Instructor Information

Instructor: Dr George Ackerman
Office: Online
Hours: Tuesday to Friday: 11am-3pm
Or By appointment
Phone: 501-667-4209
Email: gackerman@uaptc.edu

*All emails and telephone calls will receive a response within two business days.*

Chair: Michael Loya 501-812-2776 mloya@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

POLS 1310: American National Government

Catalog Description

POLS 1310. American National Government ACTS # PLSC 2003
This course is an introduction to the principles, structure, processes and functions of the United States federal government and other related political activities. (3 credit hours)

Course Materials

Required textbooks:
The textbook is Ginsberg, et. al., We The People (11th Essentials Edition)
ISBN-10: 039328364X
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Social Sciences Department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

PLO #1
Students will examine a given political event, issue, or individual to identify and discuss the impact of intellectual, political, religious, social, or cultural factors.

PLO #2
Students will compare and contrast political ideas, time periods, religions, governments, economic systems or ideologies.

Student Learning / Course Outcomes

PLSC 2003: American National Government

Description:
The introduction to the principles, structure, processes and functions of the United States federal government and other related political activities.

Expected Student Learning Outcomes:
The student will be able to explain, discuss, recognize, and/or apply knowledge of the following topics:
· Three branches of the American government (Executive, Judicial, Legislative) · Constitution
· Political Parties and interest groups
· Campaigns and elections
· Civil liberties and civil rights
· Federalism
· Public opinion

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

- Attendance is mandatory.
- Students may miss up to four days of class. Any absences after four may result in an administrative withdrawal from the class. Exceptions may be made at the discretion of the instructor on a case-by-case basis.
- Students will not be allowed to make-up in class work such as quizzes, in-class activities, and simulations. Therefore, it is imperative that students come to class on time.
- Three tardies equate to one absence.

Course Policies
The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Expectations:** Students are expected to be active participants in the class by engaging in class discussions and activities. In this course, we will discuss things that make you downright uncomfortable. We will talk about things that you have been taught to avoid discussing in polite company. That’s a good thing! Learning is about getting out of your comfort zone. With that being said, you are expected to be respectful to your instructor and classmates at all times. Your fellow students are going to disagree with you about things that you hold dear to you heart. You can always disagree but make sure you do it respectfully and you will have a great time in this class.

Cell phones should be on silent. It is disrespectful and distracting to check your phone during lectures. If you are caught using your phone in class (unless you’ve spoken to me first) I will deduct half of your participation points for the day.

**Email policy:**

The best way to get a hold of me is through email. If you want to receive a reply, please make sure to 1) put an informative subject in the subject line, 2) address the email to Sam Staggs and 3) close with your name and phone number. Please feel free to ask me any questions about the course, but out of courtesy please check the syllabus or blackboard to see if the answer is already available.

If you want to make any special arrangements or for any reason want me to remember something, please send it in an email. If I don’t have it in email, it never happened.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%  
  - A
- 80 to 89%  
  - B
- 70 to 79%  
  - C
This course will cover most of the textbook (depending upon time limitations). You will be required to read the text. There will be weekly quizzes on blackboard based on the readings, lectures, and current events. You will be responsible for obtaining notes of missed class material.

Attendance
While physical attendance is not a requirement for online classes, students are expected to log into the class at the earliest opportunity to check the class web site every day for announcements. Weekly forum discussions are a required part of class participation.

LATE WORK POLICY (Documentation is REQUIRED) See the announcements for detailed policy.

Points are deducted for late submissions/late work.

With appropriate documentation, the following absences may be classified as excused for permitting make up work for missed deadlines:

Emergency medical treatment for self may be considered as an excused absence with appropriate written documentation from the health care facility; Unavoidable jury duty may be considered an excused absence with appropriate written documentation; Employment related training or special assignments may be considered an excused absence with appropriate written documentation; Military reserve or active duty obligations may be considered excused with appropriate written documentation; Students must maintain a clear channel of communication with the instructor.

See the announcements and course for in depth information on the late work policy.

IMPORTANT TERM ASSIGNMENTS:

TERM PAPER:
You may select a topic or chapter from our textbook. You are to write an 8 page term. All APA requirements are required. A sample APA paper will be provided. Make sure to apply a variety of outside references (rather than just the textbook). Please do not email me papers. They will not count unless through course assignment link. Plan ahead and try tech support if needed. Once the deadline passes I will be unable to respond to late papers.

MID TERM EXAM:

The exam will consist of essay form questions. This will cover chapters 1 to 6. Please select 1 topic from each chapter OR you can summarize the full chapter (1,2,3,4, 5 AND 6). Then summarize each in depth. All work must be new and original and cannot have been used earlier in the term. 1 page per question. 6 pages total Answers will be required to be in APA format and in depth. This will be an open book exam and you will have a week to complete. Please work alone. Please do not email me exams. They will not count unless
through the course. Plan ahead and try tech support if needed. Once the deadline passes I will be unable to respond to late exams.

FINAL EXAM:

The exam will consist of essay form questions. This will cover chapters 7 to 12. Please select 1 topic from each chapter OR you can summarize the full chapter (7,8,9,10,11 and 12). Then summarize each in depth. All work must be new and original and cannot have been used earlier in the term. 1 page per question. 6 pages total. Answers will be required to be in APA format and in depth. This will be an open book exam and you will have a week to complete. Please work alone. Please do not email me exams. They will not count unless through the course assignment link. Plan ahead and try tech support if needed. Once the deadline passes I will be unable to respond to late exams.

WEEKLY DISCUSSIONS:

Each week we will have weekly discussions. APA citing is required. Please post 2 posts per week. 1 post is your initial post (response) plus one post to a fellow classmate. It is vital to follow the samples, go in depth and cite or points are lost. Do not post 1 sentence. Please do not post outside questions on the DBs either. Feel free to use email for questions.

All initial posts are due by Thursday, 11:59 PM of a given week. All responses are due by Saturday 11:59 PM of a given week.

Class Participation / Professional Attitude-NETIQUETTE AND positive attitude:

PART OF YOUR GRADE WILL REFLECT YOUR DEMEANOR. IN ONLINE LEARNING, THIS MEANS YOU SHOULD ABIDE BY THE CODE OF “NETIQUETTE” DESCRIBED IN THE COURSE RESOURCES FILE AND THE ATTITUDE YOU PROJECT REGARDING THE WORK FOR THE COURSE. DO YOUR BEST WITH YOUR INDIVIDUAL WRITING ASSIGNMENTS WITHOUT WASTING UNNECESSARY EMOTIONAL ENERGY. REMEMBER THAT WE WILL TYPICALLY BE WORKING WITH “ILL-DEFINED” PROBLEMS — PROBLEMS THAT, BY DEFINITION, CAN BE SOLVED IN VARIOUS WAYS. SO GIVE YOURSELF ROOM TO BE CREATIVE WITHOUT WORRYING ABOUT PERFECTION. IN YOUR CLASS PARTICIPATION THROUGH THE DISCUSSION FORUMS, PARTICIPATE ACTIVELY: CONTRIBUTE TO CLASS DISCUSSIONS AND SUPPORT OTHERS WHO DO SO, TAKE A LEADERSHIP ROLE IN GROUP WORK (IF ANY), TALK TO ME DIRECTLY AND PROMPTLY IF ONLINE CLASS DYNAMICS DO NOT SUIT YOUR LEARNING STYLE. TAKE RESPONSIBILITY FOR YOUR WORK BY PRINTING AND KEEPING BACK-UP COPIES OF DRAFTS AND PROJECTS. BE POSITIVE.

For Communication: EMAIL.
Please list your name, class, school in all subjects for any correspondence or I am unable to assist you. In addition, only professional, positive emails will be responded to. Make sure to read the course policies.

Methods for Determining Final Grade

The course is based on a total of 100 points/percentage points. The components are weighted as follows:

REQUIRED:
Midterm Exam  25
All Discussion Forums  25
Term Paper  25
Final Exam  25

100 TOTAL POINTS POSSIBLE

To determine the final grades, points will be averaged within categories, weighted and multiplied by the above percentages, and then added.

Course Outline

CLASS RUNS  Sunday to Saturday  (deadline each week Sat night, 11:59 pm eastern time)

Reminder: Once the term ends I do not check back to the course and cannot accept anything under any circumstances once the final date passes of this course as stated on the syllabus. No exceptions.

COURSE CALENDAR

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings &amp; Assignments</th>
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| Week 1 1/9-1/13 | Read Chapter 1  
Discussion board, 2 posts in depth, APA Format (Graded)  
Also post your biography in the DB Area (Not graded) |
| Week 2 1/14-1/20 | Read Chapter 2  
Discussion board, 2 posts in depth, APA Format |
<p>| Week 3 | Read Chapter 3 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1/21-1/27</td>
<td>Discussion board, 2 posts in depth, APA Format</td>
</tr>
<tr>
<td>Week 4</td>
<td>Read Chapter 4, Discussion board, 2 posts in depth, APA Format</td>
</tr>
<tr>
<td>1/28-2/3</td>
<td>Read Chapter 5, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>Week 5</td>
<td>Read Chapter 6, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>2/4-2/10</td>
<td>MID TERM EXAM DUE 2/17</td>
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<tr>
<td>Week 6</td>
<td>Read Chapter 7, Discussion board, 2 posts in depth, APA Format</td>
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<td>2/11-2/17</td>
<td>Read Chapter 8, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>Week 7</td>
<td>Read Chapter 9, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>2/18-2/24</td>
<td>-term paper DUE 3/17</td>
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<td>Week 8</td>
<td>Read Chapter 10, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>2/25-3/3</td>
<td>SPRING BREAK 3/18-3/24</td>
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<tr>
<td>Week 9</td>
<td>Read Chapter 11, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>3/4-3/10</td>
<td>Read Chapter 12, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>Week 10</td>
<td>Read Chapter 13, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>3/11-3/17</td>
<td>Read Chapter 14, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>Week 11</td>
<td>Read Chapter 15, Discussion board, 2 posts in depth, APA Format</td>
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<tr>
<td>3/25-3/31</td>
<td>FINAL EXAM DUE 4/28</td>
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<tr>
<td>Week 12</td>
<td>Class concludes</td>
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<tr>
<td>4/1-4/7</td>
<td>Class ends 5/5, Final grades posted by 5/5, I am unable to respond or accept late work after 5/5. No exceptions</td>
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<td>Week 13</td>
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<td>4/8-4/14</td>
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<td>Week 14</td>
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<td>4/15-4/21</td>
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<td>Week 15</td>
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<td>4/22-4/28</td>
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<td>WEEK 16</td>
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<td>4/29-5/5</td>
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Reminder: Once the term ends I do not check back to the course and cannot accept anything under any circumstances once the final date passes of this course as stated on the syllabus. No exceptions.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment Details</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Week 1</strong>&lt;br&gt;<em>(deadline Sat night, 11:59 pm eastern time)</em>&lt;br&gt;a) Post your bio <em>(NOT GRADED) but it is required</em>&lt;br&gt;b) Read Chapter 1, post to the week 1 discussion <em>(Is graded and will lock/disappear once the deadline passes)</em>&lt;br&gt;Respond to any 2 end of chapter questions in depth <em>(or you may summarize the chapter)</em> on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. <em>(2 posts total per week)</em>&lt;br&gt;<strong>RESPOND TO WEEK 1 DISCUSSION BOARD</strong></td>
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<tr>
<td>2</td>
<td><strong>Week 2</strong> <em>(deadline Sat night, 11:59 pm eastern time)</em>&lt;br&gt;Read Chapter 2&lt;br&gt;Respond to any 2 end of chapter questions in depth <em>(or you may summarize the chapter)</em> on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. <em>(2 posts total per week)</em>&lt;br&gt;<strong>RESPOND TO WEEK 2 DISCUSSION BOARD</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Week 3</strong> <em>(deadline Sat night, 11:59 pm eastern time)</em>&lt;br&gt;Read Chapter 3</td>
</tr>
</tbody>
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Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEKS 3 DISCUSSION BOARD

Week 4 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 4

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 4 DISCUSSION BOARD

TERM PAPER TOPIC DUE

Pick any topic in the textbook (No need to email me the topic if it is from the book)

Week 5 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 5 (deadline Sat night, 11:59 pm eastern time)

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 5 DISCUSSION BOARD

WEEK 6 (deadline Sat night, 11:59 pm eastern time)
Read Chapter 6

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 6 DISCUSSION BOARD

MIDTERM DUE

MIDTERM EXAM (Chapters 1 to 6) See your ASSIGNMENTS TAB (USE THE course assignment link) No emails will be accepted with work

WEEK 7 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 7

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 7 DISCUSSION BOARD

WEEK 8 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 8

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 8 DISCUSSION BOARD
WEEK 9 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 9

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 9 DISCUSSION BOARD

WEEK 10 (deadline Sat night, 11:59 pm eastern time)

TERM PAPER DUE!

Read Chapter 10

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 10 DISCUSSION BOARD

WEEK 11 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 11

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)

RESPOND TO WEEK 11 DISCUSSION BOARD

WEEK 12 (deadline Sat night, 11:59 pm eastern time)
Read Chapter 12

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)
RESPOND TO WEEK 12 DISCUSSION BOARD

WEEK 13 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 13

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)
RESPOND TO WEEK 13 DISCUSSION BOARD

WEEK 14 (deadline Sat night, 11:59 pm eastern time)

Read Chapter 14

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)
RESPOND TO WEEK 14 DISCUSSION BOARD

WEEK 15 (deadline Sat night, 11:59 pm eastern time)
Read Chapter 15

Respond to any 2 end of chapter questions in depth (or you may summarize the chapter) on the Week Discussion Board, and respond 1 additional times throughout the week to fellow classmates. (2 posts total per week)
RESPOND TO WEEK 15 DISCUSSION BOARD

FINAL EXAM (Chapters 7 to 12) DUE
WEEK 16

Course concludes

END OF TERM! VERY IMPORTANT! CHECK YOUR GRADEBOOK TO SEE IF YOU ARE MISSING AN ITEM BEFORE THE TERM ENDS. IT IS THE STUDENT’S RESPONSIBILITY. Once the class ends I cannot help. Remember to complete any and all assignments. Once the term ends I do not check back to the course and cannot accept anything under any circumstances once the final date passes of this course as stated on the syllabus. No exceptions.

GRADE BOOK-IMPORTANT FOR END OF THE TERM
Once the class ends I cannot approve/accept late work or missing work. See the late work policy and no exceptions. While I make exceptions during the term for specific circumstances listed in the syllabus, I cannot once a class closes. Please make sure to check your grade books during the term, daily. It is there for you to access 24/7 during the term. Once the course is over, and after the last day of the course grades are final. I am happy to assist during the term anytime, but once the term ends the school requires final grades so it is imperative to plan ahead and review throughout the term rather than after the course closes. Please review, print and submit work early or ahead of deadlines. (NOTE This only applies if you have proper documentation for the exact date you missing the work for military, work or medical only) Late work with no documentation would not be counted.

APA Formatting and Reference Guidelines: I know I do not need to tell you that it is considered plagiarism - academic fraud - to represent someone else’s thoughts and words as your own. Therefore students must be careful to give credit to authors by citing all resources. As standard practice, graduate students are expected to cite all resource references using MLA or APA formatting and reference guidelines. If you are using APA style, I recommend the use of The APA Pocket Handbook (ISBN 978-097422184), or Rossiter, J. (2007). The APA pocket handbook. DW Publishing Co.

Grading Rubric: Tasks/Papers/Assignments

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>LANGUAGE SKILLS</th>
<th>CONTENT &amp; FORMAT</th>
<th>APA STYLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=</td>
<td>Exceeds most assignment criteria</td>
<td>Surpasses minimal length, with meaningful, relevant, individualized, insightful, and organized ideas that flow very well together</td>
<td>Citations are frequent and correct, while making good use of primary or original reference sources.</td>
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</tbody>
</table>
Discussion Boards:
Tips for Discussion Posts

1. Make sure that you complete all of the assigned readings, homework etc. before drafting your main post.
2. Use multivariate thinking and reasoning to assure that you have identified and considered ALL of the variables associated with the topic before drafting your main post.
3. You will be evaluated based on your differentiation between simply subject familiarity and topical mastery. (The more you write and the more variables you offer in your assertions, the greater the likelihood that you will meet the criteria for display of subject mastery.)
4. DO NOT simply cut and paste references from outside sources without offering analysis and commentary. Please make sure that NO MORE than 25% of your post contains reference materials. And, ALWAYS use quotation marks, indent, and reference your sources. All posts and papers are checked against Turnitin to assure academic integrity.
5. Your main post should be NOT LESS than 3-4 paragraphs in length (depending on the complexity of the topics, and you should always post a sufficient number of follow ups posts during the week to provide examples of your subject knowledge and mastery.
6. The university requires that you be graded on a qualitative basis and assess your level of subject knowledge based on a rubric that distinguishes between recitation of facts, topical understanding, or subject mastery.
7. Full credit for assignments is reserved for those who demonstrate subject mastery. Partial credit is assigned to those demonstrate a lesser level of understanding and awareness about topical issues.
8. Part of the assessment is a determination as to your involvement, participation, and submission of comprehensive posts that showcase subject mastery.

SAMPLE "A" GRADED DISCUSSION BOARD POST
The following is an illustration of how to respond with a fully developed answer.

Q: Why is it necessary for a crisis worker to remain continually vigilant when intervening with a person in crisis.
POOR RESPONSE:
Answer. Because each stage of the intervention may present danger.

STRONG RESPONSE:
Answer:

CRISIS
A crisis worker should remain vigilant at all times during a crisis intervention for several reasons. First of all, during the initial communication with the client, the worker must try to determine the client's level of lethality; that is, does he or she want to harm himself or herself or others. The worker can then attempt to defuse the client's intention (Ackerman, 2010). (EXAMPLE OF PARAPHRASE)

STAGES
The next stage of intervention, as the client "cools down," can be quite unpredictable. Even though the client's problem may appear to be resolving, the worker must remain vigilant because the client is still unstable. In the final steps of an intervention, the client may seem amenable to the resolution, but there is no way to determine with certainty that he or she will actually comply. If the client is being taken into institutional custody as part of the agreement the worker has made, there is always the chance that the client will use the opportunity for "suicide by cop" (Author Last name, 2010, p. 11). (EXAMPLE OF DIRECT QUOTE) Finally, post-intervention, the worker must resolve any issues which he or she (the worker) may encounter as a result of the highly charged situation.

References

Academic Integrity
It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.
"It is important for all scholars to acknowledge clearly when they have relied upon or incorporated the work of others. … It is expected that all homework assignments, projects, lab reports, papers, theses, and examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term ‘sources’ includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student’s reading and research or from a student’s own writings, the sources must be indicated."1

- If you have plagiarized you will not be given credit for the assignment. If you plagiarize more than once you will be reported to the Dean of Students.
- If you aren’t sure if you’ve plagiarized, please send me a copy of your paper in advance of the due date and I will look it over with you and we can fix any issues that arise before you turn in the paper or assignment.
- Once you’ve turned the paper into me, it will be checked for plagiarism using Safe Assign.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academiccatalog.pdf?sfvrsn=a08a3038_2

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1 https://handbook.fas.harvard.edu/book/academic---integrity
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756 manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Course Agreement Form

Read, complete, and return to instructor:
I have read the course syllabus for Samantha Staggs’ American National Government class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________________________
Semester

________________________________________
Date

________________________________________
Print name

________________________________________
Signature

________________________________________
UA-UA-PTC Email address

________________________________________
Telephone