

Communication in the Workplace ENGL-100 3 F

Fall Term 2023-2024 School Year Section 3 F 3.00 Credits 08/21/2023 to 12/08/2023 Modified 08/15/2023

Meeting Times and Location

Tuesday, Thursday, 8:00 AM - 9:15 AM, Technology Center 208 (8/21/2023-12/8/2023)

Contact Information

Instructor: Ms. Laura Cruse

Email: laura.cruse@southeasttech.edu

Office: TC 202

Phone: 605-367-7625

Please call me Ms. Cruse!

Office Hours

Office Hours

TC 208

Mon and Wed: 1:30 to 2:45

Tue and Thurs: 9:15 to 11:00

Fri by appointment (I will be on campus on Fridays, generally, for committee meetings)

Course Description

Presents the elements of oral and written communication necessary to succeed in today's workplace. Emphasizes the written and oral skills needed for job search and employment. Hands-on activities and collaborative projects will provide students with comprehensive information addressing essential writing, speaking, and listening skills necessary to excel in today's workplace as well as the workplace of tomorrow.

Outcomes

Course Outcomes

- Define and explain basic communication terms and principles that underlie competent business and professional communication.
- Write valid and well-supported analyses of communication problems encountered in real-world situations, as presented by case studies from the textbook and/or in scenarios from the instructor.
- Explain and successfully apply principles and techniques of effective communication in the workplace, particularly within the context of business communication.

Key Assessments

- Course readings, lectures and discussions
- In-class activities--both individual and collaborative; both oral and written
- Homework assignments focusing on tone, style, formatting and correct use of English
- Projects practicing common workplace communication forms such as emails and letters as well as verbal and nonverbal communication habits
- Quizzes and exams
- Video demonstration project

Additional Outcomes

Southeast Tech General Education Outcomes

- Use technology to access, organize, communicate, and evaluate information.
- Design an approach to answer questions or achieve the desired goal.
- Evaluate issues, ideas, artifacts, or events before forming a conclusion.
- Implement effective collaboration techniques to produce effective results within a team.
- Demonstrate ethical behavior that exhibits value for a community.
- Communicate for understanding through listening, speaking, and writing.

Course Materials

Communication @ Work

Author: Jordan Smith

Publisher: Seneca College (a Canadian institution of higher education)

Edition: OER

Availability: <https://pressbooks.senecacollege.ca/buscomm/>

Price: Free

The textbook for this course is an Open Education Resource.

Students do not have to buy access to the book.

The textbook available [here \(https://pressbooks.senecacollege.ca/buscomm/\)](https://pressbooks.senecacollege.ca/buscomm/). Students who wish to reference it offline may want to download a copy.

Computer Requirements

- A laptop or tablet that meets the college's minimum technology standards and is able to access the internet
- A microphone and webcam may also be needed
- Reliable internet access on a daily basis for using the online learning platform--have a backup plan for internet access if your primary source is not working.

NOTE: All written work must be submitted as Microsoft Word documents or PDFs to avoid compatibility issues. iOS Pages files are not accepted.

A copy of Microsoft Office is available to students. If you need more info, visit:

https://stinet.southeasttech.edu/ICS/Student/Student_Support_Services/IT_Support_Center/
(https://stinet.southeasttech.edu/ICS/Student/Student_Support_Services/IT_Support_Center/).

Deliverables

Video: Video Demonstration

The student will make a video demonstrating a skill in the student's major field of study. This assignment is the major project for the course.

Email: Professional Email

Students will create mock emails to demonstrate skill in professional communication.

Resume reflection

Students will analyze approaches to tailor a resume for a specific job opening.

Letter: Professional Letter

Students will submit a mock formal letter for a business setting.

Social Media: Professional Social Media Account: LinkedIn Account

Students will submit screenshots from LinkedIn that demonstrate their ability to find colleagues and present their own profile that could be used in professional social media.

Quizzes

Students will complete short quizzes from time to time to measure their understanding of key concepts.

Language Exercises

Students will complete exercises to demonstrate skill in mechanics of American academic English.

Practice: In-Class Activities

We will complete short verbal and written exercises in class to practice the skills we learn in the course.

✓ Evaluation Procedures and Grading

Breakdown

The Grading Scale is based on percentages:

"A" = 90-100%

"B" = 80-89%

"C" = 70-79%

"D" = 60-69%

"F" = 0-59%

* Course Expectations

Attendance and Participation over Teams

Details about how to complete assignments will be included in the instructions for individual assignments in "Coursework."

For students who participate in class sessions over Teams, I will record students as "present" based on active participation, through posts in the chat, verbal contributions, joining in a discussion in a breakout room, or showing your face on the screen. **If you join class over Teams and simply lurk** (do not contribute any comments or show your face), you will **not be counted present**.

You will NOT be counted present in this class based on completing assignments in MyTech. Those will be used to calculate your grade, but not to count as attendance. You will not be marked "absent with academic activity" just for doing Coursework. You must contribute to class sessions in some way to be counted present.

Per STC policy, if you are absent for more than 14 consecutive calendar days, you may be dropped from the class. If you need to be away from class, it's important to communicate with the instructor and make arrangements to complete work early.

Communication

Outgoing from Instructor

- When I communicate with students, I will use Southeast Tech channels. I will use my Southeast Tech email account and send email to your Southeast Tech email account. I will only call you from my Southeast Tech phone number, which means I have to be on campus to dial. (I'm on campus Monday through Thursday from 8 AM to 4 PM, and occasionally on Fridays.)
- I will be happy to use my email to text a message to your cell phone number, if you need a response in the evening or on the weekend. I will need to know your cell number and your cell carrier so I can add the right information for delivery to a cell phone.

Sending a message to Instructor

- If you email my STC Outlook account (cruse@southeasttech.edu), I am able to see that 24/7. Usually I will get back to you in a few hours. On Sundays I tend to be busy with personal matters, so Sunday messages may not receive a response until Monday morning. If you do not hear back from me within 24 hours, please reach out again. If my inbox is really full your message may be buried.
- You are welcome to call my office phone at 605-367-7625. If I don't answer, your voicemail will carry to my Outlook account. I will respond to you (by processes described above) as soon as I am able, usually by the end of the day.
- Please address me as "Ms. Cruse."

Conduct

- Everyone in this class is an important member. We will treat each other like we value each other.
- A class is a place to practice new ideas and skills, and that means we might make mistakes. Mistakes are encouraged because that means you are trying!
- We will demonstrate professional behavior in class. Think of it as a "Rated PG" space. We won't use profane language, we won't disparage groups or individuals, we won't promote violence, and we won't make sexual references.
- If you need something not provided in the class, talk to the Instructor. We're a diverse group and I might not have anticipated everyone's needs. I want you to succeed! **Self-advocacy is an important skill to practice in college.**
- We will assume the best of everyone.
- We will look out for others and promote each other's safety and happiness.
- We will come to class prepared with needed materials and we will meet deadlines.

Joining Class over Microsoft Teams:

If you join class over Teams, you will be expected to participate in order to be counted present and receive credit for work completed in class. If you need to turn your camera and/or microphone off, you will need to be able to type answers into the chat.

Students are prohibited from joining class by MS Teams while operating a moving vehicle. If you are detected to be driving during a Teams meeting, you will lose the privilege of joining by Teams for the rest of the course.

How to Find Content and Turn Work In

- Our class has a site in MyTech. In this space you will find videos you'll need to watch, assignments, quizzes, and an array of content. If you need to use a third-party website, you will find a link to it in MyTech.
- In the left margin of the course site in MyTech, you will see a list of pages labeled as "Week ____: Month date." These pages provide a plan for work for that week. They include a list of all assignments for the week, and they include links to resources that will help you complete the assignments.
- ALL WORK MUST BE SUBMITTED TO MYTECH (see the "Coursework" item in the left margin) or completed in class.
- I will not grade work that is sent to my email.

A note about posting to discussion forums:

Some students experience a problem of typing a post into discussion forum, and when they click "Submit" the work disappears.

To make sure your work does not get lost, try these steps:

1. Type your discussion post into MS Word or a Google Doc.
2. Copy and paste your post into the discussion forum box. You may need to use keyboard shortcuts to do this. CTRL + C will copy. CTRL + V will paste
3. Click "Submit" after your post is complete.
4. If your initial post disappears, try copying and pasting a second time.

Late Work/Makeup Work

- Assignments must be turned in by the due date. I understand that life throws surprises at us, so I have made provision for TWO late assignments during the course.
- **You will have two "second chances" for late work during the course. You may turn in one major assignment late and one participation exercise late.**
- To use your second chance, click in "Coursework." Look in the top module, the first block, on this page. You will see two ungraded items, each with instructions to request a chance to make up an assignment. Follow the instructions given in Coursework. Notice that you must ask for this second chance within 24 hours of missing the assignment.
- If you struggle with procrastination or stress about deadlines, please talk to me. I want to help you complete your work on time.
- All finals and other coursework MUST be completed by Monday, Dec. 4 at 5 PM.

Feedback and Grading

- Homework, quizzes, and assignments completed in-class will be graded approximately one week after the due date has passed. [Assignments will be available as soon as the course opens, but they will not be graded until after the due date has passed.]
- Writing assignments may take up to two weeks to be graded.
- Zeroes will be posted to the gradebook for unsubmitted work as soon as the assignment closes. This will give you a conservative estimation of your grade in MyTech. If it would stress you out to see a zero while waiting for grades to be posted, you are welcome to attach a file to the dropbox that says "I completed this during class."
- If you are worried about your grade or aren't sure if you will be able to pass the class, please contact me. I will help you project your final grade.
- If you are overwhelmed with work and need strategies to pass the class, please see me. I may have individual strategies that could help you pass the class.
- If you need to drop this class, please contact your Student Success advisor about your options right away. How and when you drop the class will protect your financial aid eligibility.

If I am not available to help you right away, or if you need a different person to help you with your writing, try out the Academic Resource Center (ARC) in TC 103. It has fantastic writing consultants who will help you brainstorm ideas, understand what the assignment is asking for, and deliver quality work.

Academic Honesty

When we have tests and quizzes, you are expected to do your own work. Don't take them with anyone else. If a test or quiz is posted online, you may use your book or the internet to find answers. (But find them yourself!)

When you submit any writing through MyTech or in hard copy with your name on it, you are saying that you wrote all of the content in the paper.

A note about Artificial Intelligence tools, like ChatGPT

Instructions for individual assignments will explain if artificial intelligence (known as "AI") tools are allowed for completing it (like ChatGPT). If the instructions say that AI is not allowed, then work deemed likely not created by the student will earn a zero for that assignment. (Student work will be deemed likely not created by the student if an AI detector, such as Turnitin or GPTZero, flags the work AND the instructor determines that the work does not "sound" like other writing by the student.) If this happens more than once during the course, the student may fail the entire course.

If there is a question about whether or not you wrote the work, I will ask you for an outline, rough draft, or first version of a file. If you cannot provide this proof of your authorship, you may lose credit for the assignment. It is your responsibility to keep copies of rough drafts.

There may be assignments that allow for use of AI in the research or editing process.

In college, we often use the ideas and words of other people in our writing, to show our sources or to reflect on someone else's ideas.

When you use someone else's words, you must put quotation marks around them. After the quotation marks, you must name the source.

When you summarize or paraphrase someone else's ideas, you must name the source.

We will learn standard ways to format other people's words and ideas in our writing. You might make mistakes with formatting. That's okay; that's learning. You will not be suspected of plagiarism in this case, just coached.

If you use someone else's words or ideas without trying to name them, it will be considered plagiarism. This is a really serious problem in college. (It's the equivalent of stealing someone else's expensive car.)

If you are having a hard time getting started on a writing assignment, or if you are having a hard time finding ideas for writing, please see me. I know that writing is hard work, and I'm here to help. Using someone else's work instead is not an acceptable solution.

There are also writing consultants in the ARC (TC 103) who will help you with assignments.

If you do use someone else's ideas or words-- even if it is just part of them or even if you change a word or two-- you will receive a zero on the assignment. If it happens more than once in the class, you may fail the class.

Final Exam

Students may skip the final exam if they meet the following criteria:

No more than three assignments have been skipped,

The student fully participates in and completes all tasks for the Teamwork Project and the Video Demonstration; and

The course grade by Nov. 27 is a B or better.

If you qualify to skip the final exam, I will drop the grade. The effect of a dropped grade is that the assignment can't boost your grade, but it can't lower your grade. It simply saves you time and work.

Additional Items

English Department Processes

The English Department reserves the right to anonymously share student work for review and training processes.

Test Proctoring

Tests and quizzes in this course do NOT require a proctor.

Course Outline

When	Topic	Notes
Week 1 Aug. 21-27	Introductions and Reading	<p>Assignments due on 8/23: 1.1 Introduce Yourself; 1.2 Syllabus Scavenger hunt-extra credit</p> <p>Assignments due on 8/27: 1.3 How Do You Communicate at Work?; 1.4 Reading a Service Agreement Exercise</p>
Week 2 Aug. 28-Sept. 2	Audience, Writing Email, Technical Rules	<p>Assignments due on 8/30: 2.1 Analyzing Audience Knowledge Check; 2.2 Practice Writing Email with a Failed Product; 2.3 Capitalization Practice</p> <p>Assignments due on 9/3: 2.4 Practice writing email based on corporate communication; 2.5 Comma Practice; 2.6 Practice Correcting Sentence Fragments; 2.7 The Email Draft</p>
Week 3 Sept. 3-10	Presenting Self in Person and on Professional Social Media	<p>Assignments due on 9/6: 3.1 Me in Thirty Seconds; 3.2 Apostrophe Practice</p> <p>Assignments due on 9/10: 3.3 Practice with Professional Social Media; 3.4 Parallel Structures in Writing</p>
Week 4 Sept. 11-17	Professional Social Media and Writing Instructions	<p>Assignments due on Sept. 13: 4.1 Linked In; 4.2 Email Final</p> <p>Assignments due on Sept. 17: 4.3 Practice with Clear Instructions</p>
Week 5 Sept. 18-24	Business Letters and Ethics at Work	<p>Assignments due on Sept. 20: 5.1 Letter Writing Practice; 5.2 Business Letter Draft</p> <p>Assignment due on Sept. 24: 5.3 Ethical Questions Exercise</p>
Week 6 Sept. 25-Oct. 1	Listening and Feedback	<p>Assignments due on Sept. 27: 6.1 Assess Your Skill with Listening; 6.2 Listening Strategies</p> <p>Assignments due on Oct. 1: 6.3 Analyze Feedback; 6.4 Practice Giving Feedback</p>
Week 7 Oct. 2-8	Documents to Apply for a Job; Personalities at Work	<p>Assignments due on Oct. 4: 7.1 Business Letter Final; 7.2 Upload a Job Posting</p> <p>Assignments due on Oct. 8: 7.3 Resume Reflection; 7.4 Personality at Work</p>

When	Topic	Notes
Weeks 8 and 9 Oct. 11-22	Teamwork	<p>Oct. 12: Students need to participate in class to organize into teams, choose project topics, decide on team roles, and make plans for the project. These activities will be necessary to complete the teamwork assignments in Coursework.</p> <p>Assignment due on Oct. 18: 9.1 Notes from Meeting 1 for Teamwork Project</p> <p>Assignment due on Oct. 22: 9.2 Notes from Meeting 2 for Teamwork Project</p>
Week 10 Oct. 23-29	How Communication Happens at Work	<p>Assignments due on Oct. 25: 10.1 Minute-to-Win-It Practice Channels of Communication; 10.2 Grapevine Scenario Practice</p> <p>Assignments due on Oct. 29: 10.3 Quiz over Communication in the Workplace Concepts; 10.4 Small Group Communication Scenario</p>
Week 11 Oct. 30-Nov. 5	Problems with Communication	<p>Assignments due on Nov. 1: 11.1 Groupthink Case Study; 11.2 Conflict Resolution in Workplace Scenario</p> <p>Assignments due on Nov. 5: 11.3 Analysis of Nonverbal Communication-Mr. Bean; 11.4 Harassment in the Workplace Learning Exercise; 11.5 Quiz over Nonverbals and Conflict Resolution</p>
Week 12 Nov. 6-12	Video Demonstration	<p>Assignments due on Nov. 8: 12.1 Review a Video; 12.2 Practice Creating a Video; 12.3 Planning Worksheet for Video Project</p> <p>Assignments due on Nov. 12: 12.4 Business Etiquette for Phone and Meals; 12.5 Intercultural Communication Exercises from Text/Reading</p>
Week 13 Nov. 13-19	Presentations	<p>Assignment due on Nov. 14: 13.2 Teamwork Presentation</p> <p>Assignment due on Nov. 15: 13.1 Teamwork Project Evaluation</p> <p>Assignment due on Nov. 19: 13.3 Video Project--Submit a Link to Your Video</p>
Week 14 Nov. 21-23 (Thanksgiving Week)	Description for Accident Report	<p>Assignment due on Nov. 22: 14.1 Practice Writing an Accident Report</p>

When	Topic	Notes
Week 15 Nov. 27-Dec. 3	Mock Interviews and Course Review	<p>Assignments due on Nov. 29: 15.1 Mock Interviews Preparation and Evaluation; 15.2 Upload a Photo of Yourself and Interviewing Partner</p> <p>-----</p> <p>If you have met the conditions to skip the final exam, you still must complete these review exercises. They are graded and you won't want to miss them and have zeroes entered in your gradebook.</p> <p>Assignments due on Dec. 4: 15.3 Review Giving Clear Instructions; 15.4 Review Channels of Communication; 15.5 Review Leadership; 15.6 Review Motivation and Frame of Reference in Communication; 15.7 Review Pathways of Communication in the Office</p>
Week 16 Dec. 5	Final Exam	<p>Due on Dec. 5: 16.1 Final Exam.</p> <p>(There is a practice final exam, which matches the exact format of the real final exam, available as 16.0. This practice final exam is ungraded and will not receive feedback. It is not required coursework. It is provided to give students a preview, so they know what to expect on the actual final.)</p>

Institutional Policies

Course Subject to Change

The syllabus is a statement of intent and schedule of topics, activities, assessments, and requirements as well as an overall road map to ensure students will achieve both the course learning objectives and the program-level learning objectives.

The scheduled educational activities are subject to change with reasonable advance notice to students by either the instructor or academic administration. The grading and attendance policies are not subject to change once posted.

Students wishing to appeal changes to a course syllabus must first do so in writing to their instructor. If a successful resolution is not achieved after submitting the written appeal, the student has the option to file a written appeal to the appropriate Associate Dean of Curriculum and Instruction or Dean of Curriculum and Instruction. If the second level appeal does not result in a resolution, the student can submit a final appeal to the Vice President of Academic Affairs. The review and final decision of the Vice President of Academic Affairs is final and not subject to appeal.

Attendance

Administrative Withdraw for Non-Attendance

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will evaluate the student's progress to determine how to handle outstanding assignments and assessments. Students attending 16 week courses who have a record of zero attendance for fourteen (14) calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students attending courses of less than a 16 week duration, who have a record of zero attendance for seven (7) calendar days will be administratively withdrawn. Students who receive financial aid may have their financial aid status affected. More information is located in the [Southeast Tech Catalog \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php):

Course Recording Statement

Delivery of some courses at STC allows flexible participation options for students in time and location. Courses may be made available to properly enrolled students who are not physically in the classroom, and/or a time delayed recording made available to all properly enrolled students. In addition to instructional content, remote delivery may include capture of all classroom audio and visual happenings during designated class times, including that of students who may be part of the class, but who are not physically in the classroom. By remaining in classes capturing audio and visual happenings, you are agreeing to this statement.

Student Learning Outcomes

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon graduation, Southeast students will have competence in the following four common learning outcomes:

Technical Skills: Students will be able to explain industry-relevant concepts (knowledge) and demonstrate industry-relevant technical skills (performance).

Communication: Students will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

Problem Solving & Critical Thinking: Students will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

Professionalism: Students will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

Student Conduct, Cheating and Plagiarism

Students attending Southeast Technical College are expected to follow policies and requirements in the Southeast Technical College Student Handbook: [STC Student Handbook \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php). In addition, some departments have academic handbooks for their areas that outline expected student conduct.

Southeast policies authorize the Vice President of Academic Affairs to suspend or terminate any student from the college for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds, in the online course environment or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement such as the misuse of technology, software, apps, or other computer-assisted or artificial intelligence in violation of individual course or assignment policies as defined by instructors.

Test Proctoring

The Southeast Testing Center offers test proctoring located in the Wood Center Building, Room 103. Online instructors will communicate details regarding required test proctoring and how to sign up to take these assessments. Testing Center contact information: 605.367.6014 or testing@southeasttech.edu

Academic Resource Center (ARC)

Your success is important to us! In addition to meeting with your instructor for academic assistance, STC students are encouraged to use the free tutoring and other support services in the Academic Resource Center (ARC) to reinforce understanding of course concepts and improve performance in courses. ARC offers one-on-one tutoring for course assignments or skill building (e.g., test-taking strategies, note-taking, memorization, etc.) with faculty or peer tutors. Learn more about these services by visiting the ARC page found in the Student tab of myTech.

Student Mental Health

Mental health and overall well-being are significant predictors of academic success. As such it is essential that during your college experience you develop the skills and optimize resources effectively to navigate stress, anxiety, depression, and other mental health concerns. Please familiarize yourself with the range of resources Southeast Tech provides and seek out support for mental health concerns as needed. Individual counseling services are available in the Sullivan Health Science Center or virtually via Teams-based video, Telephone, or Email. Please visit [Personal Counseling on myTech](https://my.southeasttech.edu/ICS/Student/Student_Support_Services/Student_Success_Center/Personal_Counseling.jnz) (https://my.southeasttech.edu/ICS/Student/Student_Support_Services/Student_Success_Center/Personal_Counseling.jnz) to complete the Personal Counseling form. Contact the counselor at counseling@southeasttech.edu (<mailto:counseling@southeasttech.edu>) or 605-367-4821 for more information and to schedule a session. Crisis Counseling is available nationwide by calling 988, and in the Sioux Falls area via the Helpline Center at [Helpline Center Website](https://www.helplinecenter.org/) (<https://www.helplinecenter.org/>).

Safety

Violation of safety to self and others and/or violations of safe operating practices of equipment may result in the reduction or loss of a daily grade, removal from class, and/or other disciplinary action.

ADA and Accessibility Services

It is the policy and practice of Southeast Technical College and the instructor of this course to act with integrity, engage in equitable conduct with respect to differences in age, gender, race, disability, and religion, and to create inclusive and accessible learning environments consistent with federal and state laws. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act of 2008, Southeast Technical College ensures that no student with a disability will be discriminated against or denied access to participate in, or benefit from, programs, services and activities. If you are a student with a documented disability, think you may have a disability, or have a temporary health condition that requires accommodations, please visit the [Accessibility Services \(https://www.southeasttech.edu/student-life/accessibility-services.php\)](https://www.southeasttech.edu/student-life/accessibility-services.php) website, call 605-367-6110, or email access@southeasttech.edu (<mailto:access@southeasttech.edu>). All students are encouraged to discuss access-related needs with their instructors and the Accessibility Services Office as soon as possible in their academic career.

Freedom of Speech

Southeast Tech strives to create an environment in which diverse opinions can be expressed and heard. Students have the right to peacefully express their views and opinions, regardless of whether others may disagree, but not in such a way as to interfere with the rights of others or the operation of the college. Views expressed should not violate any of Southeast Tech policies or core values.

Southeast Technical College students are both citizens and members of the Southeast Tech community. Students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and should abide by the obligations and expectations as members of the Southeast Tech community.

Notice of Nondiscriminatory Policy

Southeast Tech is committed to a policy of equal opportunity for all in every aspect of its operations. Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Click this link for more information: [Non-Discriminatory Policy and Contact Information \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php).

Title IX/Sexual Misconduct/Sexual Assault/Sexual Offense

Southeast Tech is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military/veteran status, genetic information or any other basis protected by law. Concerns may be reported directly to this individual in person, by calling 605-367-4670, or by emailing Brett.Arenz@k12.sd.us. Individuals with immediate concerns should call campus security at 605-941-9003. For more information, click this link: [Title IX in Student Catalog \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php).

Sexual Misconduct

Southeast Tech is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Sexual harassment subverts the mission and the work of Southeast Tech and can threaten the career, educational experience, and well-being of students, faculty, and staff.

Southeast Tech recognizes that sexual harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression and may occur regardless of the formal position or status of each person involved. Sexual harassment is especially offensive, however, when it occurs in relationship between an instructor and student or between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or supervisor.

Sexual harassment also constitutes a form of sexual discrimination that is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Act of 1972, as amended, and state law. Southeast Tech also recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment.

Students have the right to be free of sexual misconduct while pursuing their education at Southeast Tech which would include participating in any off-campus activity such as internships, clinical experiences, and preceptor experiences.

Students should immediately report any form of sexual misconduct to their instructor or the designated contact at Southeast Tech.

Student Right-to-Know/Campus Security Act

Southeast Tech is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the Southeast Tech Campus to the local law enforcement offices and to the Southeast Tech Student Success Center or campus security. For more information on Student Right to Know/Campus Security Act, click this link: [Student Right to Know - Campus Security Act \(https://catalog.southeasttech.edu/index.php\)](https://catalog.southeasttech.edu/index.php).

Family Educational Rights & Privacy Act

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information about the law at [FERPA Website \(https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Student Communications

Southeast Tech's student email accounts will be used as Southeast Tech's official means of communications with students. Southeast Tech students should also use the myTech Student and Campus Life tabs for information regarding important upcoming events and required dates for fee payment, etc. The Student and Campus Life tabs will also inform students about job opportunities, scholarship information, and other important announcements.