

Ozarks Technical Community College

Spring 2018 Course Syllabus

Our mission: *To provide accessible, high quality, 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 2018

Course Title, Number, and Section: Chemical Laboratory Technology Internship/Research, ATS 200-G101

Credit Hours: 6, Lecture: 0, Lab: 0, Practicum/Clinical: 18

Class time and location: TBA, according to individual student schedules

Course begins: January 16, 2018

Course ends: May 12, 2018

Final Exam: Varies: final grade is determined by on-site evaluation by program director and work supervisor

I can also be reached via phone (417-447-8809), or in person in my office (NKM 223H, Springfield Main Campus) during office hours or by appointment. Drop-ins are welcome, if I am available.

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GRADES AND RECEIVING FEEDBACK

Grades and feedback will be available through Canvas. Grades will be based on:

- evaluation by the supervisor/research advisor
- evaluation by the program director
- a final written report about the work/research project performed.

Please see the internship/research agreement forms in Canvas for more information about work expectations and due dates. 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.

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%

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ATTENDANCE

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.

For this course, attendance will be evaluated through the use of time sheets. Weekly verified time sheets will be submitted to your work supervisor and the program director. Regular meetings with the work supervisor and/or program director may also be required, depending on the nature of the project.

ADMINISTRATIVE WITHDRAW

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.

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ACADEMIC GRIEVANCE 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, Dana Sherman, shermand@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 [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 [Academic Integrity section of the Student Handbook](#) for more information.

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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:

Academic Assistance	Dropping the Course	Safety in the Classroom / Crisis Plans
Americans with Disabilities Act (ADA)	LGBTQ+ Resources	SARA (State Authorization for Distance Education)
Anti-Discrimination Statement	OTC Cares and the Behavioral Intervention Team (BIT)	Sexual and Interpersonal Violence Prevention
Computer Use Expectations and Requirements	OTC's Commitment to Safe Learning Environments	Standards of Student Conduct
Copyright Infringement	Pregnant and Parenting Student Resources	Student Needs Resources
Counseling Resources	Proctoring Resources	Title IX Resources

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