact List” on the syllabus template webpage

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in OTC Policy 5.08.

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.

Veterans can also contact the contact the Veterans and Military Services office for any questions or concerns.

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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 OTC Policy 5.24 for more information.

Instructor – when/if you have a student commit an academic integrity infraction – please search for “academic integrity” on the OTC home page search bar, the Academic Integrity Resources site will guide you through your options for this situation.

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RELATED COLLEGE POLICIES AND PRACTICES

Please visit the Related College Policies and Procedures page on the Academic Services website for more information on any of these topics:

***\*****instructors – the asterix means I have updated this section since the last syllabus template / or I will update this section at the close of the FA 18 semester - please delete the* ***\**** *in the final version the syllabus you share with your students*

Academic Assistance

Americans with Disabilities Act (ADA)**\***

Anti-Discrimination Statement

Computer Use Expectations and Requirements

Copyright Infringement**\***

Counseling Resources

Dropping the Course **\***

LGBTQ+ Resources**\***

OTC Cares and the Behavioral Intervention Team (BIT)

OTC’s Commitment to Safe Learning Environments

Pregnant and Parenting Student Resources**\***

Proctoring Resources**\***

Safety in the Classroom / Crisis Plans **\***

SARA (State Authorization for Distance Education)

Sexual and Interpersonal Violence Prevention**\***

Standards of Student Conduct

Student Needs Resources

Title IX Resources**\***

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