COURSE SYLLABUS

IDSH 1003 Section ___  Service Learning Honors III Semester/Year

This Course Outline is subject to change with notice.

1 credit hour

Prerequisites: IDSH 1003: Service Learning Honors III

Catalog Description: This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Coordinator. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester.

Student Group for Whom Course is Required/Intended: This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. IDSH 1003 is a continuation of IDSH 1001, IDSH 1002, and IDSH 1003 for Honors students who want to continue the service learning experience. This course counts for elective credit and toward the 21 hours of Honors credit required to complete the Honors Program.

Instructor Information
Name, Rank, and Title
Office Location
Office Hours (13 per week for full-time faculty)
Academic Advising Hours (2 per week for full-time faculty)
Office Phone Number and Email Address

Required Text(s): On file.

Required Supplies/Material(s): List any recommended material. Omit this heading if no supplemental materials are recommended.

Goals:

To apply coursework to college and community service
To prepare students for more informed and responsible citizenship.
To help students to develop a better perspective about community and school culture.
To help students to prepare to work people of diverse backgrounds
To develop such basic skills as listening, interpretation, and written and oral expression.

Objectives:

1. To offer students to apply coursework to real-world situations.
2. To develop and hone interpersonal skills by working with other students and/or members of the community.
3. To illustrate the benefits of engaging with one’s community to improve that community in some way.
4. To reflect about one’s experiences with others in his or her community.

Major Assignments and Method for Calculating Final Grade
Student Progress Updates: 20%
Student Activity Log: 20%
Self-reflection Paper: 40%

Grading Policies

Grading Scale:
90-100=A
80-89=B
70-79=C
60-69=D
0-59=F

List any other policies that might affect student grades such as those regarding Class Participation or Attendance. The weight of the specific component should be mentioned above under Major Assignments (as in, Class Participation = 10% of Final Grade). Here, explain how the specific grade will be determined (as in, “After the student’s second unexcused absence, each additional absence will lower the Final Course Grade by 5%”).

Course Policies:

Academic Misconduct Policy:
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures. For more information, see MSCC Policy 3:02:00:03.

Classroom Misconduct Policy:
The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). For more information, see MSCC Policy 3:02:00:03.

Emergency Procedures Policy:
In case of a medical emergency we will immediately dial 9-911 and report the nature of the medical emergency to emergency response personnel. We will try to stay with the person(s) in need and maintain a calm atmosphere. We will talk to the person as much as possible until response personnel arrive on campus, and we will have someone go outside to meet emergency personnel and direct them to the appropriate location. In the event of an emergency (drill or actual), a signal will be sent. Based on that signal, students will follow the procedures below for that specific type of emergency:

Loud warbling sound throughout Building (FIRE)
Collect purses and coats and proceed immediately out of your room and exit through the closest emergency exit. Proceed to the Designated Assembly Area closing windows and doors as you exit. Remain there until the "All Clear" Signal is given by an Emergency Management Team member. (Instructors- Provide your Designated Assembly Area, and its location to students)

Tornado Siren (SEVERE WEATHER):
Proceed to the closest designated severe weather shelter on the 1st floor and proceed all the way into the shelter. Crouch down on the floor with your head between your knees facing away from the outside walls. Remain there until the "All Clear" Signal is given. (Instructors- Provide the recommended room number or hallway location to students)
Air Horn (1 Long Blast) and Face to Face All Clear (INTRUDER/HOSTAGE):
Ensure door is closed, locked and lights turned off. If your door will not lock, move some tables and chairs in
front of the door quickly. Move immediately to the rear of the room away from the door and sit on the floor- out
of sight if possible. Remain calm and quiet and do not respond to any inquiries at the door unless you have been
given the "All Clear" and a member of law enforcement or your campus Emergency Management Team member
makes face-to-face contact at your door.

Classroom Locked-door Policy:
In order to adhere to MSCC Emergency Preparedness Policy and to facilitate effective classroom management, the
classroom door will remain closed and locked for the duration of the class period.

List any other policy not mentioned under Grading Policies above, e.g. Make-up Work/Exams, Class Cancelation
Procedures, Use of Electronic Devices in Class, Food/Drink in class, Bringing Children to the Classroom, Retention of
Graded Assignments/Exams, Recording of Lectures, etc.

Educational Technology:
Accessing Campus Computers or the MSCC Library from off Campus:
Your Username format is your First Initial, Last Name and Month and Day Birthday in the Format of MMDD. Example:
Marcia Smith born on April 11, 1992 - Username: msmith0411. Your Pin will be the numeric pin you created when you
initially applied to Motlow College.

Using D2L:
For help with D2L including how to submit materials to a Dropbox, see this page:
http://www.mscc.edu/techtube.aspx

Technical Support/Assistance:
Students having problems logging into a course, timing out of a course, using course web site tools, or any other
technical problems, should contact the MSCC Technology Help Desk at 931-393-1510 or toll free 1-800-654-4877, Ext.
#1510 (or d2lhelp@mscc.edu)

Provide instructions for D2L/MyWritingLab/Blackboard/etc., MSCC Computers Login, MSCC Library Login from Home,
etc. if applicable.

Disability Services/Accommodations:
Motlow College is committed to meeting the needs of qualified students with disabilities by providing equal access to
educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is
consistent with the College's obligations under Section 504 of the Rehabilitation Act of 1973 and the American with
Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities. To
this end, the Director of Disability Services for Motlow College coordinates services and serves as an advocate and liaison
for students with disabilities attending Motlow College. Contact the Director of Disability Services here:

Students with disabilities who would need assistance in an emergency evacuation should self-disclose that need to the
instructor no later than the second day of class or second group meeting.

Confidentiality of Student Records:
The education records of current and former students at Motlow State Community College are maintained as confidential
records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. For further
information, see MSCC Policy No. 3:02:03:00.

Student Success:
Tutoring:
MSCC Instructors can guide students to specific resources regarding Tutoring in their discipline. In particular, students
may find help with Math and Essay Writing via each campus’ Learning Support labs. Students should contact the labs on
their campus to schedule appointments for help. For additional help, see the Student Success page:
http://www.mscc.edu/student_success/index.aspx

Academic Advisement:
MSCC Instructors can guide students to specific resources regarding Advisement. For additional help, see the Academic Advisement page:

http://www.mscc.edu/advisement/index.aspx

List any discipline-specific Student Success resources that Instructor’s are likely to utilize, e.g. Smarthinking, along with instructions for access.

**Class Schedule of Assignments:**

Give a brief explanation of how the schedule should be read, e.g. “Reading assignments will be discussed in class on the date for which they are listed. Reading should be completed *before* the date.”

| M 8/26 | XXXXXXXXXXXX |
|        | XXXXXXXXXXXX |
|        | XXXXXXXXXXXX |

| W 8/28 | XXXXXXXXXXXX |
|        | XXXXXXXXXXXX |
|        | XXXXXXXXXXXX |