

**Course Syllabus**

**Instructor Information**

Name: Michael Langdon

Email address: mlangdon@blackhawk.edu

Phone number: 608-757-6326

Office hours: See Blackboard

Division: Learning Support Division

Dean or Supervisor: Darian Snow

Physical office location for instructor: 2503

I will make every attempt to return your email or phone call within 24 to 48 hours. Please be sure to include your **class in the subject line or in your phone message e.g. Mon and Wed 9 am.**

**Course Information**Course description: This course is designed to prepare you for Written Communications and your other program courses.

Number of credits: 3

Required and recommended textbooks and materials: *Wordsmith: A Guide to College Writing 6th Edition.*[*https://www.vitalsource.com/referral?term=9780321974181*](https://www.vitalsource.com/referral?term=9780321974181)

**Course Competencies**

1. Write a college essay with minimal mistakes.
2. Paraphrase and quote cited sources
3. Present evidence and support from credible sources
4. Act and behave professionally.
5. Follow the conventions of writing: mechanics, punctuation, grammar.

**BTC Core Abilities Assessed in This Course**

The faculty of Blackhawk Technical College has identified seven related topics of soft skills, or “core abilities” that are crucial to success both during school and after graduation. These essential skills are taught across programs and departments so that each Blackhawk Technical College student can expect to work toward improving and applying these critical soft skills and core abilities regardless of their program of choice. Though students can expect to be assessed on all seven core abilities by the end of their programs, a smaller number is assessed in each class.

**BTC Core Abilities**

1. Communicate Professionally

2. Use Appropriate Technology

3. Work Effectively in Teams

4. Demonstrate Professional Work Behavior

5. Show Respect for Diversity

6. Solve Problems Efficiently

7. Lead by Example

At the end of the semester after you take the final exam, students will receive a final grade on their professional work behavior based on a ten point scale. The following five items make up your score.

1. Communicate professionally
   1. Emails, phone messages, speaking in class are formal and appropriate to a professional work environment.
2. Use appropriate technology
   1. You do not use technology as an excuse for not getting your work in on time or not at all.
3. Show respect for diversity.
   1. Treat others as you would want to be treated.
4. Solve problems efficiently
   1. Read Search Ask
   2. Read the book. Read the syllabus. Read directions. Read Blackboard.
   3. Search the Internet if you have problems or questions.
   4. Ask in class. Or email me.
5. Demonstrate punctuality
   1. Turn assignments and assessments in on time.
   2. Show up for class on time.
   3. Leave class only after being dismissed.
   4. Provide documentation for missed classes.

**Important Dates**

Course start and end dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add/Drop/Withdrawal dates: You may add or drop a course without penalty before the course begins. (excluding non-refundable fees) After the course begins the refund policy applies. For example, 60% of all applicable student tuition and fees will be refunded if the application for refund is made after 10% but before more than 20% of the course’s potential hours of instruction have been completed. *See the Student Handbook for further information on adding, dropping and withdrawing from classes and on the college’s refund policy.*

**Attendance and Participation**

Course attendance/participation policy: Attendance is required.

What to do in case of instructor absence: Continue working on assignments using Blackboard to guide you.

What to do in case of student absence: See Blackboard.

Guidelines for tardiness: If you are more than 10 minutes late, you’re considered absent. If you leave early without being dismissed, you’ll be marked absent.

*See the Student Handbook for further information on the Non-Attendance/No Show policy.*

***Students who stop attending:***

Class attendance is extremely important. If at any time you stop attending class, which will be considered an unofficial withdraw, your last date of attendance will be recorded and submitted for processing. **You can have up to two weeks of unexcused absences; if you exceed this number, you will be withdrawn from the course. You will be notified by email 24 to 48 hours before this occurs.** If you are receiving financial aid, this may have an impact on your award. Financial Aid will notify you of such information by either email or mail. It is recommended that you contact the Financial Aid office for more information.

Excused absences require proper documentation from credible sources. Excused absences include doctor’s or dentist’s appointments, medical conditions that prevent you from attending class, a death in your immediate family (siblings, parents, or grandparents), work or work-shift changes, and jury duty. In order for your absence to be excused, you must fill out the “Unexcused Absences” assignment in Blackboard and upload the required documentation. If you absence is approved, you will receive a point to negate the negative point in the attendance section.

**ADA Statement**

If you have a documented disability or accommodation and would like information about support services and educational accommodations, please contact access and accommodations support service staff at (608) 757-7796 or in room 2216 at Central Campus. Please discuss your approved accommodations with me during office hours or after class and be sure to allow adequate time to arrange appropriate classroom or testing accommodations.

**Grading Plan**

The grading scale is a scale of points possible and / or weighting of points that equate to a grade and what is acceptable for successful completion of the class.

**I will make every attempt to return your assignments/papers/tests within 48 to 72 hours. This does not apply to assignments that are submitted late.**

Policies on late assignments and makeup tests: You will be creating your own due date plan for turning in assignments and taking assessments.

This does not apply to the final exam.

***All writing assignments are required.***

The final exam in this course is pass/fail, which means that if you don’t pass the final exam, you do not pass the class. You get two attempts at the final exam. For the second attempt, you will be allowed to edit your prior submission, correcting any problems that prevented you from receiving a passing grade. All attempts must be completed before grading day. **You must have an 80% or better to take the final exam.**

Grade Percent attained

A 96%

A- 94%

B+ 92%

B 88%

B- 86%

C+ 84%

C 80%

C- 78%

D+ 76%

D 72%

D- 70%

F 69% - 0%

**Plagiarism and Cheating**

All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Judicial Affairs Officer and the Department Dean. The faculty member, in consultation with the Department Dean and the Judicial Affairs Officer, will decide whether the matter should be processed through the Student Conduct System or resolved without a formal hearing. In the latter case, the faculty member must have the agreement of all students directly affected.

See BTC’s Student Code of Conduct in the student handbook for more information. Depending on the severity of the violation of the Student Code of Conduct, the result can be anything from a warning to failure of the assignment to being dropped from the course or program or even the college.

Guidelines for citing copyrighted materials will be discussed within the classroom.

Written assignments submitted through Blackboard are analyzed by SafeAssign software for plagiarism. If any problems exist, you will be provided with the opportunity to fix them and resubmit them for a better grade.

**Technology Assistance**

Blackhawk Technical College provides an email account for all students. Students are responsible for checking their email accounts regularly. Student email can be accessed from MyBTC. Course information from Blackboard and official college updates will be sent to this student email account.

For help with login problems and Blackboard issues contact the BTC Help Desk. Help Desk technicians provide BTC computer support in person at the Central campus in room 2409 and by phone at (608) 757-7711. For up to date support hours click the link below and scroll to the bottom of the page.

<https://www.blackhawk.edu/Quick-Links/MyBTC-First-Time-Users>

**Tutoring**

Blackhawk Technical College provides tutoring at no cost to enrolled students. A variety of methods are used to encourage student success including learning lab instructor assistance, drop-in computer assistance, peer tutors, and study groups. The college attempts to recruit tutors to serve students at all campuses and centers upon request. In addition, 24-7 Online tutoring is available from any location that has an internet connection. If you need a tutor or are interested in becoming a tutor, please contact the Tutoring Services Office at (608) 757-7656 or go to room 2200 at Central Campus, (the Student Success Center).

**Course Specific Technology Use**

Use of Blackboard and/or other software: All assignments must be submitted through Blackboard in an appropriate file format: pdf, docx, odf.

Additional technology requirements: Headphones.

Guidelines on use of technology such as cell phones, calculators, tablets, etc. Technology should be used for class purposes only. No cell phone use inside the classroom. If your behavior becomes a distraction, you will be withdrawn from the course.

**Read–Search–Ask**

***Read: Read your book chapters.***

***Search: Search the Internet for answers and Help.***

***Ask: Ask for help.***

**Course Calendar**

***Syllabus changes: As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners, and/or logistical issues and will inform you as soon as changes are made.***

**Confirmation of Syllabus Acceptance**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the syllabus for Introduction to College Writing CRN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and understand the amount of coursework and studying required to make a passing grade. I also understand that if I do not participate in class for two weeks that it will be considered an informal withdrawal, and I will be automatically withdrawn from the course.

I understand that I must have a grade of C or better to take the final exam and that the final exam is a pass/fail exam, meaning that if I don’t pass the final exam, I will not pass the course.

I understand that I am required to take the final exam in class on one of the school computers and not my own, unless I have accommodations, or if I wish to take it in the testing center, and that I am only allowed to have an outline and that I must write the essay in Blackboard only.

Signed

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Print Name

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Due Date Form:

Next to each assignment is a blank due date. Please fill in the due date within the parameters provided.