

ARIZONA WESTERN COLLEGE
SYLLABUS

EDU 249 THE COMMUNITY COLLEGE FOR ASSOCIATE FACULTY

Credit Hours: 1 Lec 1

PREREQUISITE: None

COURSE DESCRIPTION

A survey of the philosophy, history, organization, functions, and funding of Arizona Western College. Emphasis will be placed on analysis of the institution, instructional systems, and resources for associate faculty. CR/NC

1. COURSE GOALS

- 1.1 Inform AWC associate faculty of the role and function of the college.
- 1.2 Facilitate a better understanding of the processes used at AWC and Divisions and Departments in place.
- 1.3 Facilitate a better understanding of the resources available to associate faculty as a whole.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe the educational philosophy of the college.
- 2.2 detail the evolution of the college beginning in the 1960's.
- 2.3 describe the major function and organizational components of the college.
- 2.4 describe the organization, function, and mix of instructional programs offered.
- 2.5 describe the clientele served by the college, the traditional and non-traditional approaches (delivery systems) utilized and future trends that exist for community college education.
- 2.6 describe how student learning outcomes informs the decisions and direction of learning at the community college.
- 2.7 discuss faculty issues.

3. METHODS OF INSTRUCTION

- 3.1 Self-paced guided instructional modules
- 3.2 Guest Speakers via audio or video
- 3.3 Site visits
- 3.4 Website reviews

4. LEARNING ACTIVITIES

- 4.1 Directed discussions
- 4.2 Reading assignments
- 4.3 Guest speakers
- 4.4 Questions from the field
- 4.5 Read from current literature, websites and journals

5. EVALUATION

- 5.1 Students will be graded either "CR" for credit or "NC" for non-credit
- 5.2 See assignments for more detail on specific criteria for credit

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course