

# 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*

The standards and requirements set forth in this course syllabus and guidebook 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

### COURSE INFORMATION

**Semester:** FALL 2017

**Course Title, Number, and Section:** Chemical Laboratory Technology Internship/  
Research, ATS 205-G101

**Credit Hours:** 1, **Lecture:** 1, **Lab:** 0, **Practicum/Clinical:** 0



**Class time and location:** TBA

**Course begins:** August 21, 2017

**Course ends:** December 11, 2017

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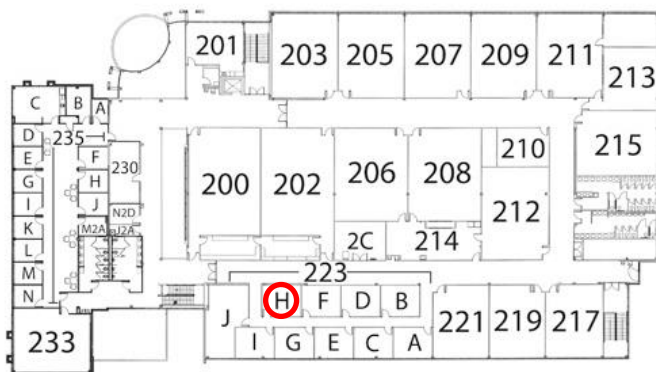
### INSTRUCTOR CONTACT INFORMATION



**Instructor:** Dr. Diann Thomas

**Office:** NKM 223H OTC Springfield Campus

Norman K. Myers Center  
Second Floor



**Phone:** 417-447-8809

**Email:** thomasd@otc.edu

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

### OFFICE HOURS:

Monday & Friday 10:00 AM – 11:00 AM

Tuesday & Thursday 10:30 AM - 12:00 PM

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## TEXTBOOK AND OTHER REQUIRED MATERIALS

No textbook or other materials are required for this course. Necessary materials will be given out via Canvas, or will be researched by the student online or in the library.


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## 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, Canvas, where the course syllabus and faculty information are located. In addition, students may be expected to further utilize online technology as required by the instructor. To access the Canvas site for this course, go to your MyOTC portal and click on the Canvas icon in the menu on the top of the screen.

[Google Chrome](#), [Mozilla Firefox](#), [Internet Explorer](#) and [Safari](#) web browsers are all compatible with Canvas. If you are having issues using one of these browsers, please try using another. If you continue having issues, please contact [online@otc.edu](mailto:online@otc.edu).



Did you know? Canvas has an app! Download it for your Android or iOS device to access your course on the go (search for Canvas by Instructure or look for this logo).  Check out the [Mobile Guide provided by Canvas](#) to learn more.



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](mailto:helpdesk@otc.edu). If you have difficulty using Canvas, please contact [online@otc.edu](mailto:online@otc.edu).

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## PREREQUISITES, COURSE RATIONALE, AND COURSE DESCRIPTION

**Prerequisites:** Completion of 30 credit hours and Program Director approval.

**Course Rationale:** This course provides students with the opportunity to reflect upon, analyze, and share the practical experiences gained through completing an internship or research project.

**Course Description:** This seminar provides students who are completing an internship or research project with a specific forum in which to share and discuss the experiences of the scope of work and relate this work to the course of study.

### **Course Objectives**

Upon completion of this course the student should be able to:

1. reflect on and analyze the practical experiences of the internship or research project.
2. connect those experiences with knowledge and theories gained through the Chemical Laboratory Technology program.
3. share knowledge and insights gained through the internship experience(s) with fellow students completing internships at the same time.
4. develop or refine communication skills pertinent to future employment as a chemical laboratory technician.

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## **COURSE AND COLLEGE POLICIES**

### **GRADES & GRADING SCALE**

#### **Grades**

Grades will be based on:

- participation in discussions of challenges/successes within the scope of work
- presentation of work in a public venue (e.g. presenting to the ATS 100 class)

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.

#### **Grading Scale**

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 the student is registered. In seated and hybrid courses, your attendance will be recorded in each class session.

- Attendance will be taken either through sign-in sheets or by submission of assignments.
- If a student arrives more than 5 minutes after class starts, this will be recorded as a “tardy”.
- If a student misses more than 20 minutes of the 50 minute class (either at the beginning or end of class) or fails to show up for class, this will be recorded as an “absence”.
- 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.



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.

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## 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. See [OTC Policy 5.36](#) for further information.

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.**

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## ACADEMIC ASSISTANCE

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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 out the supports we offer on the [Student Resources website](#)

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## DROPPING THE COURSE

You are responsible for understanding OTC's procedures for dropping a course, which can be found on the [Change of Schedule section of the Registrar's page](#). The last day to drop this course is Friday December 8, 2017.



**Please note a change in your schedule will have financial consequences. See the chart below or check out the [Tuition & Fee Refunds & Appeals page](#) on the Finance website. If you have further questions, please refer to [OTC Policy 6.18](#) and [OTC Policy 5.22](#) for more details.**

### 16 week classes

Date	Tuition Refund Amount
Before August 21	100% Refund on ALL Tuition and Fees
August 21-27	100% Refund on ALL Tuition, Course-Specific and Common Fees* *\$40 course cancellation fee charged on each dropped course
August 28-September 3	50% Refund on Tuition and Course-Specific Fees
After September 3	No Refund Given

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## 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.**

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## **RECEIVING GRADES AND INSTRUCTOR FEEDBACK**

Grades and feedback will be available through Canvas. Assignments grades and feedback will generally be provided within one week after the assignment is due, and always before an assignment of the same type is due.

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## **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 office hours or by appointment. Drop-ins are welcome, if I am available.

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**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. (please include course code and number).

These guidelines should be observed in all communications with your instructor, your classmates, and any OTC faculty or staff.



In an online course, if you have a question about an assignment or course procedure, consider posting it in the appropriate discussion forum, so your 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 Inbox button inside the Canvas course site (click on “compose a new message”, then just choose this course from the dropdown menu, then choose “instructor”) or through your OTC email account in the [MyOTC Portal](#) (the envelope icon in the menu on the top of the screen). If you would like an individual consultation with your instructor, please use the contact information provided in this syllabus or within the course Canvas site to schedule an appointment.

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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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## **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.

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## **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. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. He/she is expected to obey the civil statutes of the state of Missouri and the federal government, and the Board of Trustees’ rules and



regulations. He/she may be penalized by the college for violating its standards of conduct whether or not punished by state or federal authorities for the same act.

Computer use may be monitored to ensure accordance with OTC policy.

See [OTC Policy 5.15](#) and [OTC Policy 2.50](#) for more information.

OTC has a due process for any student who is believed to have violated Board of Trustees policy or the Standards of Student Conduct. View this process in [OTC Policy 5.16](#).

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## **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, [shermand@otc.edu](mailto:shermand@otc.edu)
- Dean, Lance Renner, [rennerl@otc.edu](mailto: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](mailto: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 Veterans and Military Services office](#) for any questions or concerns.

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## **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 support you need. There are many local organizations dedicated to helping those in extenuating circumstances, and we can help you connect with those resources – all of which are listed on our [student needs website](#). If you are unable to find an organization that meets your needs, [contact us](#) so we can help.

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## **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.

### **Anti-Discrimination Statement**

OTC is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, citizenship or legal immigration status, veteran status, or any other status protected by federal, state, and local laws (“protected status”). This extends to admissions, employment, services, and educational programs and activities that the college operates (collectively “programs and activities”).

The following individuals have been designated to handle inquiries or complaints regarding the College’s anti-discrimination policy:

Faculty and staff, contact:

Tim Baltes  
Associate Vice Chancellor of Human Resources  
1001 E. Chestnut Expressway Springfield, MO 65802  
417-447-2631 baltest@otc.edu

Students, prospective students and third parties contact:

Julia Holmes  
Director of Equity and Compliance  
1001 E. Chestnut Expressway Springfield, MO 65802  
417-447-8188  
holmesju@otc.edu

For more information, [see OTC Policy 3.39 Anti-Harassment, Anti-Discrimination and Grievance Procedures](#).

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### **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.

It is important to familiarize yourself our policies regarding Title IX compliance. Please read our [sexual misconduct policy](#).



For questions or concerns please contact our Title IX Coordinator, Ms. Julia Holmes at 417-447-8188 or at [holmesju@otc.edu](mailto:holmesju@otc.edu)

Need to report a concern? Have questions about what the Title IX team does? Want more information on your Title IX rights? Please see our [Title IX information brochure](#) or visit our [Title IX website](#).

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### **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 our Title IX Assistant Coordinator, Dr. Autumn Porter at 417-447- 2686 or at [portera@otc.edu](mailto:portera@otc.edu).

OTC recognizes the importance of staying in school and encourages you to take advantage of the resources we have to help you complete your academic path.

You can also get more information, including the location of lactation rooms, in our [Pregnant and Parenting brochure](#).

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### **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 persons with disabilities 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](mailto:disabilityservices@otc.edu). Students are required to provide documentation of disability to Disability Support Services prior to receiving accommodations.

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### **Gender Identity**

If your preferred name or gender is different than your legal name/legal sex that you

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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.

You can find [more resources for LGBT students](#), including the location of gender neutral bathrooms, on our MOSAIC page.

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### **Safe Learning Environment**

OTC is committed to creating and maintaining a safe learning and working environment in which all members of the College community – students, employees, visitors, and other third parties – can learn and work free from harassment, discrimination, and sexual violence. OTC is committed to fostering environments that promote personal integrity, civility, and mutual respect. 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.

Want to learn more? Visit our [MOSAIC webpage](#) for student resources related to celebrating diversity and promoting inclusiveness within our OTC and global community.

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### **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 the [MyOTC portal](#). Go to “Getting Started” on the menu on the left side of the screen and choose the “Anti-Harassment Training” link.

If you have questions regarding the *Haven* online assessment, please feel free to contact us at [Haven@otc.edu](mailto:Haven@otc.edu).

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### **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 before an emergency situation arises, so you are better prepared to make split-second

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decisions.

Here are some guidelines to help you in that process:

*Campus and building maps* – Use these [campus and location maps](#) to find the location of all exits you may need to use in case of fire or a crisis on campus. The appropriate location to shelter in case of tornado is an interior room with no windows on the first floor of the building.

*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.

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## 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 the [MyOTC Portal](#), clicking on the "Helpful Resources" icon on the bottom of the left hand side menu, and choosing "OTC Emergency Notification"

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## 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.

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 [our counseling services website](#) .

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

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- 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 (9-911 FROM AN OTC PHONE)

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### SARA (STATE AUTHORIZATION FOR DISTANCE EDUCATION)

As a member of the [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA), Ozarks Technical Community College (OTC) is authorized to offer its online courses and programs to students residing in other State Authorization Reciprocity Agreements ([SARA](#)) [participating states](#).

However, SARA has no effect upon professional licensing requirements. As these requirements might differ from state to state, students seeking to enroll within a program of study leading to professional licensure, certification, etc. should contact the appropriate accrediting organization within their home state for final determination as to whether their state's licensing/certification requirements would be met upon successful completion of that program of study. Students should contact the Department Chair / Program Director of their intended program of study for help finding the appropriate accrediting organization within their home state.

For more information, please see the [Consumer Disclosures page on the OTC Online SARA website](#).

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