

**Semester:**

**Course Title:**

**Credit hours:**

**Instructor:**

**Office Location:**

**Office Hours:**

**Phone:**

**E-mail:**

**COURSE DESCRIPTION:**

**PREREQUISITES:**

**TEXT AND SUPPLEMENTARY MATERIALS:**

**STUDENT LEARNING OUTCOMES AND COMPETENCIES:**

**METHODS OF INSTRUCTION:**

**METHODS OF EVALUATION:**

**ATTENDANCE REQUIREMENTS:**

**STUDENT EMAIL:**

Allen Community College provides all enrolled students with an institutional email account. Many instructors utilize this account to communicate with students and institution or campus-wide announcements are posted. Students are expected to check their ACCC email on a regular basis.

Access to email accounts is made through the ACCC website, [www.allencc.edu](http://www.allencc.edu). Your email address is your ID [number@allencc.net](mailto:number@allencc.net). Your password is the first four letters of your last name and the last four numbers of your social security number. Detailed information regarding email access is available at the Iola or Burlingame campus or on the ACCC website

[www.allencc.edu](http://www.allencc.edu).

ASSESSMENT STATEMENT:

Allen Community College has implemented a student academic common syllabus-- common final assessment program. The purpose of this program is to ensure instructional excellence and to maintain the State and regional accreditation. As a part of this program all students are expected to take standardized placement exams upon enrolling and standardized exit exams upon graduating. Students will also be asked by their instructors to participate in some form of post evaluation in each class.

DISABILITY STATEMENT Allen Community College is committed to helping individuals with documented disabilities achieve their educational goals by providing reasonable accommodations and additional services, if needed. Any qualified student who desires accommodation should first contact the Director of Guidance, Dr. Valis McLean (620-365-5116, ext. 257); the student should then contact his or her instructors. The Director of Guidance coordinates all accommodations for students with disabilities.