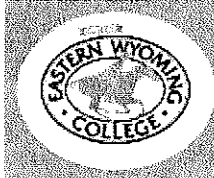


07/51

ANTH 1100 4/4/07

Printable View of: Syllabus**Print****Save to File**

File: EWC Syllabus

**Distance Learning**

ANTH 1100

...academic excellence

Syllabus

**ANTH 1100 Spring 2007
Introduction to Physical Anthropology**

[| Instructor Information](#) | [| Contact Information](#) | [| Delivery](#) | [| Taking an Online Course](#) |
[| Course Description](#) |
[| Rationale](#) | [| Instructional Media & Resources](#) | [| Course Objectives](#) | [| Course Outline](#) |
[| Withdrawal Policy](#) | [| Course Work](#) | [| Course Expectations](#) | [| Grading Criteria](#) | [| Academic Dishonesty](#) |
[| General Education Requirements](#) | [| Americans with Disabilities](#) | [| Disclaimer](#) |

3 Credit Hours

Cher Burgess, Instructor

	Office	Virtual only
	Office Hours	late afternoon Wednesdays unless announced on class web page
	Phone	307-283-1154 home; 307-290-0448 cell
	FAX	{faxes cannot be accepted}
	e-mail	6burgesses@rangeweb.net

[Up to Top](#)**Additional Contact Information**

If you have any difficulties interacting with this course or Blackboard Learning System, please contact:

Aaron Bahmer, Instructional Technologist, at either (307) 532-8284 or 1-866-327-8996 (1-866-EAST WYO) x 8284 (8:00 am to 5:00 pm Mountain Time)
or

Darci Duran, Distance Learning Technician, at either (307) 532-8289 or 1-866-

327-8996 (1-866-EAST WYO) x 8289 (8:00 am to 5:00 pm Mountain Time)

If you have questions about EWC and distance learning, please contact:

Dee Ludwig, Dean of Instruction for Outreach & Lifelong Learning, at either (307) 532-8221 or 1-866-327-8996 (1-866-EAST WYO) x 8221 (8:00 am to 5:00 pm Mountain Time)

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Delivery

This course is delivered via the World Wide Web (Internet), through Blackboard Learning System software. Access is by username and password only and will be limited by the dates of the course. Students may encounter information which is not in the control of Eastern Wyoming College.

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Taking an Online Course

Quite simply, taking a course in this manner requires personal commitment. You need to remember to read the text. You need to remember to do the assignments. You need to remember to get the work done! If you prefer a little more instructor contact, please send e-mail regarding the course to your instructor. A phone call could also provide you with some personal interaction. In addition, you may visit the instructor on campus as your schedule allows.

Until you receive the official grade for this course, you should keep the following:

- A copy of every assignment which you submit to your instructor.
- A copy of any other correspondence between you and your instructor.

It is also recommended that you print at least the following materials from your course:

- The syllabus.
- The list of assignments & due dates.

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Course Description

Survey of basic concepts of archaeology and basic concepts relating to the origin, evolution, and biological nature of the human species.

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Course Rationale

Anthropology 1100 satisfies the Social Science and/or the Global Studies requirement

for Associate of Science and Associate of Arts degrees. It is an approved Global Studies Elective for several courses of study including Communication, Criminal Justice, Psychology and Sociology. DANTES credit may be earned by taking ANTH 1100. Please check with your advisor for more information.

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Instructional Media & Resources

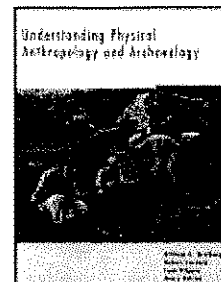
Required Textbook

Title *Understanding Physical Anthropology & Archaeology*, 8th Edition, with InfoTrac and Earthwatch

Author Turnbaugh, Jurmain, Kilgore, Nelson

Publisher Thomson

ISBN 0534612075



Optional: *Study Guide for Essentials of Physical Anthropology*, 6th Edition by Andrew Kramer

Text Website: [Wadsworth Companion Website](#)

Textbooks are available through the [EWC Online Bookstore](#) where you may apply financial aid toward your purchase. The text may also be purchased directly through the publisher or ordered through other online or ground booksellers.

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Course Objectives

At the conclusion of this course the student should be able to:

Identify and describe each of the four major fields of anthropology.

Describe the field of physical anthropology and name some of the topics studied within that field.

Briefly describe the archaeological techniques and why they are important to physical anthropology.

Document the personal investigation of a subject within physical anthropology in a book review.

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Course Outline & Final Due Dates (Tentative)

WK	DATE	Turnbaugh	Concept	Discussion Thrd	Lab	Other
1	01/16-01/16	Ch 1	Get Acquainted	Introductions	1 sec 1-2	

2	01/22-01/26	Ch 2 & 8	Evolutionary theory & history	Fossil evidence	1 sec 3-4	Book List
3	01/29-02/02	Ch 3-4	Biology-heredity	Blood type Punnett SQ	2 sec 1-3	
4	02/05-02/09	Ch 5	Human variation	Facial shape	2 sec 4	Book Choice
5	02/12-02/16	Ch 16-17 & Epilogue	Biocultural effects	Fava beans, lactose & sickle cell	0	
6	02/19-02/23	Ch 14	Archaeology	Photos & strigraphy	7	Written choice & justification
7	02/26-03/02	Ch 15 & 18	Archaeology	NAGPRA	11	REVIEW
8	03/05-03/09	MIDTERM				
9	03/12-03/16	SPRING BREAK				
10	03/19-03-23		Forensic introduction	Facial reconst	0	
11	03/26-03/30	Ch 6 & 8	Primate overview	Sexual dimorphism	3	Book report draft
12	04/02-04/06	Ch 7 & 9	Primate behaviors	Behavioral ecology	5	
13	04/09-04/13	Ch 10	Hominid origins	Sample size	8	
14	04/16-04/20	Ch 11	Erectus & relates	Multi-regional origins	10	
15	04/23-04/27	Ch 12	Neanderthal & relates	Interbreeding with moderns	12	Book report final & posting
16	04/30-05/04	Ch 13	Modern humans & dispersal	Peopling of Americas & Australia	0	REVIEW
17	05/-7-05/11	FINALS				

This course will cover the following topics:

Introduction to Anthropology as a four-field approach to the study of man
 Introduction to archaeological techniques and their application to physical anthropology

Evolutionary thought and its history
Heredity and Evolution
Macroevolution and mammalian classification
Overview of primatology
Hominid Origins (Homo Erectus and Contemporaries, then Neanderthal and Modern Man)
Homonid dispersal
Human variation
Brief introduction to forensic anthropology

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Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlined in the current [Eastern Wyoming College Catalog](#). A student may request a withdrawal from the instructor.

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Course Work

Exams

Two proctored Exams: one midterm and one final. Both are comprehensive of all materials covered to that point in the course. They will be mainly multiple guess, true/false, matching, and fill in the blank.

Book Review

One book review (6 - 10 pages not including the "References Cited" section) due about two weeks prior to final exams. Grading criteria will be based on content, presentation (grammar, spelling & form according to the AAA style guide), and originality.

CD work

Assigned summations of CD work sent to instructor at specified times.

Online Discussion

Discussion postings and participation via the Internet. Chat arrangements may be made for some of these.

Quizzes

Twelve quizzes " These quizzes are not proctored and are taken on your home computer. They can be taken open book, can be taken more than once and should be used as a study tool. Students should achieve a minimum of 80% on each quiz. Questions will be multiple guess, fill in the blank, true/false, and matching. One practice quiz, not included in the ten given for a grade will be given during the first week so students can become familiar with this experience. Of the remaining eleven, the worst score will be thrown out, leaving ten to be averaged for the quiz score

The grading experiences are spread out this way because if there is any one thing that a student fears or fails at, for example exams, other experiences can moderate the effects of the problem area.

Exams

Two proctored Exams: one midterm and one final. Both are comprehensive of all materials covered to that point in the course. They will be mainly multiple guess, true/false, matching, and fill in the blank.

Book Review

One term paper (6 - 10 pages not including the "References Cited" section) due approximately two weeks prior to final exams. Grading criteria will be based on content, presentation (grammar, spelling & form according to the AAA style guide), and originality.

CD work

Assigned summations of CD work sent to instructor at specified times.

Online Discussion

Discussion postings and participation via the Internet. Chat arrangements may be made for some of these.

Quizzes

Twelve quizzes " These quizzes are not proctored and are taken on your home computer. They can be taken open book, can be taken more than once and should be used as a study tool. Students should achieve a minimum of 80% on each quiz. Questions will be multiple guess, fill in the blank, true/false, and matching. One practice quiz, not included in the ten given for a grade will be given during the first week so students can become familiar with this experience. The worst quiz score will be thrown out of the remaining eleven - leaving ten quizzes to be averaged for the quiz grade

The grading experiences are spread out this way because if there is any one thing that a student fears or fails at, for example exams, other experiences can moderate the effects of the problem area.

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Course Expectations**Class Participation**

A meaningful learning experience requires minimal standards and respect and consideration for others. It is not possible to provide an inclusive list of all disrespectful, disruptive behaviors. The mature college student will recognize the following as being unacceptable:

- negatively challenging an instructor online (make an appointment to discuss conflicts privately or through e-mail)
- use of disrespectful language in online discussions or e-mail

Late Assignments

Quizzes and assignments will be available within certain dates. After those specified dates, quizzes will not be available. Book reviews must be uploaded by the assigned dates. Points will be deducted for late papers. Tardiness in sending the finished copy of the book review may result in reduction of the term paper grade by one full letter grade. CD assignments must be turned in by the date specified or points will be deducted, as will discussion entries not within the week the discussion is assigned. Proctored exams will be available for only one week of business days. Death or prolonged illness, documented by a written physician's note, will provide the only extenuating circumstances.

Make-up Policy

Make-up exams on the midterm proctored exam will be given due to extenuating circumstances beyond the student's control (death or illness documented by a physician, a week long snowstorm etc). The student must contact the instructor as soon as possible to make arrangements. The make up exam must occur the week following the week the exams were scheduled, and will be subject to the proctor's schedule

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Grading Criteria

All assignments and quizzes will be assigned a point value. The cumulative weight of the points earned will be graded on the basis of the following percentages.

Factor	Grade %
2 Exams	30
Book Review	30
CD Work	5
Discussion	10
Quizzes	25

Letter Grade	Percentage
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	< 60

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Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

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General Education Requirements

Communication Skills: Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.

Analytical and Quantitative Reasoning: Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.

Technology Skills: Graduates will be able to demonstrate competence using technology appropriate to their disciplines.

Social Awareness: Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.

Information Literacy: Graduates will be able to locate, evaluate, and use information effectively.

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ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact [Debbie Ochsner](#) or [Tom McDowell](#) as soon as possible so that arrangements may be made.

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Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last Modified:
E-mail comments to your Instructor

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Print

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EASTERN WYOMING COLLEGE BUSINESS ADMINISTRATION

COURSE NAME..... Business Communications
 COURSE NUMBER..... BADM 1020
 SECTION..... 01
 CREDIT HOURS 3 credit hours
 CONTACT HOURS 3 lecture hours
 SEMESTER..... Fall 2007
 TIME..... TTH 10:30-11:55 AM
 LOCATION Tebbet Room 273
 INSTRUCTOR Janet Martindale *-Ruth Kepp*
 OFFICE Tebbet 210
 OFFICE HOURS..... M 9-10 a.m., TW 2-4 p.m. or other times by appointment
 TELEPHONE..... 532-8288 (Office)
 E-MAIL..... janet.martindale@ewc.wy.edu

COURSE DESCRIPTION

This course will cover the topic of business communications - written, oral, nonverbal, and listening. Application will be made to business situations. The major focus of this course is on writing business messages and reports. Emphasis will be given to the study of effective writing principles, problem analysis, and the writing process.
 Prerequisites: ENGL 1010 or TECH 1005 with a grade of "C" or better.

RATIONALE

This course provides business majors with needed business communication skills in a wide variety of areas. It is a required course for the following Associate of Applied Science programs: Business Administration, Business Office Technology, and Computer Information Systems.

USE OF INSTRUCTIONAL MEDIA AND RESOURCES

Required Text: Guffey, Mary Ellen. *ESSENTIALS OF BUSINESS COMMUNICATIONS*, 7th Edition Thomson South-Western, 2007. (0324313926)

GRADING (Evaluation Technique and Course Requirements)

Each student will be evaluated on his/her performance in the following way:

Work	Percentage
Writing Assignments	50
Exams/Quizzes	30
Final Exam	20

Grades will be calculated based on the instructor's grading scale:

Letter Grade	Percentage
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 70
F	0 - 59

Assignments are to be submitted when due. Extra credit will NOT be given for this course.

WITHDRAWAL POLICY

August 28, 2007: Class begins

November 2, 2007: Last day to drop regular semester classes, 4 p.m.

December 14, 2007: Last day of class

Withdrawal from the college may be initiated by the student following the procedures outlined in the Eastern Wyoming College catalog.

ADA ACCOMMODATIONS

Eastern Wyoming College is committed to providing accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mr. Tom McDowell (532-8330) or Mrs. Debra Ochsner (532-8238) as soon as possible so that arrangements can be made.

If you have any personal health problems or limitations that the instructor should be aware of, please advise me of these on an individual basis.

CLASSROOM EXPECTATIONS

- Turn off cell phones when entering the classroom.
- Food and drink is NOT allowed at any computer workstation.
- Adjust volume on speakers/headphones to appropriate levels before and during use.
- Be considerate and respectful of your classmates.

ACADEMIC DISHONESTY

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

COURSE OBJECTIVES

After completion of this course, the successful student should be able to

- understand the importance of becoming an effective and professional communicator in today's changing workplace.
- explain how culture affects communication, and describe methods for improving cross-cultural communication.
- identify and implement the three phases of the writing process: pre-writing, writing, and revising.
- create messages that spotlight audience benefits and cultivate a "you" view.
- contrast formal and informal methods of researching data and generating ideas for messages.
- write effective e-mail messages and memos.
- use direct messages for requests and claims.
- write persuasive messages.
- describe the goals and strategies of business communicators in delivering bad news, including knowing when to use the direct and indirect patterns.
- write an informal recommendation report.
- use varied research techniques to find data for a formal report.
- outline procedures for planning, leading, and participating in productive business meetings.
- present the information from the formal report in an outline, such as digital media such as PowerPoint.
- write a resume and cover letter.
- describe the activities that take place before, during, and after an interview.

GENERAL EDUCATION REQUIREMENTS

- **Communication Skills:** EWC Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** EWC graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** EWC graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** EWC graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** EWC graduates will be able to locate, evaluate, and use information effectively.

TENTATIVE COURSE OUTLINE

Time	Readings/Assignments
Unit 1, Week 1	<ul style="list-style-type: none"> • Read Chapter 1: <i>Building Your Career Success With Communication Skills</i>
Unit 1, Week 2	<ul style="list-style-type: none"> • Unit 1 Quiz: Chapter 1 • Read Chapter 2: <i>Creating Business Messages</i>
Unit 2, Week 3	<ul style="list-style-type: none"> • Read Chapter 3: <i>Improving Writing Techniques</i>
Unit 2, Week 4	<ul style="list-style-type: none"> • Read Chapter 4: <i>Revising and Proofreading Business Messages</i>
Unit 2, Week 5	<ul style="list-style-type: none"> • Unit 2 Quiz: Chapters 2-4 • Read Chapter 5: <i>E-Mail and Memorandums</i>
Unit 3, Week 6	<ul style="list-style-type: none"> • Read Chapter 6: <i>Direct Letters and Goodwill Messages</i>
Unit 3, Week 7	<ul style="list-style-type: none"> • Read Chapter 7: <i>Persuasive Messages</i>
Unit 3, Weeks 8	<ul style="list-style-type: none"> • Read Chapter 8: <i>Negative Messages</i> • Fall Recess: No classes October 18-19, 2007

Attempt to bring in speaker
video business relations

Unit 3, Week 9	<ul style="list-style-type: none"> • Unit 3 Quiz: Chapters 5-8 • Read Chapter 9: <i>Informal Reports</i>
Unit 4, Week 10	<ul style="list-style-type: none"> • Read Chapter 10: <i>Proposals and Formal Reports</i>
Unit 4, Week 11	<ul style="list-style-type: none"> • Unit 4 Quiz: Chapters 9-10 • Read Chapter 11: <i>Communicating in Person, in Meetings, by Telephone, and Digitally</i>
Unit 5, Week 12	<ul style="list-style-type: none"> • Read Chapter 12: <i>Making Effective and Professional Oral Presentations</i> • Formal Report Due
Unit 5, Week 13	<ul style="list-style-type: none"> • Read Chapter 13: <i>The Job Search, Resumes, and Cover Letters</i> • Thanksgiving Recess: No classes November 21-23, 2007
Unit 6, Week 14	<ul style="list-style-type: none"> • Read Chapter 13: <i>The Job Search, Resumes, and Cover Letters, Continued</i> • Unit 5 Quiz: Chapters 11-12
Unit 6, Week 15	<ul style="list-style-type: none"> • Read Chapter 14: <i>Employment Interviewing and Follow-up Messages</i>
Final Exam	<ul style="list-style-type: none"> • Comprehensive Final Exam: Tuesday, December 11, 2007, 10-11:45 a.m.

DISCLAIMER STATEMENT

The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. All changes will be announced in class.

SAFETY POLICY

Eastern Wyoming College is concerned for the safety of its students, visitors, and employees, and endeavors to take every reasonable precaution in this regard. Certain rules and procedures are necessary if the College is to provide a safe learning environment. It is important to recognize that students and staff share in the process of minimizing accidents and injury. The purpose of this document is to inform you, the student, of your responsibility and actions to take in the event of an emergency situation. Safety is everyone's responsibility!

Dial 9-911 to report an emergency using a College phone. Do not use the College phones during an emergency for personal calls. Emergency use has priority. Follow any instructions given to you by the classroom instructor.

TORNADO

Watch – there is a chance for damaging wind; conditions are favorable for a tornado

Warning – a tornado has been sighted

Siren – a tornado has touched down in the area. The siren sounds steadily until it has lifted. The siren is located near the dorm south of the College. If the siren sounds or you are instructed to do so, go to a safe shelter area. The safe shelter area is against the inside wall of the room. You should sit on the floor and place your head between your knees. Stay away from windows and keep the doors closed. Do not leave the building. Remain in the safe shelter area until an all-clear signal has been given.

FIRE

Evacuate the building using exits away from the fire location. The instructor or a student should activate the building fire alarm device and report the fire by phone (dial 9-911) and, also, call the switchboard operator (dial 0) and report location (building and room) and type of material burning.

Close doors and windows in the immediate fire area when possible.

SEVERE WINTER WEATHER

If classes are dismissed for the day: an announcement will be made on radio stations KGOS or KERM in Torrington.

If classes are dismissed during the day: an announcement will be made throughout the campus at the time of the decision and on radio stations KGOS or KERM in Torrington. Faculty, staff, and off-campus students are expected to use sound judgment regarding venturing to and from their destination and not take unnecessary chances (even if the College is in session).

Eastern Wyoming College
COURSE SYLLABUS

COURSE TITLE: Fundamentals of Reading II
COURSE NUMBER: DVST 0520 – Spring 2008
CREDIT HOURS: 3 Credits
TIME: M/W – 1:30-3:00 p.m. (incl. 1 hr. / wk. lab)
LOCATION: EWC Room 4
INSTRUCTOR: Sue McBride
 358-5622 (work)
sue.mcbride@ewc.wy.edu
OFFICE HOURS: M /W– 3:00-4:00

Course Description: This course is designed to develop reading comprehension and reading vocabulary. An emphasis will be placed upon holistic vocabulary development and application of comprehension skills, which will be required through the analysis of written material, a further development of study skills, and an increase in the development of reading rate. Prerequisite: Appropriate score on the placement examination.

Rationale: This course reviews and/or provides remedial instruction in the use of strategies to improve reading comprehension, reading rate, vocabulary, and study skills.

Resources:

- The Skilled Reader, D.J. Henry (Updated Edition)
- "MyReadingLab" 2.0
- Webster Handy College Dictionary (Third Edition)
- "Inspiration 8"

Course Objectives: Emphasis will be placed on development of comprehension and vocabulary skills through classroom instruction, homework assignments, and independent work. Upon completion of this course, the student should be able to:

- Utilize a variety of techniques to foster vocabulary acquisition during reading;
- Determine word meanings from prefixes, roots, and suffixes;
- Effectively use a dictionary;
- Identify and isolate topics and major ideas;
- Identify the differences between major and minor details;
- Analyze and synthesize general information;
- Draw valid conclusions;
- Begin to develop critical thinking skills;
- Identify transitions to improve comprehension; and
- Show improvement in comprehension and vocabulary as measured by the COMPASS test

Course Requirements:

- **Class Attendance:** Students are expected to attend each scheduled class. Much of the value and meaning of this course will come from what happens in class, so students must be here on a steady basis. As a courtesy to the instructor, **PLEASE NOTIFY THE INSTRUCTOR BEFORE CLASS IF YOU WILL BE ABSENT.** Although the student may have notified the instructor regarding an absence, the absence will still be recorded. It is the student's responsibility to obtain and complete all missed assignments.
- **Homework:** Curriculum for this class will be based on the needs of individual students. Homework assignments will be taken from the material presented and covered during class time.
- **Mastery Tests:** Mastery tests covering material from the textbook and other assignments will be given.

Evaluation Criteria for Grades:

- Attendance – 10%
- Homework – 25%
- Quizzes – 20%
- Mastery Tests – 45%

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

Late Assignment Policy: A late assignment may have a 25 percent deduction if it is submitted within one week of the due date. After seven days, the assignment may be graded with a 50 percent deduction.

Withdrawal Policy: Withdrawal from the course must be initiated by the student following procedures outlined in the current Eastern Wyoming College Catalog. The student may request a withdrawal from the instructor. The Office of Outreach in Torrington will handle the withdrawals. If there is a problem that leads to a possibility of withdrawing, please contact me first. I will try to work with your schedule as much as I possibly can. If there is an emergency situation, I can give an incomplete grade with time in the next semester to complete the work.

Conduct Expectations: Students are expected to arrive on time for scheduled classes and to be prepared with course materials and **completed** homework assignments. Students are to be honest and respectful in their dealings with the instructor and other students.

Student Safety: Fire escape routes are posted in all classrooms. If there are any medical conditions that the instructor or staff should be aware of, please inform necessary personnel. Please refer to the Student Catalog of Eastern Wyoming College or ask your instructor if you have specific questions that have not been explained here.

ADA Accommodations: Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mr. Tom McDowell (307-532-8330) or Mrs. Debra Ochsner (307-532-8238) as soon as possible so that arrangements may be made.

Disclaimer Statement: The instructor reserves the rights, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. All changes will be announced in class.

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting with the policies and procedures of EWC, to make changes in course materials.

GENERAL EDUCATION REQUIREMENTS

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

READING IMPROVEMENT II – DVST 0520

COURSE SCHEDULE – Spring 2008

DATES	TOPICS
Jan. 14, 16 --	<u>Overview of Course:</u> <ul style="list-style-type: none">• Syllabus• Review Computer Access & MyReadingLab<ul style="list-style-type: none">○ Diagnostic Assessments – MyReadingLab
Jan. 21, 23 --	<u>Text – Ch 1— A Reading System for Skilled Readers</u> <ul style="list-style-type: none">• Selection 1: “Shoulders” p. 467-469• Reading Enrichment: Reading Graphics – p. 581-589• Lab –<ul style="list-style-type: none">○ Intro to Online Lab Manual – Complete activities for Ch 1○ MyReadingLab – Reading Road Trip
Jan. 28, 30 –	<u>Text – Ch 2 – Vocabulary in Context</u> <ul style="list-style-type: none">• Selection 2: “Finding My Voice” – p. 474-476• Lab –<ul style="list-style-type: none">○ Online Lab – Ch 2○ MyReadingLab – Reading Road Trip
Feb. 4, 6 –	<u>Text – Ch 3 – Vocabulary Building Skills</u> <ul style="list-style-type: none">• Selection 3: “A Dad at the Final Frontier”• Lab<ul style="list-style-type: none">○ Online Lab – Ch 3○ MyReadingLab – Reading Road Trip
Feb. 11, 13 –	<u>Text – Ch 4 – Topics and Main Ideas</u> <ul style="list-style-type: none">• Selection 4: “Close Again”• Lab<ul style="list-style-type: none">○ Online Lab – Ch 4○ MyReadingLab – Reading Road Trip
Feb. 18, 20 –	<u>Text – Ch 5 – Locating Stated Main Ideas (Topic Sentences)</u> <ul style="list-style-type: none">• Selection 5: “I’ve Seen the Worst That War Can Do”• Lab<ul style="list-style-type: none">○ Online Lab – Ch 5○ MyReadingLab – Reading Road Trip

- Feb. 25, 27 – Text – Ch 6 – Supporting Details
- Selection 6: “Iron Man Ripken Has a Soft Spot for His Hometown”
 - Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip
- Mar. 3, 5 Text – Ch 7 – Outlines and Concept Maps
- Introduction to Inspiration 8
 - Selection 7: “Want to Do Better on the Job? Listen Up!”
 - Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip
- Mar. 10, 12 (Midterm)Text – Ch 8 – Transitions and Thought Patterns
- Midterm – Test Ch 1-7 (Monday)
 - Part Four: Reading Enrichment
 - Select book to read from choices in text or approved “other” selection
 - ✓ • Selection 8: “Sojourner Truth”
 - Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip
- Mar. 15-24 (Spring Break)– Begin Reading Book
- Mar. 26, Text – Ch 9 – More Thought Patterns
- ✓ • Selection 9: “Emma Goldman”
 - Lab
 - Online Lab
 - MyReadingLab—Reading Road Trip
- Mar 31, Apr. 2 Text – Ch 10 – Implied Main Ideas
- Reading Enrichment: Figurative Language
 - Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip
- Apr. 7, 9 – Text – Ch 11 -- Inferences
- Selection 10: “The Story of an Hour”
 - Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip

Apr. 14, 16 –

Trade Book Discussion and Book Test

- Reading Enrichment: Fact and Opinion
- Using Inspiration 8 to organize book review
 - Write Book Review
- Lab
 - Online Lab
 - MyReadingLab – Reading Road Trip

Apr. 21, 23 –

Begin review for final

- Lab
 - Complete Online Lab
 - Complete MyReadingLab – Reading Road Trip

Apr. 28, 30

Diagnostic Post-Test & Retake COMPASS

May 5-9 (Finals Week) –

May 9th – END OF SEMESTER

WRITING SKILLS
SPRING 2008
DUST 0640

Course Information

- * Writing Skills 0640
- * 3 credit hours
- * Spring 2008

Instructor

- * Shirley DeMerritt
- * Phone: 746-2255 (home)
746-8024 (cell)
- * Email: shirldm@yahoo.com

Course Content

*Instruction, reading, and writing practice in the organization of short compositions. Review of sentence elements and of usage as necessary. This course may be used as a preparatory course for students who plan to enroll in English 1010.

*Required Texts: English Skills with Readings, 9th edition.

Author: John Langan

*Please have access to a dictionary and the MLA Reference book

Course Schedule

*Independent study.

Grading Scale

*90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Class Expectations

*You must read the assigned chapter before the next class and have any assignments finished. This class will require numerous writing assignments. You will also be required to turn in a five page essay at the end of the semester. Each student must keep a journal that will be turned in at the conclusion of the semester.

* Late papers and tests will have five points deducted.

*Please contact the instructor if you will miss a class.

* A student may choose to withdraw from a course anytime before the published withdrawal deadline (see school calendar)

General Education Requirements

*Communication Skills: Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.

* Analytical and Quantitative Reasoning: Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.

* Technology Skills: Graduates will be able to demonstrate competence using technology appropriate to their disciplines.

* Information Literacy: Graduates will be able to locate, evaluate, and use information effectively.

Accommodation Statement

- ADA Accommodations:
 - Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Oschsner (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

Disclaimer Statement

*The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. All changes will be announced in class.

Syllabus

**The activities in these chapters are to help you understand the concepts of writing. They will not be graded. The assignments will be graded.

*Start a journal. I want you to start out with paragraphs and later to write small one or two page essays. This can be whatever you want to write about. I want you to get comfortable with writing. The journal will be collected at the end of the semester and will be counted as extra points toward your grade.

Class 1

*Take the sentence skills diagnostic test on pages 355-359. Bring a copy to next class. This will not be graded, but will be beneficial in seeing where you might have problems in grammar.

*Read Chapter 1 and 2.

Do the activity on page 23. Freewrite about different jobs you have had and what you liked or did not like about them. Don't worry about mistakes at this point. Then go through the different techniques- questioning, make a list, clustering, and preparing a scratch outline. Then work through writing a first draft. I then want you to revise the paper until you have an improved version of your original paper. Don't worry too much about this paper- have fun and enjoy writing!!

Class 2

*Read Chapter 3

Do assignment # 2 on page 81

*Chapter 21 Subjects and Verbs

Take review test page 410

*Chapter 22 Sentence Sense

*Chapter 23 Fragments

Take review tests 2 & 3 pages 427-429

*Chapter 24 Run-Ons

Take review tests 1-3 pages 441-443

Class 3

Read Chapter 4

*Chapter 26 Standard English Verbs

*Chapter 26 Irregular Verbs

*Chapter 27 Standard Verb Agreement

Take review tests 1-2 at the end of all three chapters.

Class 4

* Read Chapter 5 & 6

Take Review Tests on pages 125-136

Class 5

Read Chapter 7

*Chapter 28 Pronoun Agreement

Take review tests 1-2 pages 475-476

* Chapter 29 Pronoun Types

Take review test page 482

* Chapter 30 Adjectives and Adverbs

Take review test page 487

Class 6

* Read Chapter 7 & 8

Do writing assignment #2 chapter 8

*Chapter 31 Misplaced & Dangling Modifiers

Take review test pages 493-494

Class 7

* Read Chapter 9

Do writing assignment #2

* Chapter 32 Paper Format

Take review test pages 499

*Chapter 33 Capital Letters

Take review tests #1 pages 508-509

Class 8

*Read Chapter 10

You can choose one of the writing assignments

*Chapter 34 Numbers and Abbreviations

Take review test pages 521

Class 9

* Read Chapter 11

Do writing assignment #2

*Chapter 35 Apostrophe

Take review test 1 pages 521-522

*Chapter 36 Quotation Marks

Take review test 1 & 2 pages 529-530

Class 10

* Read Chapters 12 & 13

Do assignment #2 in Chapter 12

Do assignment #4 in Chapter 13

Chapter 11

* Read Chapter 14

Do writing assignment #1

*Chapter 37 Commas

Take review test 1-2 pages 538-539

*Chapter 38 Other Punctuation Marks

Take review test page 544

Class 12

*Read Chapter 15

You may choose a writing assignment of your choice.

*Read Chapters 39-44 and take the tests on pages 595-602, 617-628

Class 13

*Read Chapter 16

Do writing assignment #2.

*Read Chapter 17

Do a writing assignment of your choice

*Take tests on pages 557-564

*Take tests on pages 578-582.

Class 14

*Read Chapter 18

Choose one of the essay assignments on pages 348-354. This essay should contain 5 paragraphs as described in Chapter 18.

Class 15

*Read Chapter 19 & 20

* Start research on your final essay paper. This essay will need to be at least 5 pages long with proper citations. Please have at least 4 different sources for your paper (internet, books, magazines, etc). Please use MLA style for your paper.

Class 16

*Questions and help with essay

Class 17

*Essay due

History 1110 – 01
Western Civilization I
Fall 2007 – 3 Credit Hours

MWF 11:00 – 11:55

Room: TEB 272

Instructor: Jeff Bruening

Office: 213 FAC

Office Hours: 9-10:30 MWF, 1-2:30 TTh or by appointment

Office Phone: 307-532-8286

Home Phone: 307-532-7634 **Please NO calls after 10:00pm**

email: jeff.bruening@ewc.wy.edu

Blackboard mail is active.

I. Catalogue Description: An introductory course in the study of Western civilization with attention given to the political, social, and economic developments from 1650 to the present.

II. Course Rationale: An awareness of the past is essential to understanding current institutions, issues, and social forces. In addition, the study of history promotes the organization of data, critical thinking, writing skills, and an appreciation for academic inquiry and integrity.

III. Course Goals and Objectives: Upon satisfactory completion of this course students should be able to demonstrate:

A. Historical perspective through:

1. The ability to recognize and understand the important features of a historical period.
2. The ability to recognize and understand the relationships among historical periods, including the present.
3. The ability to distinguish between primary and secondary sources.

B. Critical thinking through:

1. The ability to formulate historical interpretations, both orally and in writing, and defend them critically with reference to primary and secondary sources.

C. Effective communication through:

1. Quality written papers and essay exams.
2. Quality oral presentations or class discussions.

D. Social and global awareness through:

1. An awareness of the unique patterns of thought and systems of values that constitute the human heritage.
2. An understanding of different cultures and peoples of the past.

E. Historiography through an understanding of and relationship among:

1. Political history
2. Cultural history
3. Economic history
4. Social history
5. Intellectual history

IV. General Education Requirements

- Communication Skills: Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- Analytical and Quantitative Reasoning: Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- Technology Skills: Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- Social Awareness: Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- Information Literacy: Graduates will be able to locate, evaluate, and use information effectively.

V. Course Requirements: Due to the course's lecture and discussion format, attendance is mandatory. While tape recorders are permitted, good note taking is strongly recommended. If you are unable to attend class, contact the instructor either prior to or immediately after class. You must make arrangements with a classmate to obtain a copy of their notes in the case of a missed class. Assigned readings, as per the course schedule, must be completed prior to class. All written assignments must be turned in at the start of class or before the specified time on the date due.

***** Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such a disability, the student should contact Tom McDowell, 532-8330, or Debra Ochsner, 532-8238, as soon as possible so that arrangements may be made.**

Required Reading:

Textbooks:

Hunt, Lynn, Thomas R. Martin, Barbara H. Rosenwein, R. Po-chia Hsia, and Bonnie G. Smith. *The Making of the West: Peoples and Cultures A Concise History*. Boston: Bedford/St. Martin's, 2003.

Perry, Marvin, Joseph R. Peden, and Theodore H. Von Laue. *Sources of the Western Tradition Volume I: From Ancient Times to the Enlightenment*. 6th ed. Boston: Houghton Mifflin Co., 2006.

Recommend Readings:

Strunk, Jr., William and E.B. White. *The Elements of Style*. 4th Ed. With a Foreword by Roger Angel. New York: Longman Publishers, 2000.

Posted reading assignments should be finished prior to coming to class on the date the readings are assigned.

Historical Discussions: The in-class discussions are designed to deepen the student's knowledge of the major historical themes and documents in Western civilization. Students will be responsible for bringing two questions per assigned reading for the class discussions. These questions must be designed to encourage some sort of thoughtful debate about the subject material. Students do not necessarily have to know answers to their questions. Instead, the goal is to work as a class in finding possible answers to the questions. Participation in each discussion is worth ten points.

Written Assignments: Students must write a five page, double-spaced formal paper. The specific paper topic is attached to this syllabus. Students will have the option to submit a rough draft on October 23. Completed assignments must be handed in at the start of class or before the specified time on the date due. **The paper must be submitted in both print and as an (.rtf) formatted file through Blackboard.** The paper is worth one hundred points and is due on December 6. **No late assignments will be accepted.** Academic honesty is a must. Plagiarism will be dealt with according to Eastern Wyoming College's academic policies.

Writing Workshop: Students will have the opportunity to attend a writing workshop scheduled for September 13 from 6 to 8 p.m. in TEB 131. The workshop will provide students with information on how to write a formal research paper and what resources are available through the EWC library. Students who attend will earn ten extra credit points.

Exams: There will be three 100 point exams to measure your knowledge of the course material. The exams will consist of multiple-choice and short answer essay questions. **Blue books are required for the exams.** Makeups for missed exams are permitted at the instructor's discretion. These makeup exams will differ in their content, but not format. **New blue books must be submitted to the instructor with your name on them one week before the posted exam dates.**

Grading: The course grade is based on the following assignments:

12 Historical Discussions, 10 points each	120 points
Written Assignment	100 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Total Points	520 points

The grading scale for the course is:

A = 100 – 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = 59% and below

Grades are posted on Blackboard.

Course Schedule: This schedule is subject to change with all changes announced in class.

- Week 1 Course Introduction; Foundations of Western Civilization
 28 August
 30 August Readings: Textbook, Chapter 1
- Week 2 Foundations of Western Civilization continued; The Greek Golden Age
 4 September Readings: Source Book, Chapter 1
Discussion
 6 September Readings: Textbook, Chapter 2
- Week 3 The Greek Golden Age continued; From Classical to the Hellenistic World
 11 September
 13 September Readings: Textbook, Chapter 3
Submit Blue Book for the Exam
Writing Workshop, 6pm in TEB 131
- Week 4 From Classical to the Hellenistic World continued
 18 September Readings: Source Book, Chapter 3
Discussion
 20 September **Exam 1**
- Week 5 The Rise of Rome
 24 September Readings: Textbook, Chapter 4
 28 September Readings: Source Book, Chapter 4
Discussion
- Week 6 The Roman Empire
 2 October Readings: Textbook, Chapter 5
 4 October Readings: Source Book, Chapter 5
Discussion
- Week 7 The Transformation of the Roman Empire
 9 October Readings: Textbook, Chapter 6
Submit Blue Book for the Exam
 11 October Readings: Source Book, Chapter 6
Discussion
- Week 8
 16 October **Exam 2**
 18 October **No Class – Fall Recess**
- Week 9 The Heirs of the Roman Empire; Unity and Diversity in Three Societies
 23 October Readings: Textbook, Chapter 7
Submit Paper Rough Draft
 25 October Readings: Textbook, Chapter 8

Week 10 Unity and Diversity in Three Societies continued; Renewal and Reform
30 October Readings: Source Book, Chapter 7

Discussion

1 November Readings: Textbook, Chapter 9

Week 11 Renewal and Reform continued; An Age of Confidence

6 November Readings: Textbook, Chapter 10

8 November Readings: Textbook, Chapter 11

Week 12 Crisis and Renaissance

13 November Readings: Source Book, Chapter 8

Discussion

15 November Readings: Source Book, Chapter 9

Discussion

Week 13 Struggles Over Beliefs

20 November Readings: Textbook, Chapter 12

21 November **No Class – Thanksgiving**

23 November **No Class – Thanksgiving**

Week 14 Struggles Over Beliefs continued

27 November Readings: Source Book, Chapter 10

Discussion

29 November Readings: Source Book, Chapter 11

Discussion

Week 15 Struggles Over Beliefs continued

4 December Readings: Source Book, Chapter 12

Discussion

6 December Readings: Source Book, Chapter 13

Discussion

Writing Assignment Due

Week 16

13 December **Final Exam 8-9:45**

The scheduling of the activities and teaching strategies, but not the content or course objectives, on this syllabus may be altered at any time at the discretion of the instructor.

VI. Classroom Etiquette: A friendly supportive classroom atmosphere in which respect is accorded everyone in class promotes learning. While class discussion is welcome, classroom disruptions infringe upon another person's "right to learn" and cannot be tolerated. All persons have a right to learn.

VII. Withdrawal: Students may withdraw from the course with a W on or before November 2. The decision, however, must be made and the procedure accomplished on or before the college's official last day to drop classes. Withdrawing from the class is the student's responsibility. In accordance with the college's official policy, the instructor may withdraw a student on or before the last day to drop classes if (1) a student's absences exceed 20% of the scheduled class sessions for the semester or (2) the student has missed six consecutive class sessions. Students desiring an instructor withdrawal after the official withdrawal date must attend every class between the official date and the end of the semester.

VIII. Emergencies: In case of weather or fire emergencies please refer to the safety information sign located near the classroom's door.

SYLLABUS

HMDV 1000: College Studies
Fall 2008, Section 05
Tuesdays and Thursdays, 3:00 – 3:55 p.m.
August 26, 2008 through October 14, 2008

COURSE INFORMATION:

Course Credit: One (1) Credit
Contact Hours: Fifteen (15) Classroom Hours
Location: Tebbett 116

INSTRUCTOR INFORMATION:

Instructor: Rick Vonburg
Contact Information: Work: 307-532-8299
e-mail: rick.vonburg@ewc.wy.edu
Office Hours: M-F 10:00-10:55 a.m. or other times by appointment

COURSE CONTENT INFORMATION:

Catalog Description: This course is designed as a general orientation and transition to college for all new students and transfer students who have fewer than 30 semester credits. This course will enable the student to explore and understand the whole college environment, to identify and utilize campus and community resources which will enhance her/his academic experience, and will assist the student in the development of short and long term academic and career goals.

Course Rationale: To assist the student in making a successful transition into postsecondary education.

COURSE OBJECTIVES:

1. Academic Survival Skills: study skills, library utilization, time management, reading for content, testing skills, introduction to campus computer lab (e-mail, word processing), homework and assignments, critical thinking & analytical skills

Objectives:

- A. Demonstrate the use of library resources
- B. Demonstrate note-taking skills
- C. Describe a plan for reading textbooks
- D. Discuss strategies for test preparation
- E. Demonstrate setting priorities
- F. Maintain a calendar
- G. Schedule study and homework time
- H. Demonstrate the ability to think analytically
- I. Set and achieve study goals
- J. Answer instructor and examination questions

2. Instructor Relations/Expectations: faculty differences, course syllabi, communication, student and faculty responsibilities

Objectives:

- A. Contrast the differences between college faculty expectations and high school faculty

expectations

- B. Discuss the implications of information in a course syllabus
- C. Compare the students' responsibilities for learning with the faculty's responsibilities for facilitating learning

3. Career Goals: career planning, transfer planning, interest inventory

Objectives:

- A. Discuss the difference between a college major and a career
- B. Identify the type of information gained with an interest inventory, occupational assessment, or other career inventory process
- C. Outline the steps necessary for successful transfer planning and/or entry into the workplace

4. Personal Issues and Decisions: adjustment to college financial decisions, lifestyle choices, healthy decisions related to sexuality and drugs

Objectives:

- A. Discuss the personal issues related to attending college
- B. Differentiate between healthy and unhealthy choices and describe the potential consequences of each
- C. Describe money management issues related to budgeting, credit card debt, and financial aid arrangements

5. Resource Utilization: college resources (counseling, tutoring, study groups, college catalog, student handbook, advising, public health department), community resources

Objectives:

- A. Identify resources to facilitate academic success
- B. Identify resources to assist with personal issues
- C. Utilize college and community resources efficiently

REQUIRED TEXTBOOK:

Your College Experience: Strategies for Success
Concise 7th Edition
John N. Gardner, A. Jerome Jewler, and Betsy O. Barefoot
Wadsworth Group, 2008 ISBN 1-4130-3075-0

REQUIRED MATERIALS:

2008-2009 Eastern Wyoming College Catalog
A Planner/Student Calendar
Journal Notebook (spiral notebook, bluebook, etc.)
A Highlighter Marker/Pen
Active e-mail account

COURSE EXPECTATIONS

Attendance: Class attendance is very important for your success in this class. As per the EWC Catalog, "an instructor is authorized to withdraw a student from a course whenever: a) the student's absences in the course exceed 20% of the scheduled sessions for the semester." This class meets 15 times; therefore, only 3 absences will be allowed. More than 3 absences may result in your withdrawal from the course. If you are ill, have someone telephone the instructor at 307-532-8299 before class begins. You are responsible for taking steps necessary to obtain information missed. The last day to drop this class with a grade of "W" instead of a grade of "F" is September 30th.

Assignments: All assignments are due no later than the beginning of the class period in which they are due. All e-mail assignments are due by noon of the day they are due. No late assignments will be accepted and a grade of zero (0) will be given. If you know you are going to be gone, assignments must be turned in early. All assigned readings are to be completed prior to the next class period. In-class assignments and journals may be collected and reviewed at anytime (unannounced) by the instructor throughout the semester.

Classroom Décor: Treat others as you would like to be treated. Participate—be present mentally and physically. Maintain confidentiality and respect for what others share in class. Speak from your own experiences using “I” statements. Listen carefully and speak truthfully. Seek first to understand, then to be understood. Take risks—have courage to feel uncomfortable and to talk about uncomfortable feelings. Stay open to new ideas—be willing to “try things on.” Be honest!

Evaluation of class:

A point system will be used to determine the final grade for this course. Grades will be determined on the following point scale:

- Grade
- 90 – 100% of points = A
- 80 – 89% of points = B
- 65 – 79% of points = C
- 50 – 64% of points = D
- Less than 50% of points = F

Points are based on the approximate distribution of activities:

Daily work	15@10 each	150
Chapter Quizzes		100
4 tests	@50 each	200
5 lab assignments	@20 each	100
Journal Assignments/ Optional Activities		150
Final Exam		150
Approximate Total Points		850

- Optional Activities for Extra Credit (10 each) 50 Max
 - SmarThinking Live Tutor Interaction
 - Learning Skills Lab Tutor
 - Theatre Production
 - Lecture Series
 - Community Education Workshop
 - Community Service Work (1 point/hour, 10 max)
 - Any other activities that may occur which the instructor will indicate as qualifying for Extra Credit

SAFETY

The health, safety, and well-being of each student are of utmost concern. Check the evaluation plan posted in the room for information on where to go and what to do in an emergency situation such as a tornado, fire, or earthquake. In case of an emergency, students must remain calm and orderly and follow the directions of the instructor.

ADA ACCOMODATIONS

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires reasonable accommodation for such disability, the student should contact Mrs Debra Ochsner (532-8238), or Mr. Tom McDowell as soon as possible so that arrangements may be made.

TENTATIVE CLASS SCHEDULE

The tentative class schedule for this course follows. The Instructor reserves the right to modify assignments either by adding or deleting specific assignments and/or due dates. All changes will be announced in class. E-mail assignments will be added as necessary. All e-mail assignments are due by noon. All assignments must be turned in ON TIME. No late assignments will be accepted and a grade of "0" (zero) will be given. All students should expect some type of class evaluation each class period.

TENTATIVE COURSE SCHEDULE

Tuesday, Aug. 26, 2008

Session 1 Topic
Activities/Assignments

Introductions/Orientation to Course/Syllabus Review
Read Chapter 1, *Succeeding in College and in Life*
Journal Assignment

Thursday, Aug. 28, 2008

Session 2 Topic
Activities/Assignments

Success
Read Chapter 2, *Managing Your Time*
Journal Assignment

Tuesday, Sept. 2, 2008

Session 3 Topic
Activities/Assignments

Time Management
Read Chapter 3, *Discovering How You Learn: A Primer for Lifelong Learning*

Journal Assignment

Thursday, Sept. 4, 2008

Session 4 Topic
Activities/Assignment

Learning Styles and Personality
Read Chapter 4, *College Courses and Careers: Learning for a Lifetime*
Journal Assignment

Tuesday, Sept. 9, 2008

Session 5 Topic
Activities/Assignments

Careers
Read Chapter 5, *Engagement with Learning*
Journal Assignment

Thursday, Sept. 11, 2008

Session 6 Topic
Activities/Assignments

Learning Strategies
Read Chapter 6, *Thinking Critically*
Journal Assignment

Tuesday, Sept. 16, 2008

Session 7 Topic
Activities/Assignments

Critical Thinking
Read Chapter 7, *Listening, Note-Taking, and Participating*
Journal Assignment

Thursday, Sept. 18, 2008

Session 8 Topic
Activities/Assignments

Strategies for Successful Classes
Read Chapter 8, *Reading and Remembering*
Journal Assignment

Tuesday, Sept. 23, 2008

Session 9 Topic
Activities/Assignments

How to Read and Remember
Read Chapter 9, *Doing Your Best on Exams and Tests*
Journal Assignment

Thursday, Sept. 25, 2008

Session 10 Topic
Activities/Assignments

Testing Tips
Read Chapter 10, *Developing Values*
Journal Assignment

Tuesday, Sept. 30, 2008

Session 11 Topic
Activities/Assignments

Managing Your Money
Read Chapter 11, *Diversity: Appreciating Differences Among Us*
Journal Assignment

Thursday, Oct. 2, 2008

Session 12 Topic
Activities/Assignments

Diversity
Read Chapter 12, *Staying Healthy in College and in Life*
Journal Assignment

Tuesday, Oct. 7, 2008

Session 13 Topic
Activities/Assignments

Personal Health
To be determined by the class
Journal Assignment

Thursday, Oct. 9, 2008

Session 14 Topic
Activities/Assignments

To be determined by the class
To be determined
Journal Assignment

Tuesday, Oct. 14, 2008

Class Wrap-Up and Final Evaluation

GENERAL EDUCATION REQUIREMENTS

Communication Skills: Graduates of EWC will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.

Analytical and Quantitative Reasoning: Graduates of EWC will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.

Technology Skills: Graduates of EWC will be able to demonstrate competence using technology appropriate to their disciplines.

Social Awareness: Graduates of EWC will be able to demonstrate an awareness of the relationship between the individual and the world.

Information Literacy: Graduates of EWC will be able to locate, evaluate, and use information effectively.

EASTERN WYOMING COLLEGE

Course Syllabus

Spring 2007

COURSE TITLE: College Studies

COURSE NUMBER: HMDV 1000-01

CREDIT: 1 credit hour

TIME: TTH 12:00-12:55p.m

LOCATION: Tebbet Room 114

INSTRUCTOR: Andrea Bryant

Office Location: Tebbet Room 140

Telephone: 307.532.8378

E-mail: andrea.bryant@ewc.wy.edu

Office Hours: By request
Regular hours TBA

CATALOG DESCRIPTION:

This course is designed as a general orientation and transition to college for all new students and transfer students who have fewer than 30 semester credits. This course will enable the student to explore and understand the whole college environment; to identify and utilize campus and community resources which will enhance his/her academic experience; and will assist the student in the development of short and long term academic and career goals.

REQUIRED TEXT:

Gardner, John N., & Jewler, A. Jerome. Your College Experience 6E A Custom Edition for Eastern Wyoming College. Mason, OH: Thomson, 2006. (0-495-06950-7)

REQUIRED RESOURCES:

EWC Catalog
Weekly/Daily Planner
Email account
Highlighter

RATIONALE FOR THE COURSE:

To assist the student in making a successful transition into postsecondary education.

COURSE OBJECTIVES:

- 1. Academic Survival Skills:** study skills, library utilization, time management, reading for content, testing skills, introduction to campus computer lab (e-mail, word processing), homework and assignments, critical thinking and analysis skills.

Objectives:

- A. Demonstrate the use of library resources.
 - B. Demonstrate note-taking skills.
 - C. Describe a plan for reading textbooks.
 - D. Discuss strategies for test preparation.
 - E. Demonstrate setting priorities.
 - F. Maintain a calendar.
 - G. Schedule study and homework time.
 - H. Demonstrate the ability to think analytically.
- 2. Instructor Relations/Expectations:** faculty differences, course syllabi, communication, student and faculty responsibilities.

Objectives:

- A. Contrast the difference between college faculty expectations and high school faculty expectations.
 - B. Discuss the implications of information in a course syllabus.
 - C. Compare the students' responsibilities for learning with the faculty's responsibilities for facilitating learning.
- 3. Career Goals:** career planning, transfer planning, interest inventory.

Objectives:

- A. Discuss the difference between a college major and a career.
 - B. Identify the type of information gained with an interest inventory, occupational assessment, or other career inventory process.
 - C. Outline the steps necessary for successful transfer planning and/or entry into workplace.
- 4. Personal Issues and Decisions:** adjustment to college financial decisions, lifestyle choices, healthy decisions related to sexuality and drugs.

Objectives:

- D. Discuss the personal issues related to attending college.
 - E. Differentiate between healthy and unhealthy choices and describe the potential consequences of each.
 - F. Describe money management issues related to budgeting, credit card debt, and financial aid arrangements.
- 5. Resource Utilization:** College resources (counseling, tutoring, study groups, college catalog, student handbook, advising, public health department), community resources.

Objectives:

- G. Identify resources to facilitate academic success.
- H. Identify resources to assist with personal issues.

COURSE REQUIREMENTS:

1. Attendance is critical to your success in this course. You are expected to attend every class and be on time. Should you miss a class, it is your responsibility to know what has been assigned and be prepared for the next class with respect to readings, assignments, quizzes and tests.
2. Students are expected to be active participants in their learning. To get the most out of your learning, you must engage in classroom activities. Students are expected to do so in a way that is civil and respectful to themselves and others in the class. Participation points will be awarded based on active participation and not merely physical presence in the class.
3. In the event the student cannot attend class, it is the student's responsibility to notify the instructor **BEFORE** the class period. The instructor will determine what, if anything, the student may do to earn partial participation points for the missed class period. It is possible for students to make up full participation points for school sponsored absences only. If the student does not notify the instructor prior to the class, the instructor will **NOT** allow the student to make up the participation points.
4. Complete all assignments by the specified deadline. Late assignments will **NOT** be accepted.
5. Perform satisfactorily on quizzes and tests over textbook and class related materials.
6. Take all tests as scheduled. In the event the student cannot attend class when a test is scheduled, it is the student's responsibility to notify the instructor **BEFORE** the scheduled test. If the student does not notify the instructor prior to the test, the instructor may not allow the student to make up the test or may deduct points from the late test.

GENERAL EDUCATION REQUIREMENTS:

1. **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
2. **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
3. **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
4. **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
5. **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

EVALUATION:

Grades on tests, quizzes and assignments will be made on the following percentages:

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

ATTENDANCE AND WITHDRAWAL POLICIES:

Please read the policies in the current Eastern Wyoming College Catalog. The instructor will not withdraw a student based on absences. Students have until **February 16, 2007** to withdraw from this course. After that date, the instructor will assign the student whatever grade that student has earned by the end of the semester, regardless of how many absences the student has had.

ADA ACCOMMODATIONS:

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Debbie Ochsner (532-8238) or Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

SAFETY:

Please note the evacuation plan posted in this area of the building in the event of fire, tornado, or other disaster. In the event of an accident, an accident report must be completed. Additional information regarding EWC's safety policies can be found in the Eastern Wyoming College Catalog.

DISCLAIMER:

The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule or activities. All changes will be announced in class.

IMPORTANT DATES:

- | | |
|--------------------|--|
| January 16 | Classes Begin |
| January 23 | Late Registration Ends |
| February 9 | Break Day |
| February 16 | Last Day to Drop Block A Classes (4:00pm) |
| March 7 | Midterm |
| March 12-18 | Spring Recess |
| March 22 | Last Day to Drop Regular Semester Classes (4:00pm) |
| April 6-9 | Easter Recess |
| May 7 | Last Day of Classes |
| May 8-11 | Final Examinations |

TENTATIVE COURSE SCHEDULE – HMDV 1000-01 – SPRING 2007

DATE	TOPIC	READING ASSIGNMENT	HOMEWORK DUE
1/16	Introduction, Classroom Norms, Supplemental Topics, Myths & Realities of College Studies		
1/18	Two Truths & A Lie		
1/23	Class Schedule, Confidence Survey, Time Management	Ch 2 (p19-34)	Complete Exercise 2.1
1/25	Learning Styles and Personality	Ch 3 (p41-53)	
1/30	Listening, Note Taking, and Participating	Ch 6 (p85-98)	
1/30	“Roaming” Resolutions Workshop – EXTRA CREDIT - @ 7:13 promptly in the Student Center		
2/1	Library Tour - Meet at the EWC Library		
2/6	Stress Management – Guest Speaker: Debbie Ochsner		
2/8	Test Anxiety/Taking Exams and Tests: Improving Your Memory	Ch 8 (p115-131)	
2/13	Reading to Remember	Ch 7 (101-111)	Complete Study Skills Worksheet
2/15	NO CLASS		
2/20	Alcohol, Other Drugs, and Sex: Making Responsible Choices	Ch 16 (p273-296)	
2/22	Courses and Careers: Making the Right Choices – Guest Speaker: Ronda Meyer, Career & Resume Building Skills	Ch 12 (p199-214)	Complete Advising Worksheet
2/27	Diversity: Appreciating Differences Among Us - Guest Speaker: Darci Davis	Ch 14 (p235-246)	Autobiography 1. Journal Topic: Learning to Value the “Other” 2. Meet with your advisor to interview him/her and to plan Summer/Fall 2007 course schedule(s)
3/1	Exercise/Physical Activity		
3/6	Financial Literacy		Advisor Interview Worksheet

INTRODUCTION TO MUSIC
MUSC 1000-FALL 2008
COURSE SYLLABUS

11:00-11:55 A.M. MWF
Fine Arts 104
3 credits/contact hours
Prerequisites: None

Instructor: Dan Fullerton
Phone: 532-8283 e-mail: dan.fullerton@ewc.wy.edu
Office Hours: Monday through Friday 2:00- 3:00
Other times are available by appointment

TEXT:

Kamien, Roger. Music, An Appreciation, Sixth Brief Edition with CD Collection
ISBN# 0-978-0-07-332637. Available at the EWC Bookstore.

INSTRUCTIONAL MEDIA:

Lecture, discussion, exams, aural assignments, audio/visual

CATALOG DESCRIPTION:

A basic appreciation course in which students are introduced to the fundamental areas of music study and traditions.

RATIONALE:

Learning about music will enable the student to enjoy new dimensions in listening by exploring the processes employed by composers. Exploring music of the past, how culture influenced music, and how music influenced culture helps in understanding current musical life. Learning about concert procedure and etiquette will enable the student to feel comfortable with the concert experience and to enjoy a variety of musical styles.

COURSE OBJECTIVES:

- Develop musical listening skills
- Knowledge of musical terminology
- Knowledge of prominent composers and their place in history
- Identify music from a variety of historical periods
- Promote the enjoyment of educated music listening

COURSE REQUIREMENTS

1. **Tests: 5-6; 40% (total grade)**
2. **Quizzes: c.9; 10 points each, 20 % total grade**
3. **Assignments: c.5-7; 20 % total grade**
Criteria: Each assignment must be typed. Late assignments will not be accepted without pre-discussed arrangement with instructor; (eg. athletes).
Point system: 10 points each assignment. Assignment grades are based on total accumulated points. **Scale:** [110+ A] [90-110 B] [70-90 C] [50-70 D] [-50 F]
4. **Concert Report: (Due: December 8 by 4:00)** 2 typed pages with ticket stub included. **10 % (total grade)** **Criteria:** Report must include a description of how Melody, harmony and rhythm were used throughout the attended performance.
5. **Final Exam: 10 %**

GRADE SCALE

[A=90-100] [B=80-89] [C=70-79] [D=60-69] [F=59-]

CLASS OUTLINE

Class outline will serve as a course framework. Specific dates for assignments, quizzes and tests will be written on the board each class. There will be a comprehensive mid-term exam. The final will cover only the material covered since mid-term.

Class 1: Introduction; Elements, Sound: Pitch Dynamics

Assignment: Read through p. 28, Listening Outline p. 28

Class 2: Performing Media: Voices and Instruments

Assignment: Read p. 30-38 Class 3: I/3-4, Rhythm, Notation; Take home quiz on I/3-4

Class 4: Melody, Harmony and Key

Assignment: Take-home quiz on I/5-7

Class 5: Musical Texture, Form and Style

Assignment: study for test on chapter I

Class 6: Test on Chapter I, including listening

Assignment: read p. 59-74

Class 7: Medieval Music

Assignment: read remainder of II/1

Class 8: Continuation of Medieval Music and quiz

Assignment: read p. 78-85

- Class 9: Music in the Renaissance
Assignment: read p.85-89
- Class 10: Continuation of II/2; quiz
Assignment: read p 91-103
- Class 11: Baroque Music, III/1&2
Assignment: read p. 102-109
- Class 12: Baroque forms: III/3&4
Assignment: read p. 110-121
- Class 13: Elements of Opera-Henry Purcell: III/5-8
Assignment: read p.122-129
- Class 14: The Baroque Sonata, Vivaldi: III/9&10
Assignment: read p. 130-140
- Class 15: Bach, the Baroque Suite, the Chorale and the Cantata
Assignment: read p. 140-147
- Class 16: Quiz on Baroque Period; IV/1-2
Assignment: read p. 160-171
- Class 17: Classical Forms: Sonata, Theme and Variation, Minuet & Trio, Rondo (IV/3-6)
Quiz
Assignment: read p. 172-174 (IV/7-9)
- Class 18: Classical Genre: Symphony, Concerto, and Chamber Music
Assignment: 174-192 (IV/10-11)
- Class 19: Haydn and Mozart
Assignment: read IV/12, Beethoven
- Class 20: Ludwig van Beethoven; quiz on Chapter IV
Assignment: read p. 207-219 (V/1-2)
- Class 21: Romantic Period: V/1-2
Assignment: Read p. 219-230
- Class 22: The Art Song, Schubert, the Schumanns (V/3-6)
Assignment: read p. 231-244
- Class 23: Chopin, Liszt and Mendelssohn (V/7-9)
Assignment: read p. 245-258

- Class 24: Program Music, Berlioz, Nationalism, Dvorak (V/10-13)
Assignment: read p. 260-265
- Class 25: Tchaikovsky, Brahms (V/14-15)
Assignment: read p. 267-277
- Class 26: Italian Opera: Verdi and Puccini (V/16-17)
Assignment: read 278-285
- Class 27: Richard Wagner (V/18); quiz
Assignment: read p. 286-303
- Class 28: The Twentieth Century and Beyond: (VI/1,2)
Assignment: read p. 304-309
- Class 29: Impressionism: Debussy and Ravel (VI/3,4)
Assignment: Read p. 310-317
- Class 30: Neoclassicism and Stravinsky
Assignment: read p. 318-333
- Class 31: Expressionism and the Second Viennese School (VI/7-10)
Assignment: read p. 334-339
- Class 32: Bartok and Ives (VI/11,12)
Assignment: read p. 340-348
- Class 33: American Nationals: Gershwin, Still and Copland (VI/13-15)
Assignment: read 349-370
- Class 34: Musical Styles since 1945; Five Representative Pieces (VI/16-17); quiz
Assignment: read p. 370-385
- Class 35: Jazz (VI/18)
Assignment: read p. 386-392
- Class 36: Music for Stage and Screen (VI/19)
Assignment: read p. 393-402
- Class 37: Rock (VI/20)
Assignment: read p. 405-415
- Class 38: Music in Nonwestern Cultures; review for final exam

No evidence

07/FA
TECH 1005 -01

Eastern Wyoming College - Technology Course Syllabus

Course Name: Applied Technical Writing
Course Number: Tech 1005 01
Credit Hours: 3 Credit Hours
Contact Hours: Weekdays 3-4 pm or Appt.
Semester Fall 2007
Time 11-11:55 a.m. MWF
Location Room 271 Tebbet
Instructor **Wade Kraft**
Office (Faculty Link Downstairs and Right) 106A
Office Telephone (307) 532-8247
Email: *wade.kraft* ~~wkraft~~@ewc.wy.edu
Office Hours: M, W 6-7 P.M.

Course Description: This course focuses on developing the skills needed to write clearly and concisely on the job. Topics include: technical definitions, summary preparation, technical reports, memos, and business letters. The course also includes oral presentations, job search preparation, and word processing and e-mail correspondence in business. This course is intended for students in technical programs.

Prerequisite: Compass Placement Test Score of 31 or higher.
3 hours lecture.

Rationale: Other people take note of how we write--and more often than not judge us by what they see. Unfair as it may seem, both potential employers and potential mates may pass us over based on how we construct sentences and paragraphs, how we spell, how we put sentences and paragraphs together, how we use words. Even our success in dealing with so-called bill collectors is frequently determined by how well we express ourselves.

Both young and old can benefit by improving their writing and vocabularies. This course is intended to do just that for both the regular student and members of the community.

Course Objectives: Upon completion of this course, the successful student will be able to:

1. Recognize and overcome writer's block
2. Plan, write, revise and edit written messages
3. Identify parts of speech, recognize and use proper sentence structure
4. Use capitalization and punctuation properly
5. Identify different types of sentences
6. Understand the different parts of a letter and letter formats
7. Learn to use a basic word-processing program including spell and grammar check
8. Send and receive e-mail messages and identify their use and misuse
9. Learn to write and evaluate technical letters of various types.

9. Learn to write and evaluate technical letters of various types.
10. Learn to use proofreader's marks
11. Increase student vocabulary and understanding of technical jargon
12. Prepare a resume, job application, cover letter, and follow-up letter
13. Prepare for a job interview

Resources Used:

Required:

- Textbook: Applied Writing for Technicians, Dale Jungk, 2005, McGraw-Hill Companies, Inc. ISBN# 0-07-828357-4

Recommended:

- The Goof Proofer, Stephen J. Manhard, 1987, Macmillan Publishing Co., Inc
- The Elements of Style, William Strunk, Jr. and E. B. White, 3rd Edition, 1979, Macmillan Publishing Co., Inc.

Tentative Topic Outline

- | | |
|----------------|---|
| Week 1 | Presentation of syllabus
Introduction to course materials & Journaling
Chapter 1: Planning and Writing Messages |
| Week 2 | Monday - Labor Day - No Class
Sept 4: Late Registration Ends
Chapter 2: Choosing the Best Strategies |
| Week 3 | Chapter 3: Revising Your Messages |
| Week 4 | Chapter 4: Editing Your Messages & Proofreader's Marks (Appx. B) |
| Week 5 | Test – Chapters 1, 2, 3, 4
Chapter 5: Communicating Bad News |
| Week 6 | Chapters 15 & 16: Letter Formats and E-mail Messages |
| Week 7 | Chapter 7: The Sentence and Parts of Speech |
| Week 8 | Chapter 8: Sentence Structure
<i>Job Fair?</i> |
| Week 9 | Test – Chapters 15, 16, 7, 8
Chapter 9: Advancing with Nouns, Pronouns and Verbs |
| Week 10 | Chapter 10: Working with Contentious Parts of Speech--Agreement |
| Week 11 | Chapter 11: Avoiding the Capital Offense--Using Capital Letters |

- Week 12** **Test – Chapters 9, 10, 11**
Chapter 12: Cleaning up your Colons, Semicolons and Commas
- Week 13** Chapter 13: Dashes, Hyphens and Parentheses
- November 21-25 Thanksgiving Break**
- Week 14** Chapter 6, 14: More Punctuation & Applying for a Job
- Week 15** **Test – Chapters 12, 13, 6, 14**
Chapter 17 : Case stories
- Week 16** Review for Final Exam

Final Exam: December 12, from 10-11:45 am - Dorms close at 6 pm

Grading:

Daily Lessons	20%	Vocabulary	20%
Tests	40%	Final Exam	20%

A = 93-100

B = 85-92

C = 77-84

D = 70-76

F = 0-69

Withdrawal Policy:

Late Registration Ends – 4 pm Sept. 4

Last Day to Drop 1st half blocked classes – 4 pm Oct. 1

Last Day to Drop Regular Semester classes – 4 pm Nov. 2

Last Day to Drop 2nd half blocked classes – Nov. 26

Instructor's Policies:

Attendance will be taken every day. Students are expected to attend all regularly scheduled class meetings. Students are expected to be in the classroom at the scheduled time for the class to begin. **Students will not be allowed to make up in-class exercises, activities, and quizzes.** Therefore, it is in your best interest to attend class regularly. If you are sick or plan on being absent, please let the instructor know **BEFORE** class.

Assignments are to be handed in when due. At least **10% will be deducted per day for all late assignments** at the discretion of the instructor. Assignments handed in after one week from original due date will not be accepted. **If you plan to miss a test**, you must arrange with the instructor to take the test at a convenient time for the instructor, preferably before the absence. If a test is not made up after one week upon return, the student will receive a zero (0%) score for the missed test.

You may check your grade using WebCT. To insure proper communication you must provide the instructor with a current, correct email address. Do not ask the instructor to check your grade for you unless you feel there is an error.

Behavior in Class:

If we are to have a successful college learning experience, then it is necessary that we have certain guidelines and rules regarding classroom behavior and decorum. An important objective of this class is to maximize each student's opportunity to learn. We will all have a meaningful learning experience if our behavior conforms to certain minimal standards and we show respect and consideration for each other.

It is not possible to provide an inclusive list of all disrespectful, disruptive behaviors. The mature college student will recognize the following as being unacceptable: frequently arriving late, leaving early or leaving during the class period, idle chattering and giggling during class, continually dominating discussion and interrupting others, and causing disruptions with a cellular phone or pager (these devices must be turned off before entering the classroom) or using email or instant messenger during lecture and lab time unless given permission by the instructor. The instructor reserves the right to suspend a student from class if his or her behavior does not conform to these minimal standards. All students are expected to behave in class in an appropriate and professional manner. Do not use profane language, and be polite to others.

Please, NO FOOD or DRINKS near the computers or printers.

Academic Honesty

Do not copy computer assignments! This is plagiarism. Every student is expected to work as an individual unless the project is assigned as a group project.

Do not copy test, papers, or homework assignments! This is also plagiarism and will result in **zero credit** for the assignment for all parties involved.

All instances of Academic Dishonesty will be shared with the Dean of Instruction and further action may be taken.

Attendance Policy

A student at Eastern Wyoming College is expected to attend all sessions of each course in which the student is enrolled. Active participation in all scheduled activities is essential for the student to satisfactorily achieve the educational objectives of any course; therefore, an instructor is authorized to withdraw a student from a course whenever:

1. the student's absences in the course exceed 20% of the scheduled sessions for the semester, or
2. the student has been absent for six consecutive class hours in the course.

Recycling on Campus

The computer classrooms and the lab have recycling boxes for paper. Please utilize these boxes. In addition, aluminum can recycling boxes are located for your convenience around campus.

General Education Requirements:

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

ADA Accommodations:

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Öchsner (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

Disclaimer:

- Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student.
- The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in the course schedule, materials or activities. All changes will be announced in class.

Safety:

General:

- To report an emergency using a college phone, dial 9 then 911
- If you have personal health problems, advise the instructor.
- For non-emergency medical assistance, contact Goshen County Public Health at 532-4069.

Tornado: (rare in this area but they do occur)

- "Watch" – conditions are favorable for a tornado
- "Warning" – a tornado has been sighted
- If you hear a siren on campus, a tornado has touched down in the area
- If the siren sounds, and you are instructed to do so, go to the safe area for rooms 271T and 273T. This is the short hallway leading into these two classrooms. Sit on the floor and place your head between your knees. Stay away from windows and keep the doors closed. Do not leave the building until an all-clear signal is given.

Fire:

- Evacuate the building using exits away from the fire. For rooms 271T and 273T, exit the classroom door, go down the short hallway, turn left (East) and go to the main hall, turn left again and exit the building through the East Main Entrance. A fire escape route is posted on the wall in each of the rooms.

Severe Winter Weather (blizzard):

- If classes are dismissed for the day, an announcement will be made on Torrington radio stations KGOS or KERM
- If classes are dismissed during the day, an announcement will be made throughout the campus at the time of the decision and on radio stations KGOS or KERM
- Faculty, staff, and off-campus students are expected to use sound judgment regarding venturing to and from their destinations and not take unnecessary chances (even if the College is in session).

EASTERN WYOMING COLLEGE
Technology Department

COURSE NAME..... Professional Development & Leadership
COURSE NUMBER TECH 1750
SECTION 01
CREDIT HOURS 1/2 credit hour
CONTACT HOURS 1/2 instruction, 1/2 lab
SEMESTER Fall 2007
TIME Mondays 12:00-12:55 PM
LOCATION Tebbet 271 (ATC)
INSTRUCTOR..... John Gibson
OFFICE Tebbet 261
OFFICE HOURS MWF 8-9 AM and by appointment
EMAIL john.gibson@ewc.wy.edu

COURSE DESCRIPTION

In today's demanding marketplace, students need to be prepared to sell themselves and their skills. This course in an employability skill-building program designed to help students develop an extra edge and help employers gain valuable workers. By reinforcing school-to-work competencies of students, it is designed to develop the student in four areas: as an individual, as a team member, as a leader, and as an employee.

RATIONALE

Students involved in SkillsUSA will work together as a team to build school-to-work competencies. They will also develop materials required to compete effectively at the Wyoming State SkillsUSA Competition. Course is intended for any student but targeted toward Business and Computer Science majors.

USE OF INSTRUCTIONAL MEDIA AND RESOURCES

Required Materials:

- *No materials required – Professional Development Program, College Skills Education Program, and SkillsUSA Chapter Standards materials will be provided.*



GRADING (Evaluation Technique and Course Requirements)

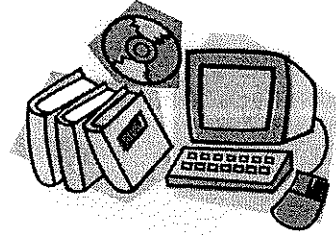
This course is offered for S/U grade only, based on completion of units in the program.

Absences that exceed 3 contact hours will result in an unsatisfactory grade for this course or a "W" at the instructor's option.

COURSE OBJECTIVES

After completion of this course, the successful student should be able to:

1. make a smooth transition to the work force or higher education
2. develop skill and leadership competencies in:
 - ◆ Communication skills
 - ◆ Problem-solving skills
 - ◆ Decision-making skills
 - ◆ Conflict resolution skills
 - ◆ Leadership and team-building skills
 - ◆ Community and cultural awareness
 - ◆ Ethical and professional behavior

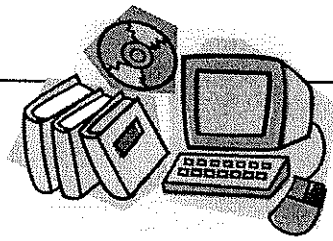


TENATIVE COURSE OUTLINE

DATE	ACTIVITIES	Required Reading
10/1/2007	SkillsUSA Meeting	-
10/8/2007	<i>Section 1 Membership: Part 1</i>	1-15
10/15/2007	<i>Section 1 Membership: Part 2</i>	11-30
10/22/2007	<i>Section 2 Local Chapters and Ceremonies: Part 1</i>	31-46
10/29/2007	<i>Section 2 Local Chapters and Ceremonies: Part 2</i>	47-53
11/5/2007	SkillsUSA Meeting	-
11/12/2007	<i>Section 3 Professional Development: Part 1</i>	57-68
11/19/2007	<i>Section 3 Professional Development: Part 2</i>	69-82
11/26/2007	<i>Section 4 Constitutions Bylaws, and Policies: Part 1</i>	91-98
12/3/2007	SkillsUSA Meeting	-
12/10/2007	Finals Week	-

GRADING POLICY: INSTRUCTOR'S GRADING SCALE

A = 93-100
B = 85-92
C = 77-84
D = 70-76
F = 0-69



WITHDRAWAL POLICY

January 23, 2007 = LATE REGISTRATION AND 100% REFUND ENDS 4 P.M.

February 16 = LAST DAY TO DROP BLOCKED CLASSES 4 P.M. - 1ST HALF OF SEMESTER

March 22, 2007 = LAST DAY TO DROP REGULAR SEMESTER CLASSES 4 P.M.

April 16, 2007 = LAST DAY TO DROP BLOCKED CLASSES 4 P.M. - 2ND HALF OF SEMESTER

Withdrawal from the course may be initiated by the student using procedures in the EWC GENERAL CATALOG.

INSTRUCTOR'S POLICIES

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1. The student's absences in the course exceed 20% of the scheduled sessions for the semester, or
2. The student has been absent for six consecutive class hours in the course.

GENERAL EDUCATION REQUIREMENTS

- a. **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to the disciplines.
- b. **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- c. **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to the disciplines.
- d. **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- e. **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

AMERICANS WITH DISABILITIES

Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532.8238) or Mr. Tom McDowell (532.8330) as soon as possible so arrangements may be made.

RECYCLING ON CAMPUS

The computer classrooms and the lab have recycling boxes for paper. Please utilize these boxes. In addition, aluminum can recycling boxes are located for your convenience around campus.

DISCLAIMER

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials.

Safety Policy--Rooms 271T & 273T



GENERAL

Eastern Wyoming College is concerned for the safety of its students, visitors, and employees, and endeavors to take every reasonable precaution in this regard. Certain rules and procedures are necessary if the College is to provide a safe learning environment. The purpose of this document is to inform you, the student, of your responsibility and actions to take in the event of an emergency situation. Safety is everyone's responsibility!

Dial **9-911** to report an emergency using a College phone. Do not use the College phones during an emergency for personal calls. Emergency personnel use has priority. Follow any instructions given to you by the classroom instructor.

If you have any personal health problems or limitations that the instructor should be aware of, please advise your instructor of these on an individual basis. You should visit with the instructor after the first class or as soon as possible. For medical assistance, please contact Goshen County Public Health @ 532-4069.

TORNADO

Watch--there is a chance for damaging wind; conditions are favorable for a tornado

Warning--a tornado has been sighted

Siren--a tornado has touched down in the area. The siren sounds steadily until it has lifted. The siren is located near the women's dorm.

If the siren sounds or you are instructed to do so, go to a safe shelter area. The safe shelter areas are all designated by maps on the walls in each room. For Room 271T & 273T, the safe shelter area is the short hallway leading into Room 271T & 273T. You should sit on the floor and place your head between your knees. Stay away from windows and keep the doors closed. Do not leave the building. Remain in your safe shelter area until an all-clear signal has been given.

FIRE

Evacuate the building using exits away from the fire location. For Room 271T & 273T, exit the classroom door, go down the short hallway, turn left (East) and go to the main hall, turn left again and exit the building through the East Main Entrance. A fire escape route is posted on the wall in each of the rooms.

SEVERE WINTER WEATHER (blizzard)

If classes are dismissed for the day: an announcement will be made on radio stations KGOS or KERM.

If classes are dismissed during the day: an announcement will be made throughout the campus at the time of the decision and on radio stations KGOS or KERM.

Faculty, staff, and off-campus students are expected to use sound judgment regarding venturing to and from their destinations and not take unnecessary chances (even if the College is in session).