

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: SU 2017

Course Title, Number, and Section: Introduction to Environmental Science – ATS 112 – Section GH101

Credit Hours: 3, **Lecture:** 2, **Lab:** 1

Class time and location: lecture **online:** lab **10 a.m. -1:50 p.m. Fridays in NKM 200** (see schedule link in Blackboard for more information).

Course begins: June 5, 2017

Course ends: July 28, 2017

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Diann Thomas

Office: NKM 223H

Phone: 447-8809

Email: thomasd@otc.edu

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

OFFICE HOURS: Friday 9-10, 2-4, or by appointment.

TEXTBOOK AND OTHER REQUIRED MATERIALS

Book: The Essential Guide to Environmental Chemistry, by George Schwedt. ISBN 9780471899549.

Lab Notebook: a student lab notebook with duplicate pages, such as the Student Lab Notebook by John Wiley & Sons, Inc., ISBN 9780470903360. It does not need to be new; if you have a used one with 15-20 pages available, this should be sufficient.

Other required materials: Chemical Splash Goggles, Scientific Calculator (graphing not necessary, but may be used)

All textbooks and required materials for this course are available in person and online at the [OTC bookstore](#).

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](#), [Mozilla Firefox](#) and [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.

Students taking online and hybrid courses at OTC must have access to a computer that meets OTC [Computer Requirements for Online Courses](#). If you have any questions about these computer requirements, please email helpdesk@otc.edu. If you have difficulty using Blackboard, please contact online@otc.edu.

PREREQUISITES, COURSE RATIONALE, AND COURSE DESCRIPTION

Course Rationale

This course will provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them.

Course Description

This course provides an introduction to an interdisciplinary field that focuses on how different elements of the environment interact and interrelate. Topical environmental issues like climate change, aquatic and terrestrial ecology, air and water pollution, world human population problems, and the unsustainable use of natural resources will be examined. Laboratory sessions include measurements of various environmental pollutants, fundamental lab exercises in ecology, analysis of environmental parameters, and descriptive and practical reinforcement of lecture material.

Course Objectives

Course assignments and exams are aligned to, and assess, student mastery of the following core objectives:

After successfully completing the course, students will be able to:

1. understand and define terminology commonly used in environmental science;
2. describe systems and cycles on Earth;
3. describe how different organisms live together in complex communities;
4. list common and adverse human impacts on biotic communities, soil, water, and air quality and suggest sustainable strategies to mitigate these impacts;
5. read, critically evaluate presented information and data using scientific principles and concepts, synthesize popular media reports/articles discussing environmental issues, and verbally discuss and defend their positions on scientific issues;
6. apply learned information to postulated environmental scenarios to predict potential outcomes.

GRADING SCALE

This course follows the 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

Assignments in this course are divided into general categories, which carry the following points in your final grade calculations:

Assignment	Number of Assignments	Points per Assignment	Total Points	Percent of Total Grade
Discussion Assignments	8	25	200	19%
Homework Assignments	8	25	200	19%
Labs	3	100	300	29%
Exams	2	100	200	19%
Final Exam	1	150	150	14%
TOTAL POINTS POSSIBLE			1050	100%

You are treated as a professional in the course. Reading the directions and grading criteria provided for each assignment is the key to understanding how you will be graded. Following those directions is your key to doing well in the course.

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.

- For this course, being hybrid, attendance will be based on both in-person attendance at lab (once every two weeks) and on active participation in academic activities for which grades are assigned.

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.

In an online course, attendance is determined by your active participation in an academically related activity. See [OTC Policy 5.05](#) for further information.

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 these resources 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 classes or nonparticipation in online classes, when it is in a student's best interest, either academically or financially. See [OTC Policy 5.36](#) 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.

Attendance in an online course is defined as actively participating in an academically-related assignment. Just "clicking in" does not constitute attendance.

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](#). The last day to drop a course is listed in the [current Academic Calendar](#).

Please note a change in your schedule will have financial consequences. See the chart below or check out OTC Policy [6.18](#) and [5.22](#) for more details.

<i>Length of Term</i>	<i>100% refund on all tuition and fees</i>	<i>100% refund on all tuition, course-specific, and common fees, \$40 course cancellation fee*</i>	<i>50% refund on tuition and course-specific fees</i>	<i>No refund given, \$10 change of schedule fee</i>
8 week	Before Mar 20	Mar 20 – Mar 23	Mar 24 – Mar 26	Mar 27 – May 10

*\$40 per course (up to \$160 dollars per semester)

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.

An online course gives you the flexibility to do your coursework when it best fits your schedule, as long as you meet deadlines set by your instructor. Set aside time in your schedule to participate online and to complete your assignments. You will have frequent deadlines to keep you on track.

Assignments are due by 11:59 p.m., based on the Central Time Zone.

RECEIVING GRADES AND INSTRUCTOR FEEDBACK

Grades and feedback will be available through Blackboard. Assignments will generally be uploaded to the Blackboard site as a .doc or .docx file. Feedback will be provided on the document via Blackboard, generally within one week of the assignment's due date.

COMMUNICATING WITH YOUR INSTRUCTOR

I can most readily be reached via email at thomasd@otc.edu. I will respond to email within 24 hours within the work week (weekends and holidays will have a longer response time). I can also be reached via phone at (417) 447-8809, or in person in my office (NKM 223H, Springfield Main Campus) during the following office hours: F 9-10, 2-4, or by appointment. Drop-ins are welcome, if I am available.

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.

In an online or hybrid course, if you have a question about an assignment or course procedure, consider posting it in the appropriate discussion forum, so classmates can benefit from it as well. If you have a personal concern (such as a question about a grade), send a private message to your instructor through the Email button inside the Blackboard course site or through your OTC Webmail account in the [MyOTC Portal](#). If you would like an individual consultation with your instructor, please use the contact information provided in this syllabus or on the Faculty page within the course to schedule an appointment.

STUDENT CONDUCT EXPECTATIONS

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](#) 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](#) and [OTC Policy 2.51](#) 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](#) 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](#).

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: Dana Sherman, shermad@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 the [Grievance Procedure for Students section of the Student Handbook](#).

All 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.

Veterans can also [contact the Veterans and Military Services office](#) 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 - check out our website [here](#). If you are unable to find an organization that

meets your needs, [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.

Read our nondiscrimination statement [here](#). Read our sexual misconduct policy on [here](#). Read our sexual assault and domestic violence policy [here](#).

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

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 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.

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](#) form. You can submit this form via fax, mail, email, or in-person at Student Services.

Safe Learning Environment

For use for SU 16 only – updated 5/10/2016

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.

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 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](#) to find the appropriate location to shelter in case of tornado, and the location of all exits 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](#) from the Department of Homeland Security.

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](#), 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](#) 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.

For use for SU 16 only – updated 5/10/2016

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.**

These instructional materials are 100% funded by the MoSTEMWINs \$19.7 million grant from the U.S. Department of Labor, Employment and Training Administration (TAACCCT). The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).