**Ozarks Technical Community College**

**Fall 2020 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, Inclusion, Integrity, Opportunity, Innovation, Affordability, Accessibility, Collaboration, Personal Growth, Learning, Respect, 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 the course Canvas site, or by announcements in the MyOTC portal.

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**Course** **Information**

**Semester:** Fall 2020

**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](https://otc0.sharepoint.com/teams/ac/SitePages/Home.aspx) \* 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 meeting location/date/time here (synchronous Zoom classes – you can provide your Zoom link here)

**Course begins:** Month, date, year (see the [FA 20 Academic Calendar](https://academics.otc.edu/calendar/))

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

*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.*

*Here is additional information about* [*proctoring options*](https://academics.otc.edu/testing/proctored-exam-information/)

**Proctored Event(s) Available:** Month, date, year

Faculty – we have new information about proctoring this fall. Please read below.

1. If your proctored event includes an option for students to use OTC’s testing services, please be sure to schedule your proctored event(s) during the period designated on the [Proctored Events Schedule](https://academics.otc.edu/testing/proctored-exam-information/).
2. For proctored events taken through testing services at OTC, most campuses and locations will require appointments this fall.
3. NEW: We have modified our agreement with ProctorU Auto. The cost of most exams using ProctorU Auto will be covered by the institution for fall 2020. Please watch the proctored event page for more information about this.

If you have any questions about our process for this fall, please contact Megan Weaver (weaverm@otc.edu, 417-447-8114)

A note about how proctoring will work for the fall 2020 semester: In order for Testing Services to ensure we are observing appropriate physical distancing, we will be requiring students to book their testing appointments in advance. You can reserve your testing appointment on the relevant testing services webpage (or your instructor can provide you the link).

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](https://academics.otc.edu/testing/proctored-exam-information/) for information on ID verification procedures, etc. You do not have to observe the proctoring block schedule if you are managing your own proctored event.

Per OTC Policy 2.21, students who do not participate in at least one proctored event will be assigned a failing grade for the course.

**Course ends**: Month, date, year (see the [FA 20 Academic Calendar](https://academics.otc.edu/media/uploads/2020/07/Fall-2020-Academic-Calendar-Revised-posted-7-6-20.pdf))

**Final Exam:** open and close dates and times

<https://academics.otc.edu/media/uploads/2020/04/Final-Exam-Schedule-Fall-2020-4-20-20.pdf>

**Pandemic Related Information:**

**NEW:** this is for classes that have a face-to-face component, but online instructors may want to include 2 and part of 3 in syllabi for students who use OTC locations for computer labs, testing, tutoring, etc.

There are a few things you need to be aware of that are specific to the fall 2020 semester, given that we are currently experiencing a pandemic.

1. For seated classes: OTC is following guidance from the Centers for Disease Control, and state and local public health experts. This guidance may cause the college to decide to shift in-person classes to remote delivery. In that event, it is your responsibility to ensure that you have the appropriate technology to fully participate in classes. The [OTC Bookstore](https://otcbookstore.com/topic/openotc) has laptops available for purchase.
2. You are required to wear a mask/face covering while you are at an OTC Campus or Center. This is considered a required course material for your seated classes.
3. If you are experiencing [significant symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) related to COVID-19, do not come to an OTC location.
* If you do attend class and are displaying symptoms, you may be asked to leave.
* For information on how to communicate with me, refer to the section on [Communicating with Your Instructor](#com).

**Required Materials:** please include information for ALL required materials for your course, including masks for seated classes.

The bookstore has a [faculty resources](https://otcbookstore.com/topic/facultyresources) page where you can find more information about resources like textbook adoptions, AutoAccess, and OpenOTC.

**Guidance on language for textbooks:**

* If your course has a traditional physical textbook, or an electronic textbook/resource that your students are NOT automatically billed for: please list the textbook author, title, edition, and ISBN here (see [OTC Bookstore booklist pages](https://otcbookstore.com/booklist.aspx) for that information).
* NEW: Students can purchase laptops through the bookstore and, in some instances, can charge them to their student account. Consider how much your students will need access to a reliable computer with internet access and include a statement about your class requirement. Here is sample language you could use in your syllabus:

You will need access to a reliable computer with internet access to complete the requirements for this course. The [OTC Bookstore](https://otcbookstore.com/) has laptops available for purchase.

Instructors – for courses that *require* students to have computer access – you may also want to include the information provided by OTC Online about [Computer Requirements](https://online.otc.edu/otc-online-computer-requirements/) for your students in this section

* If your course has been approved to be a part of the [AutoAccess](https://otcbookstore.com/topic/autoaccess) program (not sure? Click on Confirmed Fall Courses and Publisher Help on the [AutoAccess](https://otcbookstore.com/topic/autoaccess) site), you should 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://otcbookstore.com/AUTOACCESS> for details.

* if your course has been approved to use [OpenOTC](https://otcbookstore.com/topic/openotc) program (not sure? There is a list of courses on that site), you should 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. There is no additional cost to access these materials.

Instructors – please use the [current course abstract](https://otc0.sharepoint.com/teams/ac/SitePages/Home.aspx) to complete the 5 sections below:

**Course Prerequisites:**

**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 –** the “CORE Experiences” section below is intended for General Education [CORE 42 courses](https://academics.otc.edu/core-42-transfer-courses/) only (with the exception of all BCS courses, CHM 160&161, MTH 131 and higher, and PHY 220) . Courses in other divisions can delete this section.

**CORE Experiences Competencies:**

This course is a part of the General Education CORE Experiences at OTC. CORE Experiences classes are designed not only for you to gain knowledge in specific subject areas, but to help you obtain broader competencies that will help you with the essential, or soft, skills employers look for in College graduates. Throughout the semester, you will be connecting your coursework to these competencies, and at the end of the semester, you’ll receive a short survey asking you about your experiences with these concepts.



involves Creative Thinking, Critical Thinking, and Quantitative Literacy. Creative Thinking is the ability to combine existing ideas in original and innovative ways. Critical Thinking is the ability to distinguish among opinions, facts, and inferences and to make informed judgements. Quantitative Literacy is a comfort in working with numerical data.

is the ability to make informed decisions through the identification of personal values and the values of others and through an understanding of how such values develop.

To learn more please visit [OTC’s CORE Experiences website](https://academics.otc.edu/generaleducation/otc-core-experiences/).

Instructors – if you have questions about OTC’s Core Experiences and your role with this – please feel free to speak with your Department Chair, or email COREExperiences@otc.edu

**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 additional supplies beyond the required materials (such as poster boards), 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.

* 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 (e.g., cell phone number). 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. NEW: We have a [Social Media Policy](https://about.otc.edu/policies/article-iii-personnel/3-22-employee-use-of-social-media/) with which you should be familiar.

* 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](https://voice.google.com/u/0/signup).

**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](https://about.otc.edu/locations/) to show your students your office location
* If using Zoom for office hours, this would be a good place to include that information

**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)

OFFICE HOURS EXPECTATIONS FOR INSTRUCTORS: Per Human Resources, please note that meetings with students should be restricted to an OTC campus or center location. **Meetings with students off campus are prohibited**.

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’s* [*a fun video*](https://vimeo.com/270014784) *to get you started.*

**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.) 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

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Grades and Receiving Feedback

Grades and feedback will be available through Canvas. NEW: (beginning FA20, all grades must be kept in Canvas). For feedback you provide outside of Canvas, let your students know how you plan to provide the feedback. Please also tell your students when and how they can expect to receive feedback and when grades will typically be posted.

* NOTE: the expectation for 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: the expectation is that 33% of overall course grade will be completed by [midterm](https://academics.otc.edu/media/uploads/2020/07/Fall-2020-Academic-Calendar-Revised-posted-7-6-20.pdf)

NEW: this is also a good place to put your classroom expectations or a “how to be successful” list. These will likely be different for online vs. seated, but it would be a good place to put a statement about wearing masks in the physical classroom.

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%

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**

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

Instructors – please select from the definitions below from the [attendance policy](https://about.otc.edu/policies/article-ii-instruction/2-61-attendance-requirements/) 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](https://about.otc.edu/policies/article-ii-instruction/2-61-attendance-requirements/) 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 is more specific than 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 students will be [administratively withdrawn](https://about.otc.edu/policies/article-ii-instruction/2-64-administrative-withdrawal-from-a-course/) 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., Thanksgiving 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](http://about.otc.edu/policies/article-v-student-services/5-36-administrative-withdrawal-from-a-course/) for further information.

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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, or do not feel comfortable speaking with your instructor, then you should then contact:

•Department Chair and/or Program Director, [name], [email address], [office phone]

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

Note: instructor – if you don’t know the name and/or email of these individuals, check the [Academic Affairs Contact List](https://academics.otc.edu/media/uploads/sites/44/2020/07/Academic-Affairs-Contact-List-updated-7-9-20.pdf)

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in [OTC Policy 2.62](https://about.otc.edu/policies/article-ii-instruction/2-62-academic-and-course-grade-appeal/) that are further explained [on this site.](https://academics.otc.edu/academic-and-course-grade-appeals/)

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

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Academic Integrity

Integrity is a Core Value at OTC. OTC promotes and enforces a culture of academic integrity. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. A student assumes full responsibility for the content and integrity of course work they submit.

Students should read [OTC Policy 5.24](https://about.otc.edu/policies/article-v-student-services/5-24-academic-integrity/) to learn more about

* student responsibilities regarding Academic Integrity
* the consequences of committing an Academic Integrity violation

This information, along with other resources can also be found on the [Academic Integrity Resources Website](https://academics.otc.edu/academicservices/academic-integrity-resources/)

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

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Related College Resources

Please visit the [Related College Resources page on the Academic Services website](http://academics.otc.edu/academicservices/syllabusresources) for information on these important topics:

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* Academic Assistance
* Anti-Discrimination Statement
* Computer Use Expectations and Requirements
* Copyright Infringement
* Counseling Resources
* Disability Support Services
* 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 and 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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