Course Information

Course Date: Fall 2013  
Course Meeting Times: Online course/ANGEL  
Course Location: Online course/ANGEL  
Course Type: Online course/ANGEL  
Instructor: Ms. Christine Sherling  
csherling@ogeecheetech.edu  
Full-time Mentor – Matthew Gainous 912-486-7400

Course Description: Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Credit/Contact Hours: 45 contact/3 credit

Prerequisite/Co-requisite: Pre-requisites: Regular Admission; Co-requisites: None

Competency Areas:  
1. Selection and Organization of Materials  
2. Preparation and Delivery of Individual and Group Presentations  
3. Analysis of Ideas Presented by Others  
4. Professionalism

Online Information

Proctoring Exams/Assignments:

In order to comply with accreditation requirements for the validation of student identity for all online classes, all students enrolled in online courses at Ogeechee Technical College (OTC) are required to have at least one on-campus or proctored event for each online course in which they are enrolled.

The instructor will notify students of the time, date, and location of the proctored event by posting an announcement on the course home page in ANGEL. Students must attend the on-campus or proctored session as scheduled on the Lesson Plan/Course Calendar.

Any student who lives more than 50 miles from OTC may make arrangements with the instructor to complete the proctored event with an approved proctor. A student may request an off-campus proctor by submitting the Proctor Nomination Form to the course
instructor by the date established by the instructor. The instructor must approve the date and time of the off-campus event.

Any student who does not complete the proctored event as scheduled must submit to the instructor a valid documented excuse within three business days of scheduled event. If the excuse is approved, the students must make arrangements with the instructor to reschedule the missed event. Any penalty and makeup directions will be at the instructor’s discretion.

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within 3 business days will be withdrawn from the course with a WF.

Textbook & Materials
Textbook Title: The Art of Public Speaking, 10th ed.
Author(s): Lucas, S. E.
ISBN: 978-0-07-338515-0
Publisher: McGraw Hill
Materials: This is at the discretion of the instructor.

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

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: OTC has an attendance policy for all courses, which requires being present for 90% of the instructional time. Students in online courses are expected to make a minimum of three contacts weekly, each of which will count toward attendance. A contact is considered a meaningful communication between the student and instructor. Students can meet this requirement by participating in

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discussion boards, submitting assignments, tests, etc. Students who do not meet the 90% standard may be dropped from the class

**Course Withdrawal:** Students may withdraw from a course without academic penalty until the midpoint of the term (as stated in the Academic Calendar and in the *OTC Catalog and Student Handbook*). By withdrawing before the midpoint of the term, the student is automatically assigned a grade of W, which does not affect term or cumulative grade point average. Grades of W will affect satisfactory academic progress for financial aid purposes. **Students who stop attending class(es) without formally withdrawing risk earning a final grade of F, which will appear on the academic transcript.** Refer to the *OTC Catalog and Student Handbook* for further details.

**Late Work:** This will be at the discretion of the instructor.

**Missed Exams:** This will be at the discretion of the instructor.

**Absences:** Students in online courses are expected to make a minimum of three contacts weekly, each of which will count toward attendance. A contact is considered a meaningful communication between the student and instructor.

**Extra Credit:** This will be at the discretion of the instructor.

**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.

**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.

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