Course Title
University of Alaska Anchorage | Mat-Su College
Semester and Year (Number of) credits

Instructor:
Name:
Telephone: You are not required to provide your phone number.
Email: Please use your UAA email address to communicate with students.
Office Hours: Adjunct faculty are not required to hold office hours, but must indicate how a student may make arrangements to meet them outside of class time if needed. NOTE: Adjunct faculty may reserve weekly worktimes in the adjunct faculty offices located at SNOD 132 and 134, and JKB 122 B.

Course Meeting Information, Insert Class Dates, i.e., First Day of Class to Last
This class meets on Days, Times, in ______

Catalog Course Description
Insert current description from approved Course Content Guide. All current course content guides can be found at: http://curric.uaa.alaska.edu/carsccgs/. If the CCG is not available for your course, please contact Academic Affairs.

Course Prerequisite/Co-requisites: See course content guide.

Required Text and Learning Materials: Insert information.

Student Learning Outcomes: In this class, learning requires partnership. For each hour spent in class, plan to spend at least two hours studying outside of class each week. At the end of this course, if you actively engage in class, study outside of class, complete assignments and prepare for exams, you will be able to:

- Insert Student Learning Outcomes from approved Course Content Guide.

All current course content guides can be found at: http://curric.uaa.alaska.edu/carsccgs/. If the CCG is not available for your course, please contact Academic Affairs.

Assessment of Learning and Grading System: (Confirm the grading for the course, i.e., A-F or P/NP by reviewing the course content guide.)

Grading in this course is A-F. These letter grades carry grade points and are used to calculate GPAs. Grading in this course will reflect the standards established in the University of Alaska Anchorage Catalog, as follows:

A: Honor grade; indicates comprehensive mastery of required work.
B: Indicates high level of performance in meeting course requirements.
C: Indicates satisfactory level of performance.
D: Indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
F: Indicates failure.

Assignments and Assessment of Learning
Revised 11/14/17
The instructor reserves the right to change the assignment requirements and exam dates depending upon class progress.

**List Assignments, Due Dates, and Point Values or Assignment Weight**

**Grading Summary**
NOTE: The instructor reserves the right to change the assignments based upon class progress and student need for more time reviewing challenging concepts.
Summarize the assignments and point/weight values. Note total number of points that can be earned.

**Grading** *(Explain the basis for grading, i.e., tell the students what is required for an “A”, “B”, etc.)*
Grading will be based upon a *percentage of the total points earned* for homework, exams, attendance, and extra credit. This class is graded on an A-F scale.

- A: 91-100%
- B: 81-90%
- C: 71-80%
- D: 61-70%
- F: < 60%

**Course Policies**

**Classroom Rules** *(The items listed below are suggestions. Create a list of rules appropriate for your course. Please notify students that they are expected to comply with the UAA Student Code of Conduct).*
1. Cellphones, laptops, tablets, and all electronic devices are to be turned off and put away. Do not take them out during class.
2. Be on time. Late entrances disrupt others.
3. No eating in class. Beverages in closed containers are acceptable.
4. Please respect the rights of others to learn. Behaviors that distract attention from lecture or class activities will not be tolerated. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the UAA Student Code of Conduct: [http://www.uaa.alaska.edu/deanofstudents/StudentJudicialServices/code.cfm](http://www.uaa.alaska.edu/deanofstudents/StudentJudicialServices/code.cfm)
5. No children, pets, or guests are permitted to attend class.

**Attendance:** Specify your policies for attendance, including consequences of nonattendance.

**Late Work:** Specify your policy for late work.

**Withdrawal Deadline:** Insert date is the last day for student- or faculty-initiated withdrawals.

**Email:** Email and Blackboard will be the primary means of communication outside of the scheduled class meeting times. I will only use your UAA assigned email address. Please use your UAA email account when contacting me. Please put the *course title and number* in the subject line. UAA uses e-mail to communicate with students about many regulations, requirements and responsibilities. E-mail is often the only way some information is distributed so it’s important for you to regularly check your university e-mail account or to forward mail from your UAA account to an account you check frequently. The university automatically assigns you an official UAA e-mail account when you first register for classes. To obtain your user name and create a password, go to: [https://me.uaa.alaska.edu/](https://me.uaa.alaska.edu/). You are responsible for knowing — and when appropriate, acting on — the contents of all university communications sent to your official UAA e-mail account. If you want to receive university communications at a different e-mail account, you must notify me.

Revised 11/14/17
address, you need to forward e-mail from your assigned UAA account to an e-mail address of your choice. You can easily do this online at https://www.uaa.alaska.edu/email/. If you experience difficulties accessing your email or Blackboard, contact the UAA IT Services Call Center at 907-786-4646 Option 1 or toll-free at 877-633-3888.

**Blackboard:** Blackboard will be used for announcements and posting of your grades.

**University Policies and Services**

**Academic Integrity:** Academic integrity is a basic principle that requires that students only take credit for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, examinations, or other academic work that is based on sources prohibited by the faculty member. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. For more information, refer to the UAA Student Code of Conduct: http://www.uaa.alaska.edu/deanofstudents/academic-integrity/

**Disability Support Services:** Disability Support Services (DSS) is responsible for coordinating support services for UAA students who experience disabilities. To access support services, students must contact DSS (746-9737) and provide current disability documentation that supports the requested services. Additional information may be accessed on-line at http://matsu.alaska.edu/office/student-services/msc-policies/disability-support/

**The Learning Center, OLB 121:** The Mat-Su College Learning Center has math, writing, and other subject matter tutors available to help students successfully complete the learning activities in their classes. For hours and services: http://matsu.alaska.edu/offices/learning-resource-center/.

**Incomplete Grades:** An incomplete grade is assigned only at the discretion of the instructor. A student requesting an incomplete grade must have completed 70% of course requirements and have a minimum of a “C” in the course at the time of the request.

**Student Code of Conduct and Campus Civility:** As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. For more information, refer to the UAA Student Handbook: http://www.uaa.alaska.edu/deanofstudents/StudentJudicialServices/code.cfm. It is the student’s responsibility to know the expectations outlined in the handbook for appropriate campus and classroom behaviors and to adhere to these expectations.

**Counseling:** Mat-Su College is dedicated to helping students succeed in achieving their academic goals. A wide range of personal challenges may limit or prevent a student from achieving his or her goals. These may include thoughts of self-harm, depression, stress, anxiety, relationship issues, family conflict, substance abuse, etc. Students experiencing any of these or other personal challenges are encouraged to speak with a counselor.

Counseling is meeting with a behavioral health clinician to talk about and work through problems. The clinician will help students develop an individualized, solutions-focused plan to address their needs. Students may meet with an experienced mental health clinician/counselor on the Mat-Su College campus up to three times free of charge. If necessary, referrals will be made for additional services. All services are confidential. Services are provided by Mat-Su Health Services.

Revised 11/14/17
To schedule an appointment, call 907-376-2411.

*Services are provided as part of a pilot project funded by the Mat-Su Health Foundation. The free services will be available as the grant funds permit.

**Title IX:**
University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you disclose sexual harassment or sexual violence to a faculty member or any university employee, they must notify the UAA Title IX Coordinator about the basic facts of the incident. Your choices for disclosure include:

1. You may confidentially disclose and access confidential counseling by contacting the UAA Student Health & Counseling Center at 907-786-4040 or Alaska Family Services in Palmer at 866-746-4080 (24 hours).
2. You may access support and file a Title IX report by contacting the UAA Title IX Coordinator at 907-786-0818. At Mat-Su College contact the Director of Academic Affairs at 907-746-9316 for more information.

---

**Course Calendar/Outline**

NOTE: The instructor reserves the right to change the assigned readings, homework, and exam dates based upon class progress and student need for more practice on specific concepts.

List class meeting dates and topics.