



COURSE OUTLINE

English 153

2007-2008

Prepared by: Carolyn Tripp **Service Research**
Credit Hours: 1 Class Hours: 1 Lab Hours: 0
Approved by: Ellen Sostarich, Dean of Arts and Sciences

Prerequisites:

English 151, Communications II, or equivalent transfer credit

Course Description:

For the purposes of this course, “service learning” will be defined as experience within the framework of social, cultural, political, or environmental community action. Service not only benefits those served; it also benefits those engaged in serving others. At the heart of service is assuming civic responsibility. Learners in Service Research not only increase their stake in a particular community, but practice skills in professionalism, communication, critical thinking, human relations, and ethics. Service learners also earn a heightened awareness of other communities and cultures.

Service Research is also an opportunity to practice web page design, professional letter and email composition, proposal creation, and research writing to complete a service learning project.

Course Learning Outcomes:

Upon completion of the course, you will be able to:

- design a personal web page of introduction
- communicate effectively with instructor and peers via email
- design professional communication directed to places of business and/or community service facilities
- write a professional project proposal
- complete and document a service learning experience
- using professional research techniques, explore a topic related to your service learning
- share the completed research project and respond to at least one other project written by another learner

Hocking College Success Skills:

Success skills practiced in Service Research include the following:

- communicates effectively
- maintains professional skills and attitudes
- demonstrates learning and critical thinking
- practices human relations skills
- demonstrates community, cultural, and global awareness
- maintains a code of ethics

Course Materials:

Service Research by Carolyn Tripp and Randy Lawrence, available online as part of the course and/or in print version (sold separately in the Hocking College Bookstore)

Computer Requirements:

You will need internet access on a computer equipped in the following manner:

Minimum PC Configuration

Pentium processor (or equivalent)
64 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
Windows 98
CD ROM also highly recommended

Minimum Mac Configuration

120 MHz. Power PC
64 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
Macintosh OS 7.5 or later
CD ROM also highly recommended

Your computer should also have the following minimum software packages:

- Word processing software
- Microsoft® Internet Explorer 5.5 SP2

Safety Practices

When using Hocking College computer labs, be certain to follow all rules for that particular lab.

Topical Outline:

- web page design and email protocol
- service learning options
- professionalism in letter writing and in-person contact
- research proposals
- research techniques and documentation format
- protocol for responding to peer research projects

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.

ENGL 153
Service Research
HOCKING COLLEGE

Online 2007-2008 Evaluation of the Learner Carolyn Tripp
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Approved by: Ellen Sostarich, Dean of Arts and Sciences

In Service Research, you will practice civic responsibility by designing an individual project within the framework of social, cultural, political, or environmental community action. The project experience will help you explore how personal involvement can effect change.

SPECIFIC FACTORS

EXAMINATIONS AND QUIZZES

PROJECTS HOMEWORK, SUCCESS SKILLS, AND SERVICE LEARNING/CIVIC RESPONSIBILITY

SPECIFIC SUCCESS SKILLS

The following success skills are covered in this class: Communicates Effectively—(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-9) Applies effective listening techniques. Demonstrates Learning and Critical Thinking—(C-1) Asks pertinent questions. Maintains Professional Skills and Attitudes—(D-2) Demonstrates initiative.(D-3) Meets performance expectations.(D-4) Follows organizational policies and procedures.(D-5) Recognizes organization structure and uses chain of command.(D-7) Sets priorities and manages time efficiently in accordance with priorities.(D-8) Uses and applies pertinent technology, including computers.(D-9) Adheres to health and safety standards and procedures, and plans how to react in emergencies.(D-10) Demonstrates promptness and regular attendance. Practices Human Relation Skills—(E-4) Empathizes with others.

Considers varied perspectives. Community, Cultural, and Global Awareness— (G-3) Demonstrates awareness of regional cultural, ethnic and racial differences.(G-4) Respects rights and dignity of diverse groups.(G-7) Demonstrates a commitment to responding to the needs and interests of the community. 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-4) Resolves value conflicts and moral dilemmas through a decision-making process.(H-5) Accepts accountability for own action or inaction.(H-6) Respects rights and dignity of others.(H-7) Respects intellectual property rights.

Reflective Writing-- You will be asked to write about previous service learning experiences, as well as keep an informal journal, +reflecting on your experience within this service project.

Letter Writing – You will write a letter to a chosen organization, outlining your project goals and asking permission to serve.

Memo Writing –You will write memos to your instructor, detailing arrangements made for completion of your service project and detailing how your service relates to a proposed “I-Search” project.

Response Writing-- You will write a response to at least one other posted abstract, asking questions, making observations, and otherwise engaging the I-Search of others.

ATTENDANCE

For online students, attendance is determined by your active participation in the class and submission of work in a timely fashion. However, the flexibility of a “PR” or “progress report” is available to those whose service does not fit into the traditional quarter framework.

CLASS PARTICIPATION

You are expected to interact with the instructor and/or other students as specified in particular assignments.

EXTRA PROJECTS

Extra projects are not available for this course.

GRADING SCALE

Evaluation in this course is in two parts. Part One is completion of ten hours' actual service and satisfactory marks on all other S/U evaluated assignments. Part Two is comprised of all other assignments. Each of the following counts once toward the final evaluation: letter to service organization; memo of proposal to the instructor; abstract of the I-Search. The I-Search project counts as a double grade.

Evaluation is measured against the following grade standards:

"A" work must meet all requirements of the assignment and reflect a substantial degree of originality, insight and organization. Such work uses language with ease and gusto, and has an abundance of concrete, specific, well-developed examples. "A" work has voice and needs no revision.

Work evaluated as a "B" reflects a high level of accomplishment with some minor shortcomings when compared to "A" level achievement.

"C" work fulfills the assignment at a level of base competency.

An evaluation of "D" indicates much work still to be done to complete the assignment successfully.

A grade of "F" is assigned to work that fails to complete any of the basic requirements for the assignment.

A rubric is available for you to review your I-Search paper before submission for a grade.

Here's an example of one student's evaluation. All service learning and S/U requirements have been met. The student earned an "A" on the letter (4 points), a "C+" on the memo (2.33 points), and a B- on the abstract (2.67 points). The student's I-Search earned a "B" (3 X 2 = 6 points). Total points would be 15. Divided by 5, the final average would be a 3 or "B."

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" for that assignment. A subsequent instance will result in failure for the course. 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).

FINAL GRADE CALCULATION

To determine final grade total your points for each assignment and divide by the total number of points possible. Example: Total Points Earned = 324 / Total Points Possible = 400 = 81% Percentages equate to letter grades according to the following:

95-100% = A, 92-94% = A-, 88-90% = B+, 85-87 = B, 82-84% = B-, 79-81% = C+, 76-78% = C, 73-75% = C-, 70-72% = D+, 67-69% = D, 64-66% = D-, below 64% = F.

ACADEMIC 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.

STUDENT GRIEVANCE, DUE PROCESS PROCEDURES

You have rights within the course and the college. Please refer first questions to me. You also have as a source, “Due process procedures for the College are located in the current *Student Guide*, published by the Student Affairs Office.”

DISABILITIES SERVICES

Students need to be instructed to “Immediately contact the Access Center/Office of Disabilities Services in JL 265 if you have been diagnosed with a disability that may hinder your academic success.”

STUDENT INSURANCE/COVERAGE

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