

EDTR 201 SYLLABUS

Instructor: Mary Lou Watson
Phone: 618-468-2600

Hours: Monday – Friday, 8:30 – 4:00
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Course Description

Focuses on understanding the general College practices part-time instructors must follow. Includes, but is not limited to, step-by-step instructions on using such services as Blackboard and BlazerNet, and information on college communication systems, academic protocols, and student learning. The amount of credit awarded shall be one credit hour.

Learning Outcomes

When completing the course, you will:

1. Apply information that is basic to employment
2. Utilize the communication tools provided by the College
3. Manage the Blackboard environment and know how to add content, use the email tool, and add grades to the grade book
4. Change BlazerNet passwords and update personal information
5. Submit academic rosters through BlazerNet
6. Describe the difference between an LC syllabus and course outline
7. Assign and record grades, identify the typical LC GPA scores, and make a grade change
8. Summarize the requirements for teaching an online/web-blended class.
9. Identify the different services offered to students

Instructor Availability

The best way to contact me if you have questions about this course by using the course Message tool; the link to this is in the menu across the top of the course page. When using messages, recipients receive a copy of the message in their LC email, but you cannot reply to the sender from there. You must log into the course to reply. See the document on Messages in the **Navigating the Course** folder in the **Orientation** for more information.

This is also how I will contact you with comments and/or questions about your course work, so please check for the notifications both in your LC email and in Blackboard.

I log into the course daily during the week and several times over the weekend and I will try to respond to any questions within 24 hours. It may, however, take up to 48 hours for me to check any completed work and add it to your grade book.

Coursework

Orientation for Adjunct Instructors is a graded course. There are four modules which are made up of folders, images, videos, and links to PDF files. Embedded within the different sections of each module are assignments and quizzes (that are not timed) that must be completed in order to pass. All course work is due by midnight of the last day of the course.

Course Materials

There is no textbook for this course. All the materials you need are contained entirely within this course in the four modules.

Grades

All assignments are worth 10 points and all quizzes are worth 25 points, for a total of 230 points.

Grading Scale: 90 – 100 is an A

80 – 89 is a B

70 – 79 is a C

60 – 69 is a D

59 and below is failing

Feedback on Assignments and Quizzes

All feedback on assignments and quizzes can be found in your grade book. Instructions for accessing this feedback are found in the **Navigating the Course** folder in the **Orientation**.

Course Time Line:

You have four weeks to complete *Orientation for Adjunct Instructors*. The course is self-paced, so you may work in your own time as long as all four modules are complete by the end of week four (midnight). The length of time it takes you to complete the course depends on your personal confidence and competence. Because of the amount of material, I suggest that you complete at least one module per week; however, you may finish it in less than four weeks, if you want.

Summary of Graded Work – See the document below this syllabus.

LC Policies

Please read this over carefully as it holds true for any course taken at L&C.

Accommodations: If you need an accommodation based on the impact of a disability, inform your instructor as soon as possible. You can request accommodations at www.lc.edu/access or contact the Center for Access and Accommodations at (618) 468-4121 or access@lc.edu. Center for Access and Accommodations is located in Caldwell 2320.

Counseling: Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Center for Access and Accommodations in Caldwell Hall 2320 (618-468-4211).

Veteran Services: We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans' Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).

Diversity Statement: At Lewis and Clark Community College, we are seriously committed to supporting diversity and inclusion in our classrooms and community. We proactively strive to construct a safe and inclusive environment by respecting each other's dignity and privacy. We treat one another fairly and honor each member's experiences, beliefs, perspectives, abilities, and backgrounds, regardless of race, religion, language, immigration status, sexual orientation, gender identification, ability status, socio-economic status, national identity, or any other identity markers. Bullying, hateful ideas, violent language, belittling, racial slurs, and other disrespectful or "othering" language or behavior will not be tolerated. We behave and communicate respectfully toward one another, both directly and indirectly, both inside and outside the classroom. A diverse and inclusive campus is our strength, and we want all who are part of our campus community to feel safe and respected.

If you ever have any concerns about the classroom climate, please reach out to Mya Lawrence, Director of Diversity, Equity, and Inclusive Excellence, CW 4329, 618-468-6030, mylawrence@lc.edu

Academic Continuity Statement: In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other

circumstances. Information about changes in this course can be obtained on the Blackboard course homepage or by contacting my email address: mlwatson@lc.edu or office phone/cell 618-468-2600. If the course is not able to meet face-to-face, students should immediately log onto L&C Blackboard, <https://blackboard.lc.edu>, and read any announcements and/or alternative assignments. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi.

L&C Policy on Academic Honesty: Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials, or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Lewis & Clark Community College, to any department, or to any staff.

Plagiarism: Plagiarism at LCCC will not be tolerated. Plagiarism includes the reproduction of ideas, words, or statements of another person as one's own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials. If instructor has reason to believe students are in violation of this policy, students will be notified and appropriate action will be taken.

LCCC Plagiarism statement: Assignments that have been copied from another student or another source will not be scored. "Academic dishonesty including, but not limited to, cheating, plagiarism, and forgery, violates the STUDENT CONDUCT CODE and will lead to disciplinary action up to and including expulsion". The following website will give you in-depth information on the definition of plagiarism and more: <http://www.plagiarism.org/article/what-is-plagiarism> Please visit this site if you need clarification.

Unauthorized Collaboration: Unauthorized collaboration among students will not be tolerated. Unauthorized collaboration is defined as intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor. Academic exercises include but are not limited to all face-to-face and/or online classroom assignments, activities, exams, quizzes, worksheets, online discussion questions, term papers, case studies, projects, research, or any other requirement assigned by the instructor for which students receive individual grades. If the instructor has reason to believe students share or work together collaboratively on such academic exercises, the student(s) will be notified and at the minimum, receive a zero on the assignment.

Facilitation of Academic Dishonesty: Permitting or attempting to help another to violate the academic honor code; Alteration or sabotage of another student's work, such as tampering with or modifying any online or written assignments including but not limited to quizzes, exams, worksheets, term papers, case studies, projects, research, discussion board entries, etc. If the instructor has reason to believe students facilitate academic dishonesty, the student(s) will be notified and appropriate action will be taken.

Virtual Meeting Policy: By participating in our live events, you are acknowledging awareness that, depending on your involvement, your name, voice, comments, and likeness may be recorded and shared with other L&C students and faculty. If you are uncomfortable participating with these acknowledgements, please contact your course instructor for alternate arrangements.

What Students can expect from Online Instructors: Students can expect their instructor to:

- respond to questions/problems within 48 hours.
- log into the course 5 out of 7 days a week; and
- provide continued grade statuses throughout the semester using either a calculated column in the grade book or a report sent through email.