

# TOHONO O'ODHAM COMMUNITY COLLEGE



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## Syllabus

### **BIO 298/ANR 298: Service Learning Capstone**

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Course Information	
Course Prefix/Number: Bio 298 or ANR 298	Credit Hours: 1
Semester: Spring 2019	Course Title: Service Learning Capstone
Class Days/Times: Tuesdays 2-2:50	Room: GSK 2

Instructor Information:	Phone/Voice Mail:520-383-0107
Name: Dr. Teresa Newberry	E-mail: tnewberry@tocc.edu
	Office location: Ed Division Bldg; Room 7
	Office hours: MW 11 to 12:30, T 11-1 or by appt

### Course Description:

This is a capstone course which allows the student to gain experience by completing a service learning project related to the concentration the student is pursuing within the field of science. Coordinated by faculty and community or institutional partners, this course places students in a service learning position where the student can apply their knowledge and skills in real-world contexts. The student participates in the service learning project supervised by a faculty member and, in some cases, a supervisor in the field.

### Student Learning Outcomes (SLOs) :

After completion of the course students will be able to .....

1. Students will be able to identify a real-world problem and identify actions that will lead to solutions.
2. Students will be able to apply their skills and knowledge to a real-world problem or context.
3. Students will be able to evaluate whether or not they fulfilled the goals of their project.
4. Students will be able to reflect on how their experience promotes Himdag.

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## Course Outline:

- I. Service Learning Plan
- II. Implementation of Service Learning
- III. Reflection Paper and Presentation on Service Learning Project

## Himdag Cultural Component:

The BIO298/ANR 298 Service Learning Capstone – In this course, the students are required to think intensively about a problem or issue that is of importance to both the student and to the Tohono O'odham Nation. This will encourage students to think critically about their role in the Tohono O'odham community and then engage in service to contribute to a solution to that problem or issue. During the process of initiating, planning, and implementing their service learning project, the students will incorporate T:So:son (or core values) and then reflect on how their project reflected these core values.

## Policies and expectations-

**Course Policies Requirements:** (1) Attend class regularly; (2) Complete in-class and out-of-class assignments and submit to the instructor; (3) Complete all class projects & presentations.

**Attendance:** You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a 'W' or 'Y' will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for a personal or family emergency. If you will be absent or have been absent, please notify the instructor as soon as possible

**Make-up policy:** Late assignments that can be made up will be accepted but will be penalized 25% At the instructor's discretion, extra credit opportunities and optional activities may be provided.

**Academic Integrity:** Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own. While you may discuss assignments with other class members, the final written project must clearly be your own. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course.

### ADA Compliance:

Tohono O'odham Community College strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you have a learning problem, physical disability, or medical illness that requires you to have any special arrangements, please inform your instructor at the beginning of the semester so your academic performance will not suffer because of the disability or handicap.

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## **Title IX Statement**

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need.

## **Classroom Behavior:**

- Because of insurance limitations, non-registered visitors are not allowed at class sessions or on field trips.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms.
- Pets, telephones, pagers and other electronic devices that distract students are not allowed in classrooms.
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.

## **Course Feedback:**

All assignments will be graded and returned to the students one week after the assignment is due. E-mail and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. You can log onto CANVAS to check your grade and progress in this course.

## **Instructor Withdrawals:**

Students who have missed four consecutive classes, not submitted any assignments nor taken any quizzes by the 45th day census report, due on February 28, 2019 are assumed NOT to be participating in the class and will be withdrawn. Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by March 29, 2019 if you do not expect to complete the class, otherwise you may receive an "F" grade.

## **Incomplete Policy:**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed-upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

## **Special Withdrawal (Y) grade:**

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will

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not award a "Y" grade without a strong reason.

## **SPECIAL NOTE TO STUDENT:**

For privacy and security reasons, instructors are advised **NOT** to give grades over the telephone. Grades will only be emailed with written permission from the student.

Your instructor will make every attempt to follow the above procedures and schedules, but they may be changed in the event of extenuating circumstances.

Students submitting assignments through the mail or by email are advised to make copies for their own protection.

If you move during the semester, please file a change of address form with the Student Services Office, and inform your instructor.

GOOD LUCK!

## **Course Outline:**

- IV. Service Learning Plan
- V. Implementation of Service Learning
- VI. Reflection Paper and Presentation on Service Learning Project

<b>GRADE TRACKING SHEET BIO 298 Spring 2018</b>	Total	Earned
Service Learning Topic Due 1/29		20
Service Learning Plan Due 2/19		80
Participation in Project/Log of Hours (2/26-4/23)		100
Reflection Paper Due 4/30		200
Presentation Due 5/7		100
Total		500

**DISCLAIMER:** This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

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## Acknowledgment of Receipt of Syllabus

Please read, sign and return the following acknowledgment to me in class, *or* return to me at the following address:

Teresa Newberry  
Tohono O'odham Community College  
P.O. Box 3129  
Sells, AZ 85634

- I have received my BIO/ANR 298 syllabus (including course objectives, policies, requirements and schedule) and have read and understood all the enclosed materials
- I have no objection to receiving an occasional call from the instructor at the number given with my registration materials.
- I prefer that the instructor not call or contact me by phone anytime during the semester.

My reason(s) for taking this course:

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My background in this area includes:

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I would like to be contacted by the instructor regarding the following concerns:

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Print Name Clearly Here

Sign Name Here

Student ID Number

Telephone Number

Current Mailing Address/City/State/Zip

E-mail Address