HIED 540.01W American Community College
COURSE SYLLABUS: Summer 2015

Instructor: JoHyun (Jo) Kim, Ph.D. - Assistant Professor in Educational leadership
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Recommended

Course Description

The American Community College is designed as a broad introduction to the study of community colleges. Students will gain a breadth of knowledge of the general field of community colleges through assigned readings, discussions, and research projects. Projects and presentations will give students specific knowledge of a community college and a content area of a students’ choosing. The course emphasizes discussions to help students’ process course content. Research projects are used to assist students to gain knowledge of specific content areas related to community colleges. Additional readings will supplement the Cohen and Brawer text.
Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Develop an understanding of the historical development of the community college.
- Understand the unique characteristics, purposes, and philosophical underpinnings of the community college as postsecondary institution.
- Understand the governance, financing, and administrative systems of community colleges, and the policy issues that confront it.
- Develop an understanding of the functions, services, and components of the community college including faculty, students, and programs.
- Understand current and potential future issues of confronting community colleges.
- Gain experience conducting research in a content area of interest.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Readings in the course text as well as additional outside reading

Papers MUST conform to the requirements of the APA Style Manual.

Papers must be thoroughly edited—grades will be lowered for all writing errors.)

A minimum expectation of graduate study is the self-motivated continuing search for information/understanding.

Assignments that you complete for this course should not have been used in other courses.

Late module assignments will lose one letter grade (10%) per day late. The measurement of days ends at 11:59pm the following day of class. A new day begins at Midnight (12 am) at 12:00 am, and continues to 11:59 pm. Late assignments may be turned in via email.

GRADING

Grading Rubric: A: 200-180  B: 179-160  C: 159-140  D: 139-120  F: 119-0

Case Study Research Paper (100 total points):

The major paper/project for the class is a case study research paper that will be a synthesis and application of community college content as it applies to actual community college settings. The
paper will have two parts. The first part will contain the brief summary/synthesis of a specific community college area based on your module readings. The second part of the paper will be the description/analysis of the implementation status of a specific community college area at the community college of your choice. Module assignments are accumulative.

**Module Discussion Forums (5 @ 20 points each):**

We will have five discussion assignments. The sharing of feedback with your classmates is expected to strengthen your learning.

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**TECHNOLOGY REQUIREMENTS**

This is 100% online class. All instructional activities and assignments will be delivered and received online using the eCollege learning media platform.

The following technological resources will be required.

- Access to a computer with Internet access (high-speed preferred)
- Document Productivity Software (Microsoft Office preferred)

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**ACCESS AND NAVIGATION**

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘myCourses’ tab, and then select the "Browser Test" link under Support Services.

**eCollege Access and Log in Information:**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: [https://leo.tamuc.edu/login.aspx](https://leo.tamuc.edu/login.aspx).

You will need your CWID and password to log into the course. If you do not know your CWID or have forgotten your password, please contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week, by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.
COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Please periodically review (1) updated announcements within the HIED 540 eCollege course homepage for updated information pertaining to this course and (2) your MyLeo email account in case I need to send you a confidential message. Although I will reply to emails from non-university email accounts, I will only send original messages to MyLeo email accounts. Thank you for understanding my request, as I have no control over firewalls from your home or work.

Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment (eCollege) and your learning community. You are to expect the same of me.

- Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours, depending upon the time your message was received. However, I encourage you to post all generic questions to the Q&A forum section of the course in order to avoid duplicate questions. The chances are that your peers will have the same question. Each of the six modules within our HIED 540 course shell has a link entitled Module Q&A where you can post questions and review responses to questions that pertain to course information as we progress through this course. While you are welcome to email me in reference to personal matters, I prefer that you ask non-confidential questions through the Module Q&A forums.

- Another way to interact with me is through Google+ hangout (JoHyun Kim – jkim2444@gmail.com). If you prefer to use Skype, feel free to contact me through Skype (jkim244). Or if you want to talk via phone, you may contact me via my cell phone 217-493-5739 (Please leave detailed message if I do not answer).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Writing Requirements

All papers are to follow APA format guidelines. Begin papers with an APA title page. Font is to be 12 point, New Times Roman, double-spaced. Normal margins: one inch left, right, top, and bottom. Written assignments will be graded according to the following criteria:

- Completeness of response to the assignment
- Organization and coherence
- Appropriate grammar, punctuation, spelling
- Use of disciplinary format and citation style: Paper displays correct use of student’s disciplinary format and citation style (APA, 6th Edition).
Respect Differing Views

As with all graduate courses, this course deals with ideas. Please be respectful of individuals with ideas and beliefs that differ from your own. People can have complex reasoning for what is seen as, on the surface, a simple idea. Only civil and even-tempered discussions will be permitted in class.

Writing Center

Students are encouraged to visit the A&M-Commerce Writing Center for writing assistance. Visit the website at:
http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx

ADA Statement

Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Scholarly Expectations:

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Dropping the Class

At times, we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.
Incomplete Grades

Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student’s control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

Academic Honesty:

Please see the TAMU-C Graduate Catalog and the Publication Manual of the American Psychological Association (2010) for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information. Consequences for academic dishonesty range from failing a specific assignment to expulsion from the University. "Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to plagiarism (the appropriation or stealing of ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments) and abuse (destruction, defacing, or removal) of resource material."

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

COURSE OUTLINE / CALENDAR

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<thead>
<tr>
<th>Module</th>
<th>Date</th>
<th>Topic</th>
<th>Textbook</th>
<th>Discussion Assignment</th>
<th>Written Assignment</th>
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<tbody>
<tr>
<td>M1</td>
<td>7/13 – 7/19</td>
<td>Background and Students in American Community College</td>
<td>Cohen. Ch1 &amp; Ch2</td>
<td>Due posting by 7/16 and feedback by 7/19 (20 pts)</td>
<td>-Case study research paper (20 pts): “Introduction” due by 7/19</td>
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<tr>
<td>M2</td>
<td>7/20 – 7/26</td>
<td>Organization, Governance, and Administration in American CC</td>
<td>Cohen. Ch4</td>
<td>Due posting by 7/23 and feedback by 7/26 (20 pts)</td>
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<tr>
<td>M3</td>
<td>7/27 – 8/2</td>
<td>Finances in American CC</td>
<td>Cohen. Ch5</td>
<td>Due posting by 7/30 and feedback by 8/3</td>
<td>-Case study research paper (40 pts): “Organization,</td>
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<td>M4</td>
<td>8/3 – 8/9</td>
<td>Faculty and Instruction in American CC</td>
<td>Cohen. Ch3 &amp; Ch6</td>
<td>Due posting by 8/6 and feedback by 8/9 (20 pts)</td>
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<tr>
<td>M5</td>
<td>8/10 – 8/13</td>
<td>Students and Student Services in American CC</td>
<td>Cohen. Ch7</td>
<td>Due posting by 8/10 and feedback by 8/13 (20 pts) - Case study research paper (40 pts): “Faculty and Instruction” or “Students and Student Services” due by 8/13</td>
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NOTE: The instructor may modify the course syllabus and outline if the need arises. Students will be informed in writing of any change.