



## **Syllabus: BIO298: Service Learning Practicum**

### **Course Information**

**Course Title:** Service Learning Practicum

**Course Prefix/Number:** BIO 298

**Semester:** Spring 2022

**Class Days/Times:** Mondays 5:30-6:15pm via Zoom

**Credit Hours:** 1

### **Instructor Information**

**Name:** Joshua S. Hoskinson, M.S.

**Phone/Voice Mail:** Upon Request

**E-mail:** jhoskinson@tocc.edu

**Office location:** Online

**Office hours:** By Appointment

### **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**

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

1. Identify a real-world problem and identify actions that will lead to solutions
2. Apply their skills and knowledge to a real-world problem or context
3. Evaluate whether or not they fulfilled the goals of their project
4. Reflect on how their experience promotes Tohono O'odham Himdag.

### **Course Outline**

1. Service Learning Plan
2. Implementation of Service Learning
3. Reflection Paper and Presentation on Service Learning Project

## Course Learning Materials and Textbook Information

No textbooks or outside course materials are required for this course.

## Evaluations and Grading & Assignments:

- A 500 – 450 pts (90.0% and above)
- B 449 – 400 pts (80.0% – 89.9%)
- C 399 – 350 pts (70.0% – 79.9%)
- D 349 – 300 pts (60.0% – 69.9%)
- F 299 – 0 pts (59.9% and below)

Your grade will be determined by the following:

	ASSIGNMENT	POINTS	DUE DATE
Journey 1 (knowledge)	Service Learning Topic	20	August 30
Journey 2 (understanding)	Service Learning Problem Statement	40	September 13
Journey 3 (application)	Service Learning Plan	60	September 27
Journey 4 (synthesis)	Service Learning Documentation—Log of Hours & Participation in Project	80	October 4 – November 22
Final Reflection	Reflection Paper	200	December 6
Final Reflection	Presentation	100	December 6
	<b>TOTAL</b>	500	

## Himdag Cultural Component

Tohono O’odham traditions and cultural beliefs will be discussed as relevant course topics, and only as appropriate to the Tohono O’odham Nation’s traditional standards for sharing information as determined by the Himdag committee.

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.

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**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.

## Policies and Expectations

### Course Policies:

- 1) Students are expected to attend each class, arriving on time, except in the case of an excused emergency.
- 2) Students are expected to contact instructor prior to absences, coming late to class or leaving early.
- 3) Unexcused late arrivals or early departures will count against attendance record.
- 4) Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, complete required research as stated on the course schedule.
- 5) Students are expected to come to class prepared for class and having done any preliminary work required as per the course schedule.
- 6) Students are expected to stay in class and work diligently throughout the whole time. Sleeping, frequent/continued exiting from the class during the class period will constitute one (1) absence.
- 7) No cell phone use is allowed during class. Use of cell phones during class, unless permitted by instructor, is a violation of the T-So:son.
- 8) **Late work is not accepted without prior approval of the instructor.**
- 9) Failure to submit assignments results in a grade of zero (0).
- 10) No work accepted after the last class.

### Classroom Behavior

- Visitors may be only allowed at class sessions with instructor approval, visitor's safety and behavior are the responsibility of the student.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms at discretion of the instructor.
- Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (calculator, internet access).
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.
- Student behavior is also detailed in student handbook under Student Code of Conduct Violations

**Make-up policy:**

Late assignments that can be made up will be accepted but will be penalized 25%, but these are ***only with prior approval of the instructor***. Laboratories cannot be made up except in the case of college closure. 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, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. 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. If you are uncertain about proper citations ask your instructor or the librarian.

**Course Feedback:**

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. 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. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

**Attendance Policy (Re: face-to-face, synchronous-virtual, or Flex courses)**

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in a letter grade of "F" or an instructor withdrawal "FW" (see 45<sup>th</sup>-Day Instructor Withdrawal policy). You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible.

**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. The student must have 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.

#### **45<sup>th</sup>-Day Instructor Withdrawal Policy “FW” (Re: face-to-face, synchronous-virtual, or Flex courses)**

Students who have missed four (4) consecutive classes, has not submitted any assignments, nor taken any quizzes by the 45<sup>th</sup> - day census report, due on **October 6, 2021**, are assumed NOT to be participating in the class and may be withdrawn at the faculty member’s discretion. After the 45<sup>th</sup> - day census, if a student needs to stop attending a course, they must withdraw from the course (see Student Withdrawal Policy).

#### **Student Withdrawal Policy “W”**

Students may withdraw from class at any time during the first two-third of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by **November 3<sup>rd</sup>, 2021**, if you do not expect to complete the class, otherwise you may receive an "F" letter grade for the course. For more information on the student withdraw process email [admissions@tocc.edu](mailto:admissions@tocc.edu).

#### **Special Withdrawals (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 not award a "Y" grade without a strong reason.

#### **Equal Access Statement/Disability Accommodations**

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student’s specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, [aosborn@tocc.edu](mailto:aosborn@tocc.edu), or 520-383-0033 for additional information and assistance.

**Title IX**

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@tocc.edu

**Conduct: Bias, Bullying, Discrimination and Harassment**

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

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