Changes from FA 19 Syllabus Template to SP 20 Syllabus Template

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In the header:

1. changed Core Values to reflect recently approved changes – new values are:
   - Our values: Quality, Inclusion, Integrity, Opportunity, Innovation, Affordability, Accessibility, Collaboration, Personal Growth, Learning, Respect, Professional Growth

In the Course Information Section:

1. updated semester to: Spring 2020
2. provided link to SP 20 Academic Calendar for “course begins”
3. updated footer: “for use in SP 20 semester”

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In the Course Information Section:

1. based on a request from faculty - added a request for faculty to describe/explain the proctored event
   - Faculty – please consider providing your students with a brief description of your proctored event(s) here as well (if you don’t already describe it somewhere else in your syllabus). Is it an exam? a zoom session conversation with you? a visit to a tutoring center? This will help set clearer expectations for your students.

2. provided link to SP 2020 Proctored Events in Testing Services schedule
3. added notes for faculty about proctored events:
   - If you plan to allow your students to use an OTC Testing location for your proctored event, please be sure to follow the Proctored Events Schedule when setting the availability dates for your proctored event. You’ll notice the schedule has a different format this semester – simply find your course(s) in the left-most column, then look across the rows to find the weeks that are reserved for you to hold your proctored event.
   - Thanks to all the Department Chairs for working with the staff in Testing Services to create a new schedule that better fits the needs of your faculty and helps keep our testing volume at a level where we can provide your students our best service!
   - If you plan to manage your own proctored event, or use an alternative proctoring event, please be sure to work with your Department Chair/Program Director PRIOR to the start of the semester, and be sure to check out the guidance provided on the faculty page of the Testing Services website for information on ID verification procedures, etc.

4. provided link to SP 20 Academic Calendar for “course begins”
5. provided link to SP 20 Final Exam Schedule
In the **Course Information** section:

1. Based on a faculty request – added a note for faculty about potentially including [OTC Online’s Computer Requirements](#) to the required course materials section for courses that rely heavily on online work.
2. Provided a list of courses that have curriculum changes that impact prerequisites or credit hours that go into effect in SP 20:
   - BCS 200 – revised prerequisites
   - EDU 270 – revised prerequisites
   - ENG 102, 150, 210, 215, 250, 260, 265, 340, 341, 350 & 351 – revised prerequisites
   - FST 210, 211, 240, 275 & 280 – revise prerequisite
   - NET 107 & 108 – revised credit hours
   - NUR 120 & 205 – Revised credit hours
   - PMT 250 & 255 – revised prerequisite
3. Corrected a typo – Prerequisites was spelled incorrectly on previous templates 😊

In the **Course Information** Section:

1. Add a new section titled “Overview of Course Activities”

   **Overview of Course Activities**: Faculty – in this section please provide your students with a brief overview of what types of activities they can expect in your class. Please be sure to note any activities or requirements that may be unexpected for your students (activities that are non-lecture based) – this may include activities such as field trips. Please also make note of any requirements to purchase of additional supplies beyond the required materials (such as posterboards), or access to technology or equipment (like an app or a webcam).

   If there are field trips in your class – please let the students know if they will be expected to provide their own transportation. NOTE: without prior approval from appropriate college personnel, faculty should NOT transport students.

   It is your responsibility to communicate with your instructor as soon as possible to discuss any questions or concerns you have with your ability to participate in these course activities.
In the **Communicating With Your Instructor** Section:

1. added a new section titled “College Closures or Class Cancellations”

   **Class Cancellations or College Closures:** In the event that your instructor must cancel a class, an announcement will be posted on the course Canvas site and/or emailed to your OTC email account. In the event of a college closure, you will be notified via your OTC email, by text message, with a posting on the college website (otc.edu), and on OTC’s official social media channels.

   Instructors: If you use any additional means of communicating with your students (Slack, Remind, etc.) please feel free to add those to the first sentence above.

   **NOTE:** please check with your immediate supervisor to determine their preference/protocol on what you should do if you need to cancel class

In the **Attendance** Section

1. updated language regarding attendance to reflect current Policy language

You are expected to be present for your scheduled classes and labs. Regular attendance and participation are required.

Instructors – please select from the definitions from the attendance policy below to use as a starting point to explain what attendance is for your course:

- Attendance in a seated course is defined as the state of being physically present during the class meeting. 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.

- Attendance in an online course is defined as active participation in an academically-related activity. At least one academically-related activity should be conducted each week.

- Attendance in a hybrid course is defined as the state of being physically present during scheduled class meetings or actively participating in an academically related activity in the online portion of the class.

- Examples of qualifying activities include, but are not limited to, exams, group projects, quizzes, discussion postings, emails (regarding course-related content and/or activities) to instructors and assignment submissions.

- Merely accessing course-related materials (such as a course website or web-based platform) does not constitute attendance in an online class.
See OTC Policy 2.61 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 2.61 “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.

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In the Administrative Withdrawal section

1. updated language regarding Administrative Withdrawal to reflect current Policy language (including a note for faculty to clarify how college closures impact this process).

   It is the policy of the College that students will be administratively withdrawn from a course due to lack of attendance in seated classes or non-participation in online classes.

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

   When the college does not conduct classes for five (5) consecutive calendar days, these days will not count toward the 14 days (e.g. Spring Break).

   Your instructor may re-enroll you after you have been administratively withdrawn, if you and your instructor are able to develop a plan of action for academic success.

   Please note: Non-attendance and withdrawal from a course may reduce the amount of financial aid you receive, delay your graduation, or necessitate repayment of aid you have already received and does not relieve you of your obligation to pay the tuition and fees due to the college.

   See OTC Policy 2.64 for further information.

   Instructors – please note the wording of this policy has changed – in the past it stated that “days in which the college is not in session” were not included in a student’s attendance record. Under the new language, most college closures (for example, those due to weather) would be included in a student’s attendance record. Please be sure you have a clear understanding of the difference between the old
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In the Academic Grievance Section

1. provided an updated Academic Affairs contact list
   o by faculty request, added additional contact information for Deans / Location Dean / Location Director to Academic Affairs Contact List (it now includes email address and office phone)

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In the Academic Integrity Section

1. updated language regarding Academic Integrity to reflect current Policy language

   Integrity is a Core Value at OTC. OTC promotes and enforces a culture of academic integrity. You are expected to behave as responsible members of the college community and to be honest and ethical in your academic work. You assume full responsibility for the content and integrity of course work you submit.

   Students should read OTC Policy 5.24 to learn more about

   • your responsibilities regarding Academic Integrity
   • the consequences of committing and Academic Integrity violation

   This information, along with other resources can also be found on the Academic Integrity Resources Website

   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.