Course Number

**Course Title**

Semester (Online if applicable)

**Class Time and Location:**

**Instructor Name:**

**Office Location:**

**Office Hours:**

**Office Phone:**

**Cell phone or other contact number:**

**Prerequisite:** (Are there any for this course?)

**Resources:**  Textbook or other required materials

**Course Description:** (From catalog)

**Program Outcomes:** (From catalog)

**Rationale:** (How does this course tie in with these outcomes?)

**Course Objectives:** Upon successful completion of \_\_\_\_\_\_\_\_\_\_\_\_, the student should be able to do the following (please include measurable items and level of expected accuracy):

**Topical Outline/Course Schedule:** (What is the order in which you expect to cover material? Dates when appropriate or available so students may plan for exams or projects.)

**Course Conduct:** (What do you expect to present this material to students?)

Here is an example:

This course is conducted through brief on-line lectures and or videos, and lengthy homework assignments. You cannot pass the course without doing the homework.

You are encouraged to form study groups to complete your homework. You may seek assistance from Student Support to **check** homework assignments. It is not the responsibility of Student Support to re-teach the entire lesson to complete your homework. If you are having extreme difficulty, please make an appointment with me to discuss it. Please expect a minimum of nine hours of work per week on this class.

**UA Rich Mountain Credit Hour Calculator:** (Please modify this statement as necessary for your course.) For every course credit hour, you should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing homework, and other activities that enhance learning. For a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course. This includes the time spent in class.

**Course Requirements/Evaluation:**

(How will students be graded or evaluated? Are assignments weighted, etc? This is where most issues arise in student complaints, so please be very specific.)

Grading scale: (Provide a grading scale or point value for receiving grades.)

 A =

 B =

 C =

 D =

 F =

**Class Procedures/Student Requirements:**

 (What do you expect students to do.........attendance, lab safety procedures, classroom conduct, etc.)

**Academic Dishonesty**: (Provide a statement regarding how you will address academic dishonesty in your course. Be sure it is in line with the college catalog and let them know your procedures for handling specific issues.)

**Disability Policy:** It is the policy of UA Rich Mountain to accommodate students with disabilities, pursuant to state and federal law. Any student with a disability who needs accommodations should contact the Vice Chancellor for Student Affairs Office, 394-7622 ext.1400.

**Arkansas Clean Air Act:** In compliance with the Arkansas Clean Air Act, UA Rich Mountain is a smoke and tobacco free facility. Students and guests are to refrain from the use of all tobacco products while on campus.

**Student Misconduct:** Students committing misconduct are subject to disciplinary sanction(s) and or restrictions. Misconduct or prohibited behavior includes, but is not limited to endangerment, harassment, disruption, sexual misconduct, dishonesty, illegal drugs and/or alcohol, fire or safety issues, gambling, property violations, computer violations or other violations as listed in detail in the UA Rich Mountain catalog.

**Title IX Sexual Harassment:** If there is an issue of this nature, it should be reported immediately to the Title IX Director, Terry Francis at (479) 394-7622, Ext. 1460. To report a concern, or to learn more about UA RICH MOUNTAIN’s Title IX and Non-Discrimination Policies, visit <https://www.uarichmountain.edu/title-ix-policy>

**UA Rich Mountain Mission:** UA Rich Mountain provides transformative education to all learners.