**Ozarks Technical Community College**

**Fall 2020 Course Syllabus**

**Our mission***: To provide accessible, high quality, and affordable learning opportunities that transform lives and strengthen the communities we serve.*

**Our values:** *Quality, Inclusion, Integrity, Opportunity, Innovation, Affordability, Accessibility, Collaboration, Personal Growth, Learning, Respect, Professional Growth*

The standards and requirements set forth in this course syllabus may be modified at any time by the college and/or the course instructor. Notice of such changes will be given by announcement in class, or by written or email notice, or by posts in the course Canvas site, or by announcements in the MyOTC portal.

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**Course** **Information**

**Semester:**  Fall 2020

**Course Title, Number, and Section:** Data Structures, CSC 210, Section H101

**Credit Hours:** 4, Lecture: 2, Lab: 4, Practicum/Clinical: 0

**Class time and location:** 2:40 PM to 4:50PM on Mondays in room NKM 124.  This is a “hybrid” course which also includes required online lab work that will need to be done outside of class times.

**Course begins:** Monday, August 24, 2020

**Course ends**: Dec 14, 2020

**Final Exam:** Dec 7, 2020

**Pandemic Related Information:**

There are a few things you need to be aware of that are specific to the fall 2020 semester, given that we are currently experiencing a pandemic.

1. For seated classes: OTC is following guidance from the Centers for Disease Control, and state and local public health experts. This guidance may cause the college to decide to shift in-person classes to remote delivery. In that event, it is your responsibility to ensure that you have the appropriate technology to fully participate in classes. The [OTC Bookstore](https://otcbookstore.com/topic/openotc) has laptops available for purchase.
2. You are required to wear a mask/face covering while you are at an OTC Campus or Center. This is considered a required course material for your seated classes.
3. If you are experiencing [significant symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) related to COVID-19, do not come to an OTC location.

* If you do attend class and are displaying symptoms, you may be asked to leave.
* For information on how to communicate with me, refer to the section on [Communicating with Your Instructor](#com).

**Required Materials:**  Mark Allen Weiss, DATA STRUCTURES & PROBLEM SOLVING USING JAVA, 4th Edition, ISBN: 9780321541406

**NOTE:** The required textbook is a Java textbook, but the instructor will take a somewhat language-neutral approach to the course wherever possible, as the focus of this course is Algorithms & Data Structures rather than Coding.  Students will be allowed to write their programs in languages other than just Java, and will not be required to only use one language throughout the semester.  Please refer to the textbook author’s website (<http://users.cs.fiu.edu/~weiss/>) if you would like to see the author’s source code in either C++ or C#.

**Course Perquisites:** A grade of “C” or better in CIS 150 or CIS 170 is required to take this course.

**Course Rationale:** The selection and usage of appropriate data structures is an important task for anyone working with software.  Data must be organized in memory before it can be processed.  The quality of the data management techniques employed can vary greatly.

**Course Description:** This course will instruct students in the design and use of common data structures, lists, stacks, queues, trees, tables, hash tables, and graphs. Common data structure algorithms will be explored, including sorting, searching, and reorganizing data, with attention paid toward trade-offs between space and efficiency.  Students will implement many of these data structures in an object oriented programming language and complete programming projects utilizing them.

**Course Objectives:** Course assignments and exams are aligned to, and assess, student mastery of the following core objectives:

* Demonstrate the use of software data structures (including lists, stacks, queues, trees, tables, hash tables and graphs)
* Search and sort algorithms
* Choose a good algorithm for a given task

**Communicating with** **Your Instructor**

* A close up of text on a white background

  Description automatically generated**Instructor:** Kirsten Markley
* **Office:** Springfield Campus, NKM223D
* **Phone:** 417 – 447 - 8297
* **Email**: [markleyk@otc.edu](mailto:markleyk@otc.edu)
* Discord: Kirsten Markley#8802

Because of privacy regulations, faculty, staff, and students must use their @otc.edu account for all email communications.

* **Office/Student Help -** Thur 8:30-10:30 (virtual via Zoom or Discord) / Fri 10 – 1 (NKM124)
* I will respond to student communications within 24 hours Mon – Fri from 8am-4pm, except during official college closures. For messages sent from students on weekends/college closures, I will respond the following business day.
* **Class Cancellations or College Closures:** In the event that your instructor must cancel a class, an announcement will be posted on the course Canvas site and/or emailed to your OTC email account. In the event of a college closure, you will be notified via your OTC email, by text message, with a posting on the college website (otc.edu), and on OTC’s official social media channels.

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Grades and Receiving Feedback

Grades and feedback will be available through Canvas.

This course uses the following OTC grading guidelines:

100 and 200 level General Education, Technical Education, and Business courses:

A=100%-90%, B=89%-80%, C=79%-70%, D=69%-60%, F=less than 60%

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**Attenda****nce**

You are expected to be present for your scheduled classes and labs.

Regular attendance is essential for student success and is expected during all courses for which the student is registered. In seated and hybrid courses, your attendance will be recorded in each class session.

Students present for the majority of a class will be recorded as present with other students being recorded as absent.

* Attendance in a hybrid course is defined as the state of being physically present during scheduled class meetings or actively participating in an academically related activity in the online portion of the class.
* Examples of qualifying activities include, but are not limited to, exams, group projects, quizzes, discussion postings, emails (regarding course-related content and/or activities) to instructors and assignment submissions.
* Merely accessing course-related materials (such as a course website or web-based platform) does not constitute attendance in an online class.

See [OTC Policy 2.61](https://about.otc.edu/policies/article-ii-instruction/2-61-attendance-requirements/) for further information.

Administrative Withdrawal

It is the policy of the College that students will be [administratively withdrawn](https://about.otc.edu/policies/article-ii-instruction/2-64-administrative-withdrawal-from-a-course/) from a course due to lack of attendance in seated classes or non-participation in online classes.

**Your instructor will administratively withdraw you from this class if you have not attended the class for 14 consecutive calendar days.**

When the college does not conduct classes for five (5) consecutive calendar days, these days will not count toward the 14 days (e.g., Thanksgiving Break).

Your instructor may re-enroll you after you have been administratively withdrawn, if you and your instructor are able to develop a plan of action for academic success.

Please note: Non-attendance and withdrawal from a course may reduce the amount of financial aid you receive, delay your graduation, or necessitate repayment of aid you have already received and does not relieve you of your obligation to pay the tuition and fees due to the college.

See [OTC Policy 2.64](http://about.otc.edu/policies/article-v-student-services/5-36-administrative-withdrawal-from-a-course/) for further information.

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**Academic Gri****eva****nce Procedure**

Your instructor should be your first point of contact and support for any questions or concerns you have about this course. If you cannot resolve your questions or concerns through your instructor, or do not feel comfortable speaking with your instructor, then you should then contact:

* Department Chair, Dr. Tiffany Ford, [fordt@otc.edu](mailto:fordt@otc.edu), 417-447-8296
* Dean, Robyn Gordon, [gordonro@otc.edu](mailto:gordonro@otc.edu), 417-447-6970

If a complaint cannot be readily resolved through these channels, students should follow the grievance procedures detailed in [OTC Policy 2.62](https://about.otc.edu/policies/article-ii-instruction/2-62-academic-and-course-grade-appeal/) that are further explained [on this site.](https://academics.otc.edu/academic-and-course-grade-appeals/)

All students can contact the Academic Ombudsperson at [ombud@otc.edu](mailto:ombud@otc.edu) for assistance in working through and resolving academic related questions, problems and conflicts. The Academic Ombudsperson is a neutral party working to ensure that fairness and equity are upheld in decision-making processes. For more information, visit the [Academic Ombudsperson website](http://academics.otc.edu/academic-ombudsman/).

Veterans can also contact the [contact the Veterans and Military Services office](http://students.otc.edu/veteran/contact-us/#1458316659798-4838f0fb-ac1f) for any questions or concerns.

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Academic Integrity

Integrity is a Core Value at OTC. OTC promotes and enforces a culture of academic integrity. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. A student assumes full responsibility for the content and integrity of course work they submit.

**POLICY REGARDING PLAGIARISM**

Computer programming, Web site development, graphic design and numerous other computer-related activities involve as much assembly of existing material as creation of new material. In our industry there is often significant pressure to meet deadlines and save money by finding ways to solve complex problems quickly and efficiently. Because of this, solutions are often copied or reverse-engineered to be applied to new problems. Classroom assignments and projects given to students are intended to be completed as individual efforts to assess a student’s skill and progress. Unless explicitly directed otherwise, students are expected to base their work on material provided by the instructor or found in the textbook within chapters covered at time of assignment. In many classes, working in a team is part of the exercise, but unless otherwise instructed everything turned in by the student should be their work and theirs alone. Copying material from other sources will be treated as any other incident of academic dishonesty. When in doubt, it is the student’s responsibility to clarify the instructions with the instructor before an assignment is turned in. In this course, cheating of any kind is considered academic dishonesty and will be treated as a serious offense. Penalties may be levied depending on the instructor’s perception of how flagrant the offense. These penalties may include a zero on a particular assignment, a zero on all assignments in a unit (since units may be composed of multi-part assignments), a failing grade in the course without opportunity to drop, or even dismissal from the college. It is always encouraged to work with peers and learn from each other. However, you should never give someone else your work. You can show them your work to demonstrate but giving them code will earn you the same zero as the student who copied it.

Students should read [OTC Policy 5.24](https://about.otc.edu/policies/article-v-student-services/5-24-academic-integrity/) to learn more about

* student responsibilities regarding Academic Integrity
* the consequences of committing an Academic Integrity violation

This information, along with other resources can also be found on the [Academic Integrity Resources Website](https://academics.otc.edu/academicservices/academic-integrity-resources/)

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Related College Resources

Please visit the [Related College Resources page on the Academic Services website](http://academics.otc.edu/academicservices/syllabusresources) for information on these important topics:

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* Academic Assistance
* Anti-Discrimination Statement
* Computer Use Expectations and Requirements
* Copyright Infringement
* Counseling Resources
* Disability Support Services
* Dropping the Course
* LGBTQ+ Resources
* OTC Cares and the Behavioral Intervention Team (BIT)
* OTC’s Commitment to Safe Learning Environments
* Pregnant and Parenting Student Resources
* Proctoring Resources
* Safety in the Classroom and Crisis Plans
* SARA (State Authorization for Distance Education)
* Sexual and Interpersonal Violence Prevention
* Standards of Student Conduct
* Student Needs Resources
* Title IX Resources

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