



A

Handbook

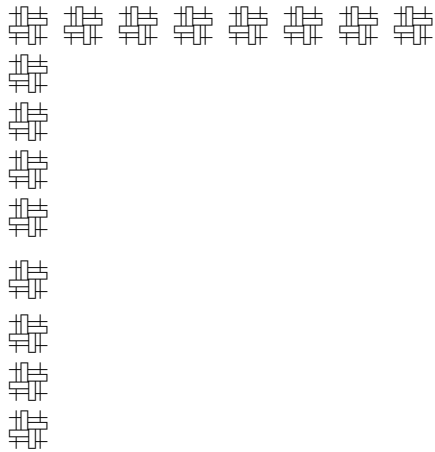
for

Communication *s*tudies

2015-2016



*s*eptember 2015



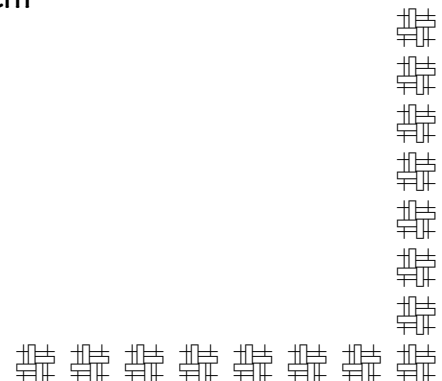
A

Handbook
for
Communication Studies

2015-2016

Oregon Institute of Technology
Communication Department

September 2015



This handbook is a product of the Communication Department,
Oregon Institute of Technology, Klamath Falls, Oregon

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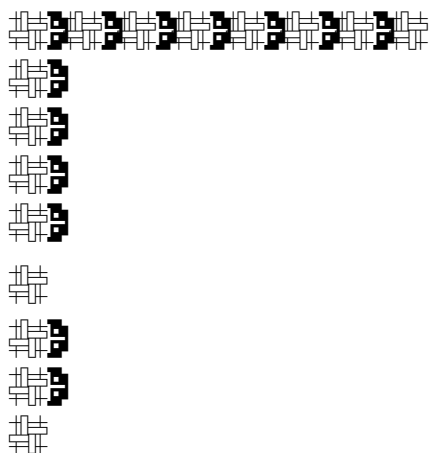
A note on design

The typeface used for decorative symbols and headings in this handbook is Eaglefeather, designed by renowned architect Frank Lloyd Wright in 1922, as part of the “Eaglerock Project” in Southern California. Although the project, a house for musician Charles P. Lowe, was never built, Wright used his architectural embellishments as the basis for his alphabet and decorative flourishes.

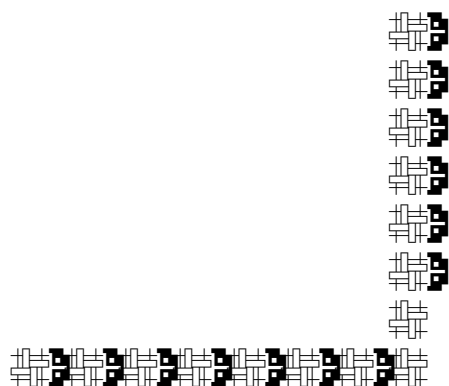
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Welcome



October 1, 2015

Welcome to OIT's Communication Studies major. Communication touches upon all aspects of our lives and is the foundational practice of human experience and culture. In this major, you will explore the essential communication knowledge and skills so important in both private and professional lives. As you probably know, the number one attribute sought by the nation's largest employers and personnel agencies is effective oral, written, and team communication.

In this program, we investigate the ways by which communication influences every aspect of what we know and do. Communication majors are prepared to enter a variety of fields after graduation: management, marketing, public relations, law, government, education, health care, human relations, and any other field in which communication skills are vital. In addition, Communication Studies majors go on to graduate school to pursue degrees in law, business, education, or communication.

Courses on such topics as nonverbal behavior, persuasion, research methods, mediation techniques, creativity, and electronic communication examine communication phenomena within individual relationships, organizations, health care institutions, demographic groups, and the mass media. Our academic terrain is varied and exciting!

Please read this handbook carefully. It provides you with a great deal of helpful information about your degree at Oregon Institute of Technology. The handbook can familiarize you with the academic requirements (including required courses, curriculum maps, senior project, and externship requirements) that you will need to succeed as a Communication Studies major. We update the contents annually to ensure that you have current information.

We are delighted that you have chosen the Communication Department as your home at OIT. If you have any questions or concerns, or would like additional information, please contact your academic advisor or any Communication Department faculty. My door is always open!

Best wishes for your success,

Dan Peterson, Ph.D.
Chair, Communication Department





Mission/statements

Oregon Institute of Technology

Oregon Institute of Technology, a member of the Oregon University System, offers innovative and rigorous applied degree programs in the areas of engineering, engineering technologies, health technologies, management, and the arts and sciences. To foster student and graduate success, the university provides an intimate, hands-on learning environment, focusing on application of theory to practice. Oregon Tech offers statewide educational opportunities for the emerging needs of Oregon's citizens and provides information and technical expertise to state, national and international constituents.

Core Themes

Oregon Institute of Technology:





-  Applied degree programs
-  Student and graduate success
-  Statewide educational opportunities
-  Public service

Communication Department

The Communication Studies Program prepares students for the challenges of a society that is shaped by communication. As participants in the program, students develop and integrate knowledge, creativity, ethical practice, and skills. Students also examine and produce work in oral, written, and visual communication and practice skills in group and intercultural communication.

Educational Objectives

By completion of the Communication Studies Program, students should be able to

-  Apply appropriate communication skills across settings, purposes, and audiences
-  Build and maintain healthy and effective relationships
-  Demonstrate appropriate professional and ethical behavior
-  Demonstrate knowledge of communication theory and application

Practice critical thinking to develop innovative and well-founded perspectives related to the students' emphases

Use technology to communicate effectively in various settings and contexts

Student Learning Outcomes

Students with a bachelor's degree in Communication Studies should be able to

Apply communication theories

Communicate ethically

Demonstrate competence in oral, written, and visual communication

Demonstrate critical and innovative thinking

Demonstrate positive group communication exchanges

Respond effectively to cultural communication differences

Understand opportunities in the field of communication

Use current technology related to the communication field

Advising Information

Advisors

All OIT students have an academic advisor. Your advisor is your main contact for academic matters. You may request a specific person to be your advisor, or the department advising coordinator will assign you one. You may change your advisor at any time by contacting the advising coordinator, currently Marilyn Dyrud.

Your primary advisor can assist you with the following:

- Provide your PIN for advanced registration
- Provide assistance in academic matters, especially your schedule of classes
- Offer counsel and advice
- Assist in academic appeal matters
- Track your DegreeWorks graduation audit
- Answer questions that you have about the program or OIT

Registration Process

Registering for classes at OIT is relatively painless; WebREG is used for virtually everything, including initial schedule readjustment.

Before you can register, you need to obtain your term PIN from your primary advisor. This involves meeting with your advisor and developing your schedule for the coming term. To expedite matters, it is helpful if you follow these suggestions prior to your meeting:

- Examine the schedule carefully for desired classes. You can access the schedule on OIT's home page by clicking on "Academics," then "Course Search."
- Schedule a formal appointment with your advisor a few days prior to the advanced registration period, which begins the sixth week of the term (see the academic calendar on the inside front cover of this handbook). Most advisors will notify their advisees via email prior to the advanced registration time and/or have sign-up sheets on their office doors.
- Plan out an initial schedule, keeping in mind the department curriculum map. Remember that most major courses, with the exception of general education requirements, are offered only once a year, so timing is important, especially for sequenced classes. If you miss the start of a sequence, you will need to wait another year.
- Keep all of your advising materials in a folder and bring this to meetings with your advisor.

To register, you need to access WebREG via “Web for Student.” Open the OIT home page and click on the “Registrar for Classes” link under the “Academics” tab. A log-in page will lead you to “Web for Student.” If you have a “hold” on your account, you cannot use WebREG or register until you have taken care of that hold. Please note that the registration program includes a pre-requisite check. If you have not taken the specified pre-requisite course(s), you cannot register for a particular course. A pre-requisite waiver form is available if the course instructor agrees to waive the pre-requisite. Keep in mind, however, that pre-requisites exist for a reason: to provide necessary skills needed for success in the next course.

After you have entered your desired schedule, be sure to click on “Submit”; print out a copy of your schedule to check for accuracy. If you forget the “Submit” step, you will not be registered for classes!

If you change your mind about a certain class, you may freely add/drop classes within the remaining advanced registration period or during the first two days of classes. By the third day of classes, you will need the signatures of the course instructor and your advisor to add or drop. If a class you want is full, consider talking to the instructor; sometimes, faculty will add extra students to major classes. Enrollment caps for general education courses, however, tend to be fixed.

Communication Studies Program

Curriculum

The Communication Studies curriculum will acquaint you with the various sub-disciplines of the communication field and allow you to develop knowledge in a specific area outside of the major. The baccalaureate degree requires 184 credits, which includes your major and general education courses, as well as a number of electives. For your convenience, a listing of Communication Department major courses for this academic year is included on pages **19-20**.

The curriculum map on pages **14-15** will guide you through your years at OIT. While exact adherence to the map is not essential, it is important that you note the terms that required courses are offered. If you are transferring into the program from another college or OIT major, you probably have already completed a number of the general education courses listed.

For descriptions of all OIT courses, see the *2015-16 General Catalog*, pages 144-229.

Class Standing

Some course descriptions may have pre-requisites that read “junior standing” or “senior standing.” Your class standing is determined by the number of credits you have completed. Institutional standing may differ from program standing if you are a transfer student. The distinction is important for financial aid purposes.

For OIT, class standing is as follows; transfer credits are included:

<i>Freshman</i>	0-44
<i>Sophomore</i>	45-89
<i>Junior</i>	90-134
<i>Senior</i>	135 and above

The Communication Studies program has 84 unique credits, not including general education and externship/senior project credits. Program class standings are as follows:

<i>Freshman</i>	0-21
<i>Sophomore</i>	22-42
<i>Junior</i>	43-63
<i>Senior</i>	64 and above

GPA Requirements

As you are developing your term schedules, keep in mind that OIT requires a cumulative GPA of 2.0 to remain in academic good standing. If your GPA drops below that or you have no earned credits for one term, you will receive an academic warning. If you have attempted two terms and your cumulative GPA does not improve, you will be placed on probation and encouraged to register for no

more than 13 credits. If you do not improve your GPA, you will be suspended for one term and must appeal to re-enter OIT after your suspension (see pages **35-6** in this handbook for information on academic appeals). The Registrar's Office will contact you if you fall into one of these three categories. Suspended students may not use OIT facilities, including the library and residence halls.

Some programs also require you to maintain a 2.0 GPA. As a Communication Studies student, you will need to pass all of your major, major and out-of-major electives, and general education communication courses with a "C" or higher. Note, too, that mathematics courses require a "C" to continue. If, for example, you earn a "D" in MATH 100, you cannot register for a higher-level math course.

Terminology

The following definitions will help you as you read through the curriculum map:

<i>Elective</i>	any course, any level, any department
<i>Major elective</i>	classes chosen from the list of communication and writing offerings
<i>Pre-requisite</i>	courses that must be taken before the chosen course; if you have not completed the pre-requisite, you must do so before registering for the chosen course or ask the instructor to sign a waiver form
<i>Co-requisite</i>	courses that may be taken concurrently with the chosen course
<i>Upper division</i>	course with a 300 or 400 prefix
<i>Consent</i>	the instructor approves waiving the pre-requisite

Required Curriculum

Freshman Year

<i>Fall</i>			<i>Credits</i>
COM 104	Introduction to Communication		3
COM 225	Interpersonal Communication		3
PSY 201	Psychology		3
WRI 121	English Composition		3
Lab science elective			4
MS 101	Word Processing Lab		1
			17

Winter

COM	105	Introduction to Communication Theory	3
COM	115	Introduction to Mass Communication	3
PSY	202	Psychology	3
WRI	122	Argumentative Writing	3
SPE	111	Fundamentals of Speech	3
MS	102	Spreadsheet Lab	1
			16

Spring

COM	106	Introduction to Communication Research	3
ART	207	Graphic Design	3
COM	205	Intercultural Communication	3
PSY	203	Psychology	3
COM	109	Introduction to Communication Technology	3
MIS	103	Presentation Graphics Software Lab	1
			16

Sophomore Year

<i>Fall</i>		<i>Pre-requisites</i>	<i>Credits</i>
WRI 227	Technical Report Writing	WRI 122; SPE 111*	3
COM 216	Essentials of Grammar & Punctuation	WRI 121	3
SPE 321	Small Group/Team Communication	SPE 111	3
Social science elective			3
Math elective (college-level algebra)			4
			16

* Pre- or co-requisite

Winter

COM 237	Introduction to Visual Communication
JOUR 211	Publications: Student Newspaper
COM 276	Democracy and Media
	Out-of-major elective
	Social science elective

Pre-requisites

WRI 122
WRI 122
WRI 122; COM 115

Credits

3
3
3
3
3
15

Spring

COM 248	Digital Media Production
COM 255	Communication Ethics
	Business elective
	Major elective
	Lab science/Math elective

WRI 122

3
3
3
3
4
16

*Junior Year**Fall*

COM 301	Rhetorical Theory & Applications
COM 326	Communication Research
COM 325	Gender and Communication
	Social science elective (upper division)
	Out-of-major elective

WRI 227; SPE 111
WRI 122
COM 205

3
3
3
3
3
15

Winter

COM 345	Organizational Communication I
SPE 314	Argumentation
	Social science elective
	Major elective (upper division)
	Out-of-major elective

SPE 111

3
3
3
3
3
15

Spring

COM 347	Negotiation & Conflict
COM 358	Communication & the Law
	Humanities elective
	Out-of-major elective
	Writing elective (upper division)

SPE 321 or consent
SPE 111; WRI 227
SPE 111; WRI 227

3
3
3
3
3
15

Senior Year

Fall

		<i>Pre-requisites</i>	<i>Credits</i>
COM 309	Communication Technology in Use	COM 109, MIS 101/2/3	3
COM 420	Externship	Senior standing	4*
OR			
COM 421	Senior Project I	Senior standing	4
	Social science elective		3
	Humanities elective (upper division)		3
	Elective		3
			16

Winter

COM 420	Externship	Senior standing	4*
OR			
COM 422	Senior Project II	COM 421	4
	Social science elective		3
	Major elective (upper division)		3
	Social science elective (upper division)		3
			13

Spring

COM 420	Externship	Senior standing	4*
OR			
COM 423	Senior Project III	COM 422	4
COM 424	Capstone	Senior standing	3
	Major elective (upper division)		3
	Lab science/Math elective		4
			14

** Students may enroll in externship for variable credits each term, up to 12 credits*

Major Elective Courses

Select your major electives from the courses listed below. A minimum of 12 credits (four courses) must be upper division. Note that some electives have pre-requisites. All courses listed are 3 credits.

			<i>Pre-requisites</i>
COM	215	Creativity in Communication	
COM	256	Public Relations	WRI 122
COM	320	Advanced Intercultural Communication	COM 205
COM	348	Facilitation	SPE 321
COM	365	Electronic Communication & Society	WRI 227
COM	407	Seminar (special topics)	
COM	425	Mediation	COM 225 or consent
COM	426	Mediation Practicum	COM 425
COM	437	Communication Training and Development	SPE 321
COM	445	Organizational Communication II	COM 245 or consent
COM	446	Leadership and Communication	SPE 321 or consent
WRI	123	Research Writing	WRI 122 & SPE 111*
WRI	214	Business Correspondence	WRI 122
WRI	305	Writing for the Marketplace	
WRI	327	Advanced Technical Writing	WRI 227
WRI	350	Documentation Development	WRI 227
WRI	410	Proposal and Grant Writing	WRI 227
WRI	415	Technical Editing	WRI 227 or experience
WRI	420	Document Design	WRI 227

* *Pre- or co-requisite*


Out-of-Major Electives

You can choose these electives from an area outside of communication, for a total of 12 credit hours. Working with your Communication Studies advisor and, if appropriate, an instructor representing the chosen area, identify a list of courses from one or more technical departments that complement your career goals and provides a foundation in technology, science, psychology, or business. You will develop a clear plan and submit it to your advisor and the Communication Studies Advisory Committee for approval. A sample form is included in Appendix A.

You could, for example, choose courses from the following areas:

 Applied Psychology

 Human Resources

 Management

 Marketing

 Teacher Preparation

Note: Students planning to teach early childhood/elementary school in the state of Oregon should consult Southern Oregon University's admission requirements for the Master of Arts in Teaching (<http://www.sou.edu/education/mat/>) and the website "Become a Teacher in Oregon," available at <http://www.oregonteachingdegree.com/>.

Communication and Writing Courses

2015-2016 Academic Year

Fall

COM	104*	Introduction to Communication	TR	9:30-10:50
COM	205*	Intercultural Communication	MWF	11:00-11:50
COM	205*	Intercultural Communication	MWF	1:00-1:50
COM	216*	Essentials of Punctuation & Grammar	MWF	11:00-11:50
COM	225*	Interpersonal Communication	MWF	10:00-10:50
COM	256	Public Relations	MWF	12:00-12:50
COM	301*	Rhetorical Theory & Applications	MWF	10:00-10:50
COM	325*	Gender and Communication	MW	2:00-3:20
COM	326*	Communication Research	MWF	9:00-9:50
COM	347*	Negotiation & Conflict Resolution	MWF	11:00-11:50
COM	348	Facilitation	R	6:00-8:50
COM	420**	Externship	TBD	
COM	421**	Senior Project I	TBD	
WRI	420	Document Design	MFW	1:00-1:50

Winter

COM	105*	Intro to Communication Theory	TR	9:30-10:50
COM	115*	Intro to Mass Communication	MWF	12:00-12:50
COM	205*	Intercultural Communication	MWF	12:00-12:50
COM	205*	Intercultural Communication	MWF	1:00-1:50
COM	205*	Intercultural Communication	TR	6:00-7:20
COM	207	International Media Seminar	TBD	
COM	215	Creativity in Communication	TR	12:00-1:20
COM	225*	Interpersonal Communication	MWF	10:00-10:50
COM	226	Nonverbal Communication	MW	3:00-4:20
COM	237*	Intro to Visual Communication	MWF	2:00-2:50
COM	276*	Democracy & Media	MWF	2:00-2:50
COM	345*	Organizational Communication I	MWF	1:00-1:50
COM	420**	Externship	TBD	
COM	422**	Senior Project II	TBD	
COM	425	Mediation	MWF	9:00-9:50
JOUR	211*	Student Publications: Newspaper	TBD	
SPE	314*	Argumentation	MW	3:00-4:50
WRI	350	Documentation Development	MWF	1:00-1:50

Spring

COM 106*	Intro to Communication Research	TR	9:30-10:50
COM 205*	Intercultural Communication	MWF	1:00-1:50
COM 205*	Intercultural Communication	TR	3:00-4:20
COM 225*	Interpersonal Communication	MWF	10:00-10:50
COM 248*	Digital Media Production	TBD	
COM 255*	Communication Ethics	MWF	1:00-1:50
COM 276*	Democracy and Media	MWF	10:00-10:50
COM 347*	Negotiation & Conflict Resolution	MWF	11:00-11:50
COM 346	Health Communication	TR	10:00-11:20
COM 407	Seminar: The Rhetoric of Disaster	TBD	
COM 420**	Externship	TBD	
COM 423**	Senior Project III	TBD	
COM 426	Mediation Practicum	TBD	
COM 437	Communication Training & Development	MWF	2:00-2:50
COM 445	Organizational Communication II	MWF	2:00-2:50
WRI 410	Proposal and Grant Writing	TR	11:00-12:20

* *Required courses*

** *Either senior project or externship*

Senior Project

The senior project is a three-term, structured integrative experience allowing you to use your accumulated communication skills to research, plan, implement, and document a relevant project. This year-long project showcases your skills, knowledge, life experience, and career passion related to the major. The course process models real-world professional projects.

Requirements

Enrolling in senior project means that you have completed 64 credit hours with a GPA of 2.0 or higher and that you commit to a scheduled time for the academic year.

To complete the course, you must meet these requirements:

- Attend class or advisor meetings regularly
- Define a project or study that has an application or opportunity for additional research (fall term)
- Complete a proposal/project plan (fall term)
- Give a proposal presentation to the department (fall term)
- Implement the project or study (winter term)
- Document results in a product that is useful to others (spring term)
- Give a final presentation open to the department and campus community (spring term)

Mentor

You will develop your project working closely with a member of the Communication Department, who will serve as your mentor. The role of the mentor is to

- Help you define a relevant and doable project
- Work with you to develop a schedule and to meet the deliverables
- Be a subject area expert or act as a facilitator to this expertise
- Ensure requirements are met
- Review and grade products
- See the big picture
- Require subject-area standards (*e.g.*, research papers formatted for a specific conference or lesson plans formatted to state standards)

Example Topics

Examples of completed projects include

- A project teaching elementary school children in Chiloquin conflict resolution skills
- A study investigating communication apprehension levels in a third grade class in Klamath County, with the idea that such knowledge can help a teacher develop teaching behaviors to meet the specific needs of the child
- A project teaching third grade students the speech skills needed to pass state benchmark tests
- A project building trust and cohesion with the Klamath Falls City Explorer Post Unit
- A study determining the relationship between span of control (the number of people supervised by one supervisor) and an employee's ability to access a grievance procedure
- A project teaching elementary students in Klamath Falls physics principles using ice skating and the Collier Ice Skating Rink as a hands-on motivator
- A project planning, implementing, and documenting a networking dinner for Communication Studies majors
- A study using a personal narrative that reports the factors that make people volunteer for specific organizations
- A study investigating if students majoring in psychology and communication studies self-report math difficulties at a higher frequency than students majoring in engineering and science
- An examination of OIT and OUS policies and OIT student attitudes regarding transgender students and recommendations for establishing a more tolerant atmosphere
- An investigation of collegiate infringement behavior comprehension

Externship

The externship provides an opportunity for you to gain real-world experience in an applied setting related to your area of professional interest under the supervision of an on-site mentor. The externship focuses on successfully performing a communication role within an existing organization.

Procedure

If you are interested in an externship, you should contact your academic advisor and the externship coordinator, currently Kevin Brown, at least one term before you plan to begin it. As appropriate, you may choose any department member to serve as your externship advisor. Details of the externship should be determined by you, the externship advisor, and your site mentor and be documented in a formal, signed contract *before* you enroll in COM 420. Note that the externship is more than just a job; you will also integrate your communication skills and produce a set of deliverables.

You must complete a minimum of 240 hours during one or more terms. In conjunction with the externship coordinator, you will sign up for COM 420 for the number of credits that most closely represents the number of hours to be completed per term. This will be decided between you, the externship advisor, and your site mentor. The externship requires a total of 12 credits. Contact the externship coordinator for course scheduling.

Objectives

Students will serve an externship that

- Reflects a range of issues in communication and your future career goals
- Addresses the objectives and outcomes of the Communication Studies major (see **pages 4-5** of this handbook)

Externship Contract

As you develop your contract in consultation with your site mentor and the externship coordinator, you will need to include the following information:

- Name and position of mentor
- Name of organization
- Length of internship (beginning/ending dates)
- Weekly work hours (approximate)
- Your learning objectives
- Your duties, as determined by you and your mentor



Extern's academic responsibilities



Mentor's responsibilities

Below is an example of a contract. Keep in mind, however, that your contract will be designed for your particular externship and may differ significantly from this example.

Contract of Externship

I, [extern name], contract to extern with [name of organization and location].

The externship will be served from June 26, 20--, to Sept. 11, 20--. While serving with [name of organization], I will work a minimum of 25 hours a week.

During my externship, I will be under the supervision and mentorship of [name and position of mentor].

During the externship, I will learn

- ▶ Internal and external communication protocol of the federal government
- ▶ Resource management
- ▶ Public affairs
- ▶ Current and upcoming project planning
- ▶ Policy and procedure

During the externship, I will

- ▶ Conduct a variety of research as directed by mentor and other staff
- ▶ Write and edit technical reports
- ▶ Assist with, write, and submit press releases
- ▶ Facilitate internal/external communication traffic
- ▶ Assist with projects, including
 - Biomass projects
 - Eastern Oregon Juniper Reclamation Project
- ▶ Participate in land management practices including
 - Field work and timber marking
 - Boundary marking
 - Wildlife specialists

In accordance with the externship requirements, I will

- ▶ Keep a daily log of activities and observations
- ▶ Write a progress report to my externship advisor every two weeks
- ▶ Complete bi-weekly timesheets to accompany the progress reports
- ▶ Discuss progress of externship with my externship advisor on a bi-weekly basis

In return, [name of mentor] will

- ▶ Provide supervision and mentorship
- ▶ Sign bi-weekly timesheets
- ▶ Submit progress reports to my externship advisor on a bi-weekly basis
- ▶ Discuss progress of externship with my advisor on a monthly basis
- ▶ Complete a final externship evaluation to the extern advisor

I have read the above contract, and am signing in agreement.

Extern: _____ Date: _____






Mentor: _____ Date: _____

I have read, authorized, and agree with the above contract.

Advisor: _____ Date: _____

Student Responsibilities

All externship students are responsible for these deliverables:

-  A daily log of activities and observations
-  Biweekly progress reports
-  Biweekly timesheets
-  Weekly or biweekly discussions with the externship advisor
-  Portfolio submitted at the end of the externship

Example Sites

Communication Studies students have served externships in these organizations:

- Citizens for Safe Schools
- City of Klamath Falls
- Jeld-Wen
- Klamath Community Television
- Klamath Falls District Attorney
- KOTI TV
- OIT
 - Athletics
 - Institutional Advancement
 - Sponsored and Pre-College Programs
 - Tech Opportunities Program
 - Veterans' Association
- Oregon Judicial Department
- Public and private schools
 - Conger Elementary
 - Ferguson Elementary
 - Hosanna Christian
 - Mills Elementary
 - Roosevelt Elementary
- Sky Lakes Medical Center

Classroom Atmosphere

OIT professors use a wide variety of techniques to facilitate learning, and classes will vary in structure and organization: some are lecture-based and others focus on discussion; some are highly structured and others are free-flowing. Regardless of the course, you should receive a syllabus, including a course outline, and performance objectives/learning outcomes for that course.

You can contribute to an enhanced learning atmosphere by following these suggestions:

- Turn off electronic devices that make noise—cell phones, pagers, watches—as these can be disruptive. Imagine yourself in the middle of giving a presentation that took you hours to prepare, and cell phones start ringing or you see people texting. You would not be amused.

- If you use a laptop for note-taking, turn off the sound and avoid the temptation to surf the Internet, play games, or chat during class time.
- Buy the course textbooks and use them. They are available through the college bookstore or online.
- Keep eating and drinking in class to a minimum. Spillage can damage carpets or cause slippery conditions on linoleum floors.
- Come to the first class meeting ready to work, with writing materials and textbooks. While some instructors may use the first day simply to review the class syllabus, others may have activities for you to work on. You'll also make a good first impression if you are prepared.
- Be prepared for *every* class! This includes doing the assigned reading/writing ahead of time and applying intellectual energy to the subject at hand.
- If you need to personally talk to your instructor, do so outside of class, especially if it will be an extended conversation. All OIT faculty maintain at least five office hours per week; these are usually listed in the course syllabus and posted by office doors.
- Pay attention to class attendance policies. Many communication and humanities classes, in particular, have a "participation" component, and spotty attendance may affect your final grade. If you are going to miss class, it's a good idea to contact both the instructor and a peer who can collect any handouts for you and supply you with notes for the time you miss.
- Try to make medical, dental, and other appointments outside of class times, except for emergencies.
- Show respect and courtesy to your instructor and peers. This includes being polite, not interrupting when others are talking, and not abruptly leaving the room (except, of course, for an emergency). Take care of physical needs before or after class.

General Education Requirements

A baccalaureate degree implies foundational skills in multiple academic areas. Therefore, OIT requires that you be proficient in fields other than your major. Besides communication studies courses, you are required to take a number of courses in other areas. These are summarized below. See the OIT 2015-16 *General Catalog*, page 31, for a list of specific courses that meet these requirements:

<i>Communication</i>	18 credits
<i>Humanities</i>	9 credits
<i>Social sciences</i>	12 credits
<i>Math/science</i>	16 credits, including 1 math course with intermediate algebra as a prerequisite
<i>Technology</i>	demonstrated computer proficiency
<i>Upper division</i>	60 credits

In addition, the Bachelor of Science degree requires 36 credits of math/science or 45 credits of math, science, and social science, including credits detailed above.

Oregon state requirements include foreign languages. If you graduated from high school after 1997 or did not take two years of a foreign language in high school, you must take two college-level terms of a foreign language.

Graduation

Graduation is not automatic at OIT. You need to apply to the Registrar's Office **two terms prior** to your anticipated graduation date; *e.g.*, if you are planning to graduate in June, you must apply by the end of fall term. Although degree checks are now electronic, you can keep track of your academic progress by using the graduation worksheet in Appendix A. If you are also eligible for minors or certifications, such as the Dispute Resolution Certificate (see Appendix A), you will apply at the same time or earlier, if you have completed the requirements, along with any substitutions or waivers from the Communication Studies curriculum. You cannot graduate without a completed degree check or if your cumulative GPA falls below 2.0.

To declare a major, minor, and/or certification, you will need to enter that information into the electronic degree check program. To access, click on "Academics" on the OIT home page; choose "Registrar's Office" from the menu on the right, and click on "Track Degree progress (DegreeWorks)." You can also access the program through the "Graduation" section on the Registrar's Office page. Once you are on the DegreeWorks page, you can choose "Information Update" to declare (or change/add) a major, minor, certification, or emphasis.

Graduation requirements may change from year to year, reflecting curriculum revisions. While you may choose your catalog of graduation, you may not choose a catalog that predates your enrollment at OIT. To alleviate stress during your senior year, it's a good idea to start keeping track of your classes as a freshman. If you are a transfer student, your advisor can help you sort out prior college work.

You can run a graduation check at any time using the DegreeWorks system, which also includes an information page that you can periodically update for items such as a change in address, phone number, etc. Note that the audit may contain errors, especially if you are changing majors or transferring from another college.

If you plan to participate in commencement activities, you will need to order your academic regalia through the bookstore and complete two forms available on the "Graduation" page: "Application for Degree" and "Walk Form." Access these forms by clicking "Academics" on OIT's homepage; then click on "Registrar's Office" and "Graduation."

You must also attend the official practice scheduled for the Friday afternoon preceding commencement. Commencement ceremonies occur the Saturday following spring term finals.

If you are graduating after summer term, you may "walk" in June, although academic honors will be deferred until the Registrar's Office has calculated your final GPA.

Student Activities

OIT offers many opportunities for involvement in college life, ranging from student government to departmental clubs. Your OIT student handbook explains many of these possibilities. Those specifically related to communications are outlined below:

Students in Communication

Students in Communication (SIC), an affiliate of the National Communication Association Student Clubs, is committed to enriching the lives of undergraduate communication major and minors. Unlike Lambda Pi Eta, an academic level of achievement is not a pre-requisite for membership. NCASC exists to allow students in communication a voice and forum for their participation in the major.

SIC sponsors events that promote informal interaction between the students and faculty of the Communication Studies major. The group also encourages community involvement, such as the Martin Luther King Day celebration at Ponderosa Junior High and pre-college activities, and helps to organize and fund the trip to the annual conference of the Northwest Communication Association in Coeur D'Alene, Idaho.

SIC also provides feedback and guidance for the Communication Studies major through the elected representative on the Communication Studies Advisory Committee (CSAC). For more information, contact the faculty advisor, Kevin Brown.

Lambda Pi Eta

Lambda Pi Eta is a national honorary society for undergraduates in communication. As an accredited member of the Association of College Honor Societies, $\Lambda \Pi H$ has active chapters at four-year colleges and universities worldwide.

$\Lambda \Pi H$ represents what Aristotle described in his *Rhetoric* as three ingredients of persuasion: logos (Lambda, Λ), related to logic; pathos (Pi, Π), relating to emotion; and ethos (Eta, H), defined as character credibility. Lambda Pi Eta recognizes, fosters, and rewards outstanding scholastic achievement and represents an opportunity for students to be recognized for their academic achievement.

To join Lambda Pi Eta, you must have a 3.0 GPA overall and a 3.25 GPA within the major. You must have also completed 18 credits in communication and 90 credits overall to be eligible. For more information, contact the faculty advisor, Veronica Koehn.

KTEC

KTEC (89.5 FM), OIT's radio station, has been in continuous operation for more than 50 years. It is the oldest FM radio station in Southern Oregon and operates from offices in the College Union. It is student-managed and operated. If you are interested in broadcasting, KTEC typically has openings for DJs and management. Check campus bulletin boards for announcements or contact the faculty advisors, Kevin Brown and Christian Vukasovich.

The Edge

The Edge is OIT's weekly student newspaper, available online (<http://ottheedge.com/>), with an occasional print version. Like the radio station, it is student-managed and operated. As a communication major, you will take JOUR 211 as a required course to acquaint you with journalistic style, interviewing, publishing software, and electronic production methods. For more information, contact the advisor, Marilyn Dyrud.

OTB

A recent addition to OIT's student media, OTB, alternately translated as "Oregon Technical Broadcasting" or "Out of the Box," offers students an outlet for creativity in the area of video production. OTB produces two new episodes every term and offers these for public viewing. For more information, contact otb@oit.edu.

Communication majors are also invited to participate in other school activities, including student government and clubs. You'll find descriptions of these in the OIT catalog and student handbook.

Policies

Communication Department

The department has three formal policies:

Petition for Externship Exception

The Communication Department requires students seeking externship positions to attain senior standing in the program because externship is a capstone experience. To petition for an exception, you must convince the Communication Studies Advisory Committee that starting your externship prior to your senior year is the best strategy for you to succeed academically and that the opportunity is an extraordinary one.

Students requesting exceptions must satisfy these criteria:

- Maintain a cumulative GPA of 2.0, with grades of C or better in all major courses
- Have junior standing in program (43 credits)
- Demonstrate adequate preparation
- Provide documentation from the proposed mentor/organization explaining how this opportunity is unique

To petition for exception, you must write a letter that explains the reasons for your request. Your letter, addressed to the department chair (currently Dan Peterson), should include the following information:

- Your current program standing and GPA (attach an unofficial Web transcript)
- Indication of adequate preparation
- Explanation of how this is a unique capstone opportunity
- Justification for an exception (attach documentation from your proposed extern organization or mentor)
- Other relevant information

After receiving your letter, CSAC will schedule a personal interview, which is your opportunity to come before the committee and discuss your case. You may bring your academic advisor with you, if you wish. The department chair will notify you, in writing, of the decision within two days of your interview. CSAC decisions are final.

See Appendix A for an example of the externship exception cover page that accompanies your appeal.

Out-of-Major Electives Approval

Before you begin this part of your curriculum, you will need to secure formal approval from the Communication Studies Advisory Committee. To do so, fill out the “Out-of-major Electives Approval Form,” gather the required signatures, and submit it to the program director, currently Kevin Brown, who will schedule a CSAC meeting to consider your plan. See Appendix A for an example of the form; your advisor can provide you with an electronic version.

PE Credits and General Electives

The Communication Studies curriculum includes a number of “free” electives, meaning any course, any department, any level. You may use one of those electives for PHED credits, which typically amounts to three PHED courses.

Institutional

You’ll want to become familiar with OIT’s academic policies and procedures, located in the *2015-16 General Catalog*, pages 27-30. Policies that most often affect students are summarized below.

Dropping Classes

If you find that your schedule of classes is too demanding or if your work in a course falls below a “C,” you are encouraged to withdraw from that course by the end of week 7 or earlier. Some students hang on to the bitter end, hoping that a passing grade will materialize or assuming that a W has a negative effect on financial aid eligibility, but this is not a recommended strategy. A “W” has no effect on GPA and usually no effect on financial aid, as long as you meet the annual credit requirement. An “F,” however, affects both and will remain on your academic transcript, although successfully retaking the failed course will result in excluding the “F” from your GPA calculation, indicated by an “E” on your transcript.

If you quit attending a course, withdrawals are **not** automatic. You must personally withdraw from a course. Administrative drops during the first two weeks of classes are at the instructor’s discretion, but your instructor may not exercise this option.

To withdraw from a course, fill out the “Add/Drop” form, available from the Registrar’s Office, most building steno pools, or on the Web (click on “Admissions,” “Registrar’s Office,” “Forms and Applications,” and “File Downloads” on the left). You will need to obtain signatures from the course instructor and your advisor. Take this form to the Registrar’s Office for processing, and then recheck your schedule online to ensure that a “W” appears for that course. If it doesn’t, contact the Registrar’s Office. If you drop a course within the first two weeks of the term, no record will appear on your transcript.

The last day to withdraw from individual classes is Friday of the seventh week of each term; check the Academic Calendar on the front inside cover of this handbook for 2015-16 dates. You may completely withdraw, by dropping all of your classes, until the last class day of each term.

Adding Classes

Use the same form and process to add a course to your schedule. First, however, check with the course instructor to ensure that seats are available. All communication courses have caps on enrollment, to encourage more individualized attention, and some instructors may not be amenable to adding more

students. Once you have submitted the form to the Registrar's Office, check your schedule online to ensure that the course has been added. If it hasn't, contact the Registrar's Office. The deadline for adding classes is Friday of the second week of classes.

Course Waivers/Substitutions

Sometimes you may need to substitute or waive a particular course in the curriculum. You must have good reason to do so, such as prior work experience or a similar course taken at another college, and substitutions must be in the same general area. You cannot, for example, substitute a lab science course with a music class. A more common instance is that you've listed a specific course on your graduation application and, for some reason, that course is not offered and you must replace it with another.

To petition for a waiver or substitution, complete the appropriate form, available from the Registrar's Office or the Communication Department advising coordinator (currently Marilyn Dyrud), and submit it to the Registrar's Office. The form must be signed by you and the appropriate department chair. See Appendix A for a sample form. Note that you cannot waive a required general education course unless there are extraordinary circumstances.

Substituted courses count towards credit for graduation. If you waive a course, however, you must make up the credits, since no credit is granted for waived courses.

Incompletes

"I" grades are granted to those students who, for some compelling reason, have been unable to complete an essential requirement of a course. Not completing your work for a class is not a reason to request an incomplete. If an instructor grants you an incomplete, you have one academic term to finish your coursework. If, for example, you take an incomplete in a class during fall term, you must complete it by the end of winter term. If you do not finish in that time, your grade will revert to the default assigned by the instructor on the request for an incomplete form. If your incomplete is for a spring term class, you have until the end of fall term to complete your work, since summer term is not a regular quarter.

Academic Standing and Appeals

Your *cumulative* GPA determines your academic status. If your GPA is 2.0 or above, you are in "good standing." If your GPA falls below a 2.0 for one term, you will receive an "academic warning." If you've had no graded credits, including withdrawals or incompletes, for two consecutive terms, you will also receive an academic warning. If you have a GPA below 2.0 for two consecutive terms, you will be placed on "academic probation" and encouraged to register for no more than 13 credits. If your grades do not improve the following term, you will be placed on the suspension list and may not register for the next term.

You may appeal this decision, as well as any other exceptions to institutional academic policies, through the Academic Progress and Petitions Committee, which consists of the registrar and representatives from

academic and administrative departments. The committee meets regularly at the beginning and end of each term and on an as-needed basis throughout the year, including summers.

To start the appeal process, write a letter addressed to the committee that clearly explains the circumstances of your appeal and outlines a specific plan for improvement. It's a good idea to consult with your academic advisor. Note that your writing is important! A well-written letter positively impresses the committee.

Deliver your letter to the Registrar's Office. You will be scheduled for a personal appearance before the committee. Although you are not required to attend, your presence communicates your sincerity and means that you are available to respond to questions. If committee members have questions and you are not there to answer them, your appeal will probably either be tabled (until you can appear) or denied. Be sure to bring with you any documentation that you feel reflects positively on your case. You may also ask your advisor to attend, if you wish.

Committee results are available by contacting the Registrar's Office the day following your appeal. Note that some approvals come with conditions, such as meeting with the registrar on a regular basis, limiting the number of credits you can register for, enrolling in particular classes, or meeting regularly with personnel in Counseling and Testing, the Student Success Center, or the TOP program.

Faculty Evaluations

Sometime during the last two weeks of a designated term, you will be asked to complete anonymous evaluations in each class, as mandated by the State of Oregon Administrative Rules. The forms include general learning objectives from the IDEA Center, a national clearinghouse for faculty evaluations. You will rate your instructor on a 1-5 Likert scale, with 5 being high. It's important to take these evaluations seriously, as the results become part of the faculty member's permanent personnel record at OIT and are used for decision making in promotion, tenure, and post-tenure review considerations.

The form also includes space for your written comments. Comments are for faculty eyes only, whereas numerical results are distributed to the department chair and the Provost's Office, as well as to the individual instructor.

Evaluations are administered either by a class member or another instructor. The instructor being evaluated cannot be in the room or in close proximity to it at the time of evaluation. Results are distributed several weeks after the term has ended and faculty have submitted final grades to the Registrar's Office.

Dead and Finals Weeks

OIT has formal policies concerning the last two weeks of the term. Dead Week is the last week of classes. During that time, no finals should be given, and student/athletic activities are limited, to allow maximum time for study. Major projects due during Dead Week require at least three weeks' prior notice.

Finals Week is the week immediately following the end of classes, and regularly scheduled classes meet only for the final exam period. The finals schedule is arranged so that no classes conflict, and each period lasts two hours. Instructors are required to meet classes during the scheduled finals period.

You will find the final exam schedule on the inside back cover of this handbook. In addition, most instructors include the finals period in their course syllabi, and the entire schedule is typically posted on steno pool windows.

Double Majors

Some students elect to double major. To graduate with two majors, you must complete at least 36 distinct credits in another major; you do not need to repeat general education requirements, unless the second department requires additional classes. You will, however, probably have to complete the senior project or externship in the second department, as well as all required classes. If you are majoring in another department and elect the Communication Studies degree as a second major, you must complete all required major courses, including the senior project or externship.

If you are a communications major and are interested in a second degree, consider developing your out-of-major electives to include required courses of the second department. Be sure to declare your second major in DegreeWorks.

Academic Integrity

As an OIT student, you'll take pride in your accomplishments. This precludes cheating, in any form, whether it's cheating on a test, borrowing another student's work, or copying from another source and submitting it as your own work. While we encourage group work in communication classes, this does not include reproducing the work of others. You are expected to abide by copyright laws and institutional policies regarding academic integrity, giving credit to others for their ideas and/or words. See Appendix C for OIT's policy.

Students who are caught cheating are reported to the Office of Student Affairs. Students who are reported twice must appear before the Student Hearing Commission, comprised of faculty and student leaders, for a formal hearing. A number of repercussions can occur, ranging from a warning to expulsion from OIT.

For more information on student responsibilities and conduct, refer to Student Affairs, accessible on the Web through the "Campus Life" tab on the OIT homepage: click on "Student Affairs" and then scroll down and click on "Students." You will see a statement of student rights and responsibilities, as well as a listing of all policies and procedures that affects students.

Appendices

Appendix A: Forms

Petition for Externship Exception Cover Page

Please complete this form and attach it to your letter.

Name: _____

Email address: _____ Phone Number _____

OIT advisor: _____

Term(s) you wish to perform your externship: _____

Externship organization and contact information: _____

Proposed mentor and contact information:

Out-of-Major Electives Approval Form

Name:

Email address:

Advisor:

Out-of-major area:

In the space below, list courses that you anticipate taking for your out-of-major electives; these must total at least 12 credits:

Signature_____ Date_____

Primary advisor's signature_____ Date_____

Submit this form to the program director, currently Kevin Brown (SE 114). The Communication Studies Advisory Committee will consider your plan and contact you within three weeks of your submittal. Be sure to keep a copy for your records.

Graduation Worksheet

Note: This is an abbreviated form for your convenience in keeping track of your classes.

Bachelor of Science Communication Studies 2015-2016

Communication	Term	Grade	Comments
COM 104 Intro to Comm	3		
COM 105 Intro to Comm Theory	3		
COM 106 Intro to Comm Research	3		
COM 109 Intro to Comm Technology	3		
COM 115 Intro to Mass Comm	3		
COM 205 Intercultural Comm	3		
COM 216 Essentials of Grammar & Punc.	3		
COM 225 Interpersonal Comm	3		
COM 237 Intro to Visual Comm	3		
COM 248 Digital Media Production	3		
COM 255 Communication Ethics	3		
COM 276 Democracy and Media	3		
COM 301 Rhetorical Theory & Apps.	3		
COM 309 Comm Technology in Use	3		
COM 325 Gender & Communication	3		
COM 326 Communication Research	3		
COM 345 Organizational Comm I	3		
COM 347 Negotiation & Conflict Res.	3		
COM 358 Comm & the Law	3		
COM 420 Externship*	12		
OR			
COM 421/2/3 Senior Project*	12		
COM 424 Capstone	3		
ART 207 Graphic Design	3		
JOUR 211 Publications: Student Newspaper	3		
MIS 101 Word Processing Lab	1		
MIS 102 Spreadsheet Lab	1		
MIS 103 Presentation Graphics Lab	1		
SPE 111 Fundamentals of Speech	3		
SPE 314 Argumentation	3		
SPE 321 Small Group & Team Comm	3		
WRI 121 English Composition	3		
WRI 122 Argumentative Writing	3		
WRI 227 Technical Report Writing	3		
WRI 3/4xx Writing elective	3		

General Education/Electives			Term	Grade	Comments
_____	Humanities elective		3 _____	_____	_____
_____	Humanities elective (upper division)		3 _____	_____	_____
PSY	201	Psychology	3 _____	_____	_____
PSY	202	Psychology	3 _____	_____	_____
PSY	203	Psychology	3 _____	_____	_____
ECO	202	Principles of Economics, Macro	3 _____	_____	_____
_____	Business Elective		3 _____	_____	_____
_____	Social Science Elec (upper div)		3 _____	_____	_____
_____	Social Science Elec (upper div)		3 _____	_____	_____
_____	Social Science Elec (upper div)		3 _____	_____	_____

Math/Science

_____	Math**		4 _____	_____	_____
_____	Lab Science elective		4 _____	_____	_____
_____	Lab Science / Math elective		4 _____	_____	_____
_____	Lab Science / Math elective		4 _____	_____	_____

Emphasis and Electives

_____	Major elective		3 _____	_____	_____
_____	Major elective (upper division)		3 _____	_____	_____
_____	Major elective (upper division)		3 _____	_____	_____
_____	Major elective (upper division)		3 _____	_____	_____
_____	Out-of-major elective		3 _____	_____	_____
_____	Out-of-major elective		3 _____	_____	_____
_____	Out-of-major elective		3 _____	_____	_____
_____	Out-of-major elective		3 _____	_____	_____
_____	Elective (social science)		3 _____	_____	_____
_____	Elective (social science)		3 _____	_____	_____
_____	Elective (social science)		3 _____	_____	_____
_____	Elective (social science)		3 _____	_____	_____
_____	Elective		3 _____	_____	_____

* Either senior project or externship

** Any math class for which MATH 100 is a pre-requisite

Curriculum notes: To earn the Bachelor of Science degree, students must complete 45 credits in mathematics, science, and social science and 60 credits of upper-division courses.

Total credits required for this program: 184

Dispute Resolution Certificate Worksheet

Note: This is an abbreviated form for your convenience in keeping track of your classes.

Dispute Resolution Certificate 2015-2016

Prerequisite Classes	Term	Grade	Comments
SPE 111 Fundamentals of Speech	3 _____	_____	_____
WRI 121 English Composition	3 _____	_____	_____
WRI 122 Argumentative Writing	3 _____	_____	_____
Program Classes			
COM 205 Intercultural Comm	3 _____	_____	_____
COM 225 Interpersonal Comm	3 _____	_____	_____
COM 226 Nonverbal Comm	3 _____	_____	_____
COM 345 Organizational Comm	3 _____	_____	_____
COM 347 Negotiation & Conflict Resolution	3 _____	_____	_____
COM 348 Facilitation	3 _____	_____	_____
COM 425 Mediation	3 _____	_____	_____
COM 426 Mediation Practicum	3 _____	_____	_____
SPE 321 Small Group & Team Comm	3 _____	_____	_____

Total credits required for this program: 36

Substitution Form

Appendix B: Academic Integrity Policy

Student Academic Integrity OIT-14-030

As part of our mission to enable students to become responsible citizens by developing ethical awareness, OIT expects that students, staff, and faculty share in the responsibility of maintaining high academic standards. Faculty and staff are expected to encourage and sustain academic excellence. Students are expected to demonstrate their knowledge with honesty and integrity. OIT considers academic dishonesty to be an unacceptable practice.

Definitions

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. *Plagiarism* is defined as submitting the language, ideas, thoughts or work of another as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. *Cheating* is defined as, but not limited to, obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; obtaining or providing unauthorized information concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one's place; altering test answers after submittal for grading; changing grades after grades have been awarded; or altering other official academic records.

Academic Action and Disciplinary Procedures

Disciplinary procedures for incidents of academic dishonesty may involve both academic and administrative action. After following the settlement procedures outlined below, the instructor of record may choose one or more of the following actions:

- Provide a written warning to the student (with copy to the vice president for student affairs)
- Award a failing mark on the test or paper in question
- Require the student to retake the test or resubmit the paper
- Refer the case to the Student Hearing Commission

Academic action by instructor of record may not include assigning a grade of "F" for the course or administratively withdrawing the student from the course based solely upon the incident of academic dishonesty (Oregon Department of Justice Memorandum, 1979).

Administrative directors who determine in the course of their duties that academic dishonesty has occurred will also use the settlement procedures outlined below, notifying the instructor of record, and may choose either action 1 or 4, above.

All academic dishonesty cases will be reported to the vice president for student affairs. If a faculty member and/or administrative director has evidence that a student has violated the Student Academic Integrity policy, the case may be handled either through settlement or a hearing. If the student is attending OIT, the faculty member and/or administrative director must meet with the student as soon as possible after discovering the violation. After meeting with the student, the faculty member and/or administrative director will determine the appropriate procedure based on the following:

1. If the faculty member and/or administrative director believes that the suspected violation can be resolved under the settlement procedures, s/he will contact the vice president for student affairs to determine if the student is eligible for settlement. If a student has a prior academic dishonesty offense, s/he is not eligible for settlement.
2. If the student is eligible, the faculty member and/or administrative director may proceed with the settlement procedure.
3. If the student is not eligible for settlement, or if the faculty member or administrative director believes the suspected violation is serious enough to warrant a greater penalty than those outlined under the disciplinary procedures, the faculty member or administrative director must refer the case to the Student Hearing Commission by notifying the vice president for student affairs.

Settlement Procedures

- Faculty member and/or administrative director meets with the student and presents him/her with the allegation and evidence of the academic integrity violation.
- Faculty member and/or administrative director requests an explanation from the student.
- After hearing the explanation, the faculty member and/or administrative director will determine whether or not a violation has occurred. If so, s/he will fill out a settlement form noting the penalty and give a copy of the form to the student.
- The student will be allowed, at most, 48 hours to consider and seek advice on whether to admit guilt and accept the penalty by signing the form.
- If the student agrees to sign, the original must be signed in the faculty member's or administrative director's presence.
- If settlement is reached, the faculty member and/or administrative director imposes the penalty and delivers the settlement form in a "confidential" envelope to the Vice President for Student Affairs Office who keeps a record of offenses. The student is given a copy of the form.
- If the student refuses to meet with the instructor or administrative director, the faculty member and/or administrative director must forward the form to the Vice President for Student Affairs Office.

- If during the meeting the student neither admits guilt nor agrees with the penalty and signs the settlement form accordingly, the faculty member and/or administrative director must forward the form to the Vice President for Student Affairs Office.
- Students have the right to file an appeal as outlined in the *Student Handbook*.

Record Keeping

All Academic Dishonesty Settlement forms must be forwarded to the Vice President for Student Affairs Office.

Standards of conduct are authorized by Oregon State Board of Higher Education Administrative Rules, Chapter 580, Division 22, Section 0045, and by concurrent action of the ASOIT and the Faculty Senate with the approval of the President of the College acting on behalf of the Oregon State Board of Higher Education.

Recommended by:

Faculty Senate – October 7, 2004
Academic Council – June 7, 2004
President's Council – June 8, 2004

Approved: /s/ Martha Anne Dow
Martha Anne Dow, President

Date: October 11, 2004

Student Academic Dishonesty Settlement
Oregon Institute of Technology

Part One (to be completed by faculty member or administrative director)

Student Name: _____ ID: _____	
Instructor: _____ Class: _____ Term: _____	
Alleged Violation:	
Penalty:	
Instructor or Administrative Director Signature: _____ Date: _____	

Part Two (to be completed by the student) This form must be completed within 48 hours of receipt.

Student Explanation (optional)	(Use back side or attach another sheet if necessary)
I agree with the above alleged violation and penalty. I understand that a copy of this form will be forwarded to the Vice President for Student Affairs Office. I also understand that if this is my second offense, my case will be forwarded to the Student Hearing Commission.	
Student Signature: _____ Date: _____	
I do not agree with the above alleged violation and penalty. I understand that a copy of this form will be forwarded to the Vice President for Student Affairs Office. I also understand by not agreeing, this case may be forwarded to the Student Hearing Commission	
Student Signature: _____ Date: _____	

Appendix C: Faculty

	<i>Office</i>	<i>Phone</i>	<i>Position</i>
Kevin Brown, Ph.D.	SE 114	5.1891	Professor <i>SIC, KTEC advisor</i> <i>Externship coordinator</i> <i>Program director</i>
Marilyn Dyrud, Ph.D.	OW 109	5.1504	Professor <i>Advising coordinator</i> <i>The Edge advisor</i>
Franny Howes, Ph.D.	SE 121	5.0339	Assistant Professor <i>Webmaster</i>
Veronica Koehn, Ph.D.	SE 113	5.1677	Assistant Professor <i>A I I H advisor</i> <i>Assessment coordinator (major)</i>
Kari Lundgren, Ph. D.	SE 117	1.5361	Assistant Professor <i>Assessment coordinator</i> <i>(gen ed)</i>
Dan Peterson, Ph.D.	SE 116	5.1531	Professor <i>Department chair</i>
Matt Schnackenberg, Ph.D.	SE 118	5.1448	Professor
Robin Schwartz, M.A.	SE 122	5.1398	Assistant Professor <i>Speech curriculum coordinator</i>
Matt Search, Ph.D.	Wilsonville	5.5361	Associate Professor <i>Technical communication</i> <i>curriculum coordinator</i>
Christopher Syrnyk, M.A.	SE 111	1.5258	Assistant Professor <i>Composition curriculum</i> <i>coordinator</i>

Christian Vukasovich, Ph.D.	SE 112	5.0787	Assistant Professor <i>Human comm curriculum coordinator KTEC advisor</i>
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