

TO: Open Entry Students
FROM: Shari Deevers, Dennis Easler, Robin Hunter, John Kellogg, Cynthia Klingel, Kim Madsen, Sandi McGuire, Rebecca Ropp, Tom Rose
DATE: Spring Semester 2012
SUBJECT: Open Entry Information Sheet

As your Open Entry course instructors and lab technicians, we believe that it is our responsibility to provide you with the best learning experience and training available. The Open Entry delivery method for your classes provides you with the flexibility of designing your own schedule with personalized instruction available when needed. We feel it is our responsibility to provide you with the skills needed to successfully complete the course you have chosen along with the tools to help you successfully compete in today's job market.

Employers have indicated to us that they are looking for employees with strong computer skills as well as a strong work ethic. This work ethic includes being dependable and being able to plan and manage time efficiently.

We believe that we have created for you the opportunity for learning. Now, the actual learning is your responsibility. We are providing for you structured syllabi, excellent textbooks, state-of-the-art computer labs, and multiple lab hours with well-qualified instructor and technician assistance available.

Now, it is your responsibility to plan your schedule and complete your work on time. Today, you are beginning your open entry course(s). It is your responsibility to set aside a regular time in your schedule each week to work on your class. Successful completion of your course depends on you planning your time and accepting the responsibility that has been given to you.

In order to facilitate our recordkeeping and guarantee you the timely return of your graded work, we are asking that you use the electronic date and time stamp located in the lab beside the lesson hand-in tray. You should stamp each assignment as you hand it in. If you are not receiving your graded work back in a timely manner, please feel free to call 269-565-2049 and make us aware of the situation. Please note that at the end of the semester no guarantees will be made as to how quickly your work will be graded. Work handed in at the end of the semester most likely will not be returned to use to study with for your exams.

Procedure for Requesting an Incomplete

We do understand that occasionally circumstances beyond your control may keep you from completing your course on time. In order to qualify for an Incomplete in any open-entry course, you must:

- ☞ Submit a Request for Incomplete form to your instructor by the end of the **eighth week** of the semester. The last date to request an Incomplete for the **Spring 2012** Semester is **March 9, 2012**. You must have a valid reason for requesting the incomplete. Examples of valid reasons include: lengthy illness, death of an immediate family member, or an unexpected call to military service. (Your instructor may require written documentation verifying your request.)
- ☞ You must have at least **one-half** of the course or courses completed with a passing grade on the work that you have completed. Consult your syllabus for information indicating the half-way point of your class.

If you do not follow the Request for Incomplete procedure outlined above and you do not complete your course, your final grade will be determined by the work you have completed divided by the total number of points available in the course.

Working as a team, we believe you will find your open-entry course to be a valuable and positive learning experience. We look forward to working together this semester. We encourage you to come into the lab and work with your instructor or lab technician when you encounter difficulties.

Your instructors may be reached at 269-965-3931:

Robin Hunter Ext. 2513 hunterr@kellogg.edu	Rebecca Ropp Ext. 2519 roppr@kellogg.edu	Cynthia Klingel Ext. 2936 klingelc@kellogg.edu
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The direct-line telephone number for the Open Entry lab in Battle Creek is 269-565-2049.

Special Note: Some Open Entry courses require more in-lab presence than others. Most of OIT 226, 227, 229, 241, 243, and 245 **MUST** be completed in an Open Entry lab. You need to budget your time to be in the lab **every** week and meet your due date schedule.

Open Entry courses are **NOT** on-line courses. All open entry students must complete an orientation to begin any of the open entry courses.

*All of your assignments have required due dates. Be sure you are aware of when these due dates occur. You will lose 10% (1-13 days) or 20% (14 or more days) of the points from your assignment score for each late assignment. Also, be aware of your final due date. No assignments will be accepted after **April 19, 2012**. Be sure to follow your due date schedule closely.*



All assignments are due by Thursday, April 19, 2012, before the closing time of the OE lab *at your site*. (It is your responsibility to know the OE lab hours at your site.)



All exams must be completed by Thursday, April 26, 2012, before the closing time of the OE lab *at your site*. All exams taken *after December 8* need to be scheduled with an instructor or lab technician. All exams must be taken in an open entry lab. (It is your responsibility to know the OE lab hours *at your site*.)

Courses not completed by the end of the semester, which is **April 26, 2012**, will result in a final grade determined by dividing the total number of points earned by the total number of points available in the course.

Open Entry Computer Lab Rules

1. The use of cell phones is prohibited in the lab. Turn phone on vibrate and take calls in the hall.
2. Children are not allowed in the lab even if they are accompanied by an adult.
3. Computers and printers are not to be utilized for personal use.
4. You are responsible to clean your work area of any paper or other litter.
5. Be considerate of other students.

All Open Entry information including due dates and lab hours is available on the Open Entry Program Web site at: www.kellogg.edu/schedule/oeoe.html

Open Entry Courses/Instructors of Record

Mrs. Hunter – OIT 176, 177, 178, 184, 185, 190, 192, 193, 195, 196, and 226

Mrs. Ropp – OIT 109, 110, 111, 112, 197, 241, and 243

Mrs. Klingel – OIT 181, 182, 183, 187, 188, 189, 227, 228, 229, and 245

**Be sure to ask your technician
or instructor for a copy of
the OE lab hours at
your site!**