



## COURSE OUTLINE

**COURSE NO.:** COMM 123/4T

**COURSE NAME:** Appalachian Heritage

**CREDIT HOURS:** 3

**CLASS HOURS:** 3

**LAB HOURS** 0

**DATE:** Academic Year 2007-2008

**PREPARED BY:** Arts and Sciences

**TO BE UPDATED:** Fall, 2009  
and Sciences

**APPROVED BY:** Ellen Sostarich, Dean, Arts  
and Sciences

**PREREQUISITES:** Successful completion of COMM II.

### **COURSE DESCRIPTION**

This course is designed to further your writing skills while exploring the rich heritage of Appalachia. Through primary and secondary research you will learn about and write about topics of interest.

### **COURSE LEARNING OUTCOMES**

*Upon completion of this course, students will be able to:*

- Plan, gather, and compile an oral history
- Reflect upon research and offer self-analysis of research with the instructor and other students
- Contribute to and manage input from group writing situations, as well as judge and incorporate suggested changes from peers and instructor
- Demonstrate superior organizational, stylistic, and technical skills in written communication
- Conduct primary and secondary research
- Prepare a documented research report, using Modern Language Association (MLA) or American Psychological Association (APA) guidelines for citing published materials

This course includes and evaluates the Success Skills Communicates Effectively, Maintains Professional Skills and Attitudes, Demonstrates Learning and Critical Thinking Skills, Practices Human Relations Skills, Demonstrates Community, Cultural and Global Awareness, and Maintains a Code of Ethics.

### **COURSE MATERIALS**

Materials used for this course will include some, but not all, of the following:

No text is required. All reading and writing assignments are online.

Miscellaneous supplies as specified by your instructor

Internet Access

PowerPoint Viewer

(free download at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>

Adobe Reader

## **SAFETY PRACTICES**

Common safety practices are to be followed in this class.

## **TOPICAL OUTLINE**

Geographical/Historical Perspective

Oral History

Art, Literature, and Music in Appalachia

Primary Research

Secondary Research

## **USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES**

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

## **STUDENT INSURANCE/COVERAGE**

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

## **DISABILITIES NOTICE**

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center , Office of Disability Services in JL 249 regarding accommodations.

**Hocking College  
Evaluation of Student**

Job Communications  
COMM 123/4 T  
Academic Year: 2007-2008

Arts and Sciences Faculty  
Oakley 312

Approved by: Ellen Sostarich, Dean, Arts and Sciences

Thinking and writing clearly and effectively is the goal of every Comm III/IV course and is the most often desired ability professionals want in the college graduates they are about to hire. This course focuses on helping you achieve good writing skills while exploring topics of interest about the Appalachian area. You will read, research, and write about the people and events that have shaped our Appalachian heritage.

*Specific Factors*

**Examinations & Quizzes:**

The term “Evaluations” is used for this course. The course is divided into modules with specific evaluations in each module.

**PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:**

Assignments must be typed in a word processing program, saved as rich text format and sent to the instructor as an email attachment.

Success Skills Included in the class include the following:

*Communicates Effectively--(A-1)* Reads, comprehends, analyzes and evaluates various types of writing., **(A-2)** Logically organizes, develops and communicates an idea or position., **(A-3)** Adapts communications to audience, situation and purpose. **(A-4)** Uses prewriting, drafting, revising and editing techniques. **(A-5)** Uses appropriate vocabulary, grammar, punctuation, spelling and syntax. **(A-6)** Writes effective business/ technical communications, including memos, letters and reports. **(A-7)** Develops and conveys instructions and procedures clearly. **(A-8)** Demonstrates public speaking skills. **(A-9)** Applies effective listening techniques. **(A-10)** Uses and perceives non-verbal cues. *Demonstrates Learning and Critical Thinking—(C-1)* Asks pertinent questions. **(C-3)** Gathers necessary information using a variety of primary and secondary sources and techniques. **(C-4)** Analyzes and evaluates information for accuracy and relevance. **(C-5)** Recognizes and summarizes salient points. **(C-6)** Extrapolates, applies, synthesizes and integrates knowledge gained from research. **(C-7)** Perceives relationships. **(C-8)** Identifies fallacious reasoning, and withholds judgment when evidence is inconsistent or incomplete. **(C-10)** Analyzes own position in relation to alternative or conflicting viewpoints. **(C-11)** Uses logical/systematic approach to solve problems and make decisions. **(C-12)** Draws reasoned conclusions. **(C-15)** Assesses personal and professional learning needs and establishes goals for improvement. *Maintains Professional Skills and Attitudes—(D-2)* Demonstrates initiative.

(D-3) Meets performance expectations.(D-4) Follows organizational policies and procedures.(D-7) Sets priorities and manages time efficiently in accordance with priorities.(D-8) Uses and applies pertinent technology, including computers. (D-10) Demonstrates promptness and regular attendance.(D-11) Maintains image consistent with technology standards. *Practices Human Relations Skills*—(E-1) Exhibits trusting and trustworthy behavior. (E-2) Exhibits confidence in self and others.(E-4) Empathizes with others. Considers varied perspectives.(E-5) Works effectively within groups.(E-7) Engages in on-going self-assessment. Maintains a Code of Ethics—(H-1) Acts Honestly.(H-2) Acts responsibly.(H-3) Acts in accordance with a reasoned and defensible code of ethics.(H-5) Accepts accountability for own action or inaction.(H-6) Respects rights and dignity of others.(H-7) Respects intellectual property rights.

### **Attendance**

Attendance is not a normal part of this class. Attendance in the usual sense is not taken unless you are required to participate in a real time project. However, you should make adequate progress according the schedule for the quarter. Following this schedule assures that you will finish in the normal eleven-week period.

### **Participation**

Participation is vital to your success. We are working in groups for part of this class; therefore, you are expected to participate in active questioning and response to the questioning and responses of others as stipulated in the course materials. By conversing with me via email and in discussion forums, you will understand the material better and feel that you are discussing material with a real person rather than a book.

### **Extra Projects**

Extra credit is not available for this class.

### **Grading Scale**

Some evaluations receive a Satisfactory (S) or Unsatisfactory (U). Other evaluations earn points as specified below:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+= 3.33	D+= 1.33
B = 3.00	D = 1.00
C+= 2.33	Below .67 = F

## Policy Regarding Honesty

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
  2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
  3. Improperly acquiring knowledge of the contents of an exam,
  4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
  5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
  6. Obtaining academic material through stealing or other unauthorized means,
  7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an "F". A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. **The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of "In Violation" or "Not In Violation" of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.**

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website ([www.hocking.edu](http://www.hocking.edu)).

### **Final Grade**

Your final grade is calculated by a percentage of your total points earned as follows:

<b>Percentage of Total Points</b>		<b>Percentage of Total Points</b>	
<b>A</b>	<b>96-100 %</b>	<b>C+</b>	<b>75-78%</b>
<b>A-</b>	<b>92-95%</b>	<b>C</b>	<b>71-74%</b>
<b>B+</b>	<b>87-91%</b>	<b>C-</b>	<b>70-73%</b>
<b>B</b>	<b>83-86%</b>	<b>D+</b>	<b>66-69%</b>
<b>B-</b>	<b>79-82%</b>	<b>D</b>	<b>62-65%</b>

### **ACADEMIC GRADE APPEAL PROCESS**

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate.

### **STUDENT GRIEVANCE DUE PROCESS PROCEDURES**

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

### **DISABILITIES NOTICE**

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.