Course Information

Course Date: Spring 2014
Course Meeting Times: Monday/Wednesday, 9:30 – 10:20 a.m.
Course Location: 334, Joseph Kennedy Building
Course Type: Hybrid
Course CRN: 41527, section B
Instructor: Matthew Gainous, Health Science Office 518
Office Hours: 11:00-12:00, M/W; 9:00 – 11:00, T/R
486.7400 mgainous@ogeecheetech.edu

Course Description: Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Credit/Contact Hours: 3
Prerequisite/Corequisite: ENGL 0090 - English II OR Appropriate Placement Test Score AND READ 0090 - Reading II OR Appropriate Placement Test Score.

Competency Areas: 1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading Skills
4. Research Skills
5. Oral Communication Skills

Online Information
Part of this course will take place online in Angel and in YourWritingClass.

Textbook & Materials
Textbook Title: Easy Writer, 4th Edition
Author(s): Andrea A. Lunsford
ISBN: 0-312-65031-0
Publisher: Bedford/St. Martin’s
Materials: Required – Access Code (packaged with book) to Your Writing Class, an online supplement to the text
Suggested – College-Level dictionary, electronic storage device
Assessment
Distribution of Grades:

Assignments (Discussion Board Forums) – 15%
Quizzes – 20%
Writing Assignments – 45%
Final Exam (Proctored Event for online students) – 20%

Grading Scale:

A  90-100
B  80-89
C  70-79
D  60-69
F  59 and below

Final Exam:  TBA

Work Ethics Information:
The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

Classroom Policies
Attendance:
To receive credit for this course a student must attend 90% of the scheduled instructional time. Any student attending less than 90% of the scheduled instructional time will receive a "W" for the course if removed from the course before the 60% point. After the 60% point, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. Attendance is counted from the first scheduled class meeting of each semester.
Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

Course Withdrawal:
Students who withdraw from a course and have attended 60% or less of the course will be issued a W (Withdrew). Students who
withdraw from a course and have attended more than 60% of the course will be issued a WF (Withdrawn Failing) if the student was failing and a WP (Withdrawn Passing) if the student was passing upon withdrawal or upon being dropped from the course. The 60% attendance date is posted on the campus calendar online at www.ogeecheetech.edu.

Students may withdraw from a maximum of three (3) courses while enrolled at the college. Once a student has accumulated three W grades, he/she may elect to receive a withdrawal failing grade (WF) for the course or remain in the course. Please note WF is calculated as an F (Failing) for GPA purposes.

Some exceptions may apply in the event a student withdraws for an acceptable hardship, medical/and or military reason. Documentation will be required. Procedures to apply for an exception are available in the 2013-2014 Catalog and Student Handbook.

Additionally, there is a one-time reinstatement limitation per course each semester. Students are allowed to drop/add courses during the first three days of each term without requesting reinstatement. Beginning on day 4 of the semester, students are required to request a reinstatement from the instructor. The procedure for requesting reinstatement can be found in the 2013-2014 Catalog and Student Handbook.

Late Work: Late work is not accepted. Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, required job training, or official college activities will be made at the discretion of the instructor.

Missed Exams: Arrangements will be made at the instructor’s discretion.

Absences: See Attendance Policy

Extra Credit: None

Cheating/Plagiarism: Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the OTC Catalog and Student Handbook. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are
advised that faculty routinely use turnitin.com both to prevent plagiarism and to assist in verifying when/if it has occurred.

Dress Code: Ogeechee Technical College strives to train honest, hardworking professionals of good character in a secure environment. That is why appropriate dress and clear display of student ID is expected of every student. In the student handbook, the current OTC dress code reads as follows:

Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Student shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

Note: Possible sanctions appear in the OTC Catalog & Student Handbook.

Cell Phones

Cell phones and other electronic devices will be turned off before entering the classroom. Abuse of this policy will result in being dismissed from class. If there is some type of pending emergency, please let the instructor know that you need to keep your cell phone active.

Safety

In case of emergency while on campus, please refer to the Emergency Operations and Safety Plan and the Blood Borne Pathogen Exposure Control Plan found by the door of all classrooms and labs on the OTC campus. A copy of the OTC Safety Plan can be found online at:

http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Director of Campus Safety & Security contact information is as follows: Stan York, 912.681.5667, syork@ogeecheetech.edu.

Disability Statement

Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability are encouraged to contact Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, Kennedy Bldg., 912.486.7211, to coordinate reasonable accommodations.
Special Populations Assistance Program

Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Communication

Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

OTC Alert

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students → Banner Web → OTC Alert Information.

Library Resources

The Ogeechee Technical College Library provides students access to books, periodicals, ebooks, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects is available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday–Thursday from 7am until 9:30pm.
Copyright Notice: “The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

Final Exam General Schedule

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<tr>
<th>Day 1</th>
<th>Day 2</th>
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<tr>
<td>Classes which begin during even hours</td>
<td>Classes which begin during odd hours</td>
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<td>8-10</td>
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For example: BSKT 1020 meets on MW starting at 10:30. Therefore, the final would be on Day 1 (class begins during an even numbered hour) and from 10:00-12:00 (starts with the even numbered hour equivalent to the normal meeting time).