

OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
Spring 2013
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo

Name of Course: Writing in the Professions I	Course Number: Engl 143
Department: Humanities and Social Science	Credit Hours: Three (Yamni)
Location:	Time & Day:
Instructor's Name:	Email:
Phones:	Office Hours:

Course Description (Waunspe Oyakapi): This course provides students with skills needed to complete many technical writing tasks in their daily and professional lives. Students will learn to utilize correct grammar to create products such as letters, memos, resumes, CV's, brochures, pamphlets, instructions, manuals, reports, and proposals.

Prerequisites: Engl 103

Required Text and Materials:

- TBA

Course Goal: The goal of this course is to teach students to write technical documents.

Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E): Upon completion of this course students will be able to:

- By the end of this course, students will be able to successfully complete several types of professional writing such as: letters, memos, resumes, CV's, brochures, pamphlets, instructions, manuals, reports, and proposals.
- By the end of this course, students should be able to write more comfortably within the rules and conventions of Standard Written American English.
- By the end of this course, students will have gained skills needed to edit documents successfully.

Assessment: Various skills will be assessed using the specified rubric and artifact.

Instructional Methodology: Instruction of this class is accomplished through a mixture of lecture, discussion, and physical involvement by the student. Students will read chapters and handouts that pertain to the objectives pertinent to the assignment. Students will then complete assignments with assistance as needed from the instructor and classmates.

Course Rationale: This course will assist students in the area of digital writing. It is designed and intended for the sophomore level. This course will provide you with the necessary foundation to be an English major.

Homework: Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

Reading Load: Reading will include approximately one (wanji) to two (nunpa) chapters per week, plus handouts and homework as assigned.

Type & Amount of Writing Load: Writing will include various writing assignments.

Lakota Perspective Provided Through: This course stresses **Wolakolkiciapi** of “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

Evaluation and Grading: Writing is required. Homework may consist various types of writing.

In-Class Participation (25 points each quarter of course)	100 points
In-Class Written Assignments	400 points
<u>Homework Assignments</u>	<u>500 Points</u>
Total	1000 points

NOTE: Students must complete all major assignments to receive a final grade.

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

POLICIES

Attendance and Tardiness:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 8

College Policy on Grading and Change of Grades:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 11

Incompletes:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 12

Student Rights and Responsibilities:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 36

Disability Policy:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 37

Standards of Conduct Policy:

http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf see page 38

Electronic Information Resources Acceptable Use Guidelines:

Master Syllabus

Updated Spring 2013

http://www.olg.edu/local_links/registrar/docs/student_handbook.pdf see page 41-42

Academic Honesty:

http://www.olg.edu/local_links/registrar/docs/student_handbook.pdf see page 43

Course Requirements, Expectations of Students: Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

Department/Instructor Specifics:

Rubric: The department utilized a departmental writing rubric which will be used to assess all essays.

Attendance: Communication is essential. If you are having difficulties and are in danger of being dropped, contact your instructor right away to discuss options BEFORE you are dropped.

This is a skills course--not a lecture course where you can borrow a friend's notes afterward. Typically, one or more skills will be explained briefly in class, and you will then spend most of the class time practicing the skills, making them your own. You will be learning in the best possible way, through doing. Since much of the value and meaning of the course is the work done in class, you must be here on a steady basis. In a real sense, if you miss class, you are missing the course. Therefore, you should determine now to attend class faithfully; otherwise, you will be wasting your time and money.

Assignments: Make-up assignments might not always be available in this class. Make up assignments will be allowed only if the student has a documented reason for being absent, the work is of sufficient quality, and is submitted within one week. Students who miss class three weeks in a row will be dropped if they do not communicate directly with the instructor.

Late Work

Each student, present or absent, is responsible and accountable for his or her assignments, attendance, and participation. Missing class does not excuse a student from having work done at the next class.

- Assignments submitted late will be reduced by one letter grade.
- Assignments more than one week late will not be accepted.

NOTE: It is the student's responsibility to keep copies of all papers and records of grades in case of a grade dispute.

Incomplete and Grade Change

There must be a valid reason to request a grade change or an incomplete. An incomplete grade or grade change is given only when the instructor feels special circumstances warrant it. Not getting work done on time, missing class, being tardy or leaving early are NOT valid reasons for incompletes or grade changes.



TOPICAL CONTENT

<i>Date</i>	<i>Objectives</i>	<i>Assignments</i>
Oko Wanci Week One	Introductions, Terminology, Grammar Pre-Test	•
Oko Nunpa Week Two	Memo	•
Oko Yamni Week Three	Memo	•
Oko Topa Week Four	Letter	•
Oko Zaptan Week Five	Letter	•
Oko Sakpe Week Six	Resume, CV	•
Oko Sakowin Week Seven	Brochure, Pamphlet	•
Oko Saglogan Week Eight	Brochure, Pamphlet	•
Oko Npcinyunka Week Nine	Manuals, Instructions	•
Oko Wikcemna Week Ten	Manuals, Instructions	•
Oko Ake Wanci Week Eleven	Reports	•
Oko Ake Nunpa Week Twelve	Reports	•
Oko Ake Yamni Week Thirteen	Proposals	•
Oko Ake	Revisions	•

Topa		
Week Fourteen		
Oko Ake Zaptan	Turn In work	•
Week Fifteen		

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 semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. http://www.olec.edu/local_links/registrar/docs/student_handbook.pdf

