



Course Name:

ACTS Name:

Course Number:

ACTS Course Number:

Academic Year:

INSTRUCTOR INFORMATION:

Instructor:

Office Location:

Office Phone #: (870)

Email Address: @pccua.edu

Office Hours:

Meeting Time & Place:

Prerequisites:

Required Laboratories:

Credit Hours:

COURSE DESCRIPTION

Use the PCCUA catalog description and correct name of the course.

TEXT AND READING MATERIALS:

Publisher:

EXPECTED STUDENT LEARNING OUTCOMES (Course Outcomes)

INSTRUCTIONAL GOALS, OBJECTIVES & MEASURES

PCCUA CORE COMPETENCIES

The five core competencies (STACC) are incorporated within the context of the subject being taught. The competencies address skills the College has committed to developing in all students.

- 1) **Social and Civic Responsibility**
- 2) **Technology Utilization**
- 3) **Analytical and Critical Thinking**
- 4) **Communication**
- 5) **Cultural Awareness**

GRADING POLICY

Quizzes

Papers,

Assignments

Tests

Mid Term Exam

Final Exam

Grading Scale

ATTENDANCE POLICY

PARTICIPATION

COURSE EVALUATION & ASSESSMENT

EARLY ASSESSMENT OF LEARNING MEASURE (must be completed before the 4th week of class-test, demonstration, essay, writing assignment, other-must identify what the assessment will be).

INTERVENTION BASED ON EARLY ASSESSMENT OUTCOME (what intervention do you plan to implement if early assessment of student learning indicates the student is having problems with the material-must identify intervention which could be tutoring, review or material, review sessions after class, study sheets, one on one assistance).

MISSED OR LATE ASSIGNMENTS AND EXAMS

STUDENT RESPONSIBILITIES

SUPPORT FOR LEARNING

Students will be assessed for learning outcomes by the fourth week of classes. In this course students have several options to assist with learning course material. Explain how this will be accomplished.

ACADEMIC HONESTY POLICY

LABORATORY PROCEDURES: (if applicable)

CAMPUS SUPPORT SERVICES

Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY:

Dr. Kimberly Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment. If you have a disability please contact the Student Disabilities Coordinator for your campus. *(Insert the name and contact information for the Disabilities Coordinator for the student's campus.)*

DeWitt-Shawanna Wansley (870) 946-3506, ext. 1610

Helena-West Helena-Doug Bielemeier (870) 338-6474, ext. 1135

Stuttgart-Sylvia Boyd (870) 673-4201, ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook or on the College web site at <http://www.pccua.edu/students/student-assistance/students-with-disabilities/>

FERPA POLICY

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE

Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's office.

ACTS

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer.

<https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>

COLLEGE DELAY OR CLOSURE

Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff

to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared. Just because the K-12 district makes the decision to close, does not mean the college will close. If the roads are passable, and we are able to offer our classes, we will remain open. Just because one campus is closed does not mean all three campuses are closed.

If the College closes for one or two days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time.

If for some reason there is an extended school closure, the student is responsible for following the instructions for assignments posted on **BlackBoard**.

All courses that are currently delivered via a distance (online or synchronized interactive) video) will continue to be delivered by that format in the event of a school closure.

Students who are currently delivered classes through synchronous interactive video courses will be able to join those conferences from home by accessing a user link provided by the instructor.

The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.