Instructor Information

Instructor: Dr. W. Jinnings Burruss, Jr., Ed.D., NCIDQ
Office: PTC South, CAHMI, Office 225
Mailbox: CAHMI
Hours: Monday: 2:30 PM – 4:00 PM
      Tuesday: 1:00 PM – 3:00 PM
      Wednesday: 10:00 AM – 11:30 AM
      Thursday: 1:00 PM – 3:00 PM
      Friday: by appointment only.

Email: wburruss@uaptc.edu

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

Director: Renee Smith
Associate Dean: Todd Gold

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

Course Information

This online course requires an updated computer with current operating system, Google Chrome and associated internet programs. Students may use the computer/internet resources of UA Pulaski Technical College. Computers are available in the computer labs across the campus as well as at the UA PTC Libraries (Main Campus and PTC South).

Catalog Description

HOS-2310 Fundamentals of Tourism

This course provides an overview of tourism and economic development planning at the local, regional and national level. The course examines the various activities that constitute tourism, including recreation and leisure, the gaming industry, meetings, conventions and expositions, within the context of meeting the diverse needs of travelers. 3 lecture hours. (3 credit hours)

PREREQUISITE: None. Students must have basic computer skills and online navigation skills for the online component to this course.
Course Materials

Required textbooks:
Tourism: Principles, Practices, Philosophies 12th ed
Charles R Goeldner, J.R. Brent Ritchie
Publisher: John Wiley & Sons, Inc. 2012

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

• Demonstrate an understanding of the broad scope of career options in hospitality along with an overview of hospitality operations and standards.
• Demonstrate proficiency in appropriate computer and information technologies. Apply technology to culinary and hospitality operations.
• Utilizing critical thinking skills, demonstrate oral and written communication proficiency with public speaking, social media, menu design, and written articles and/or reports.
• Analyze strategies to serve the current needs of the hospitality industry. Describe contemporary culinary and hospitality trends.
• Demonstrate best practices to meet current and changing guest needs and expectations
• Apply purchasing and of cost control principles, related to culinary and hospitality business.
• Demonstrate applicable math skills to culinary and hospitality operations business.
• Operate in a safe and sanitary manner. Demonstrate systematic approach to safety and legal issues of operations in back of the house and front of house environments.
Use accepted nutrition standards that lead to positive health benefits. Discuss current community health trends and concerns.
Formulate strategies to improve sustainability and ‘green’ principles in hospitality management.
Demonstrate the dynamics of the changing global business environment. Discuss service, food, and dietary issues from cultural, religious, historical, and geographical perspectives.
Demonstrate knowledge of personal skills, including accepted professional standards and codes of conduct. Apply culinary and hospitality terminology.
Describe the Management Process and explain the distinction between Management and Leadership.
Demonstrate how to incorporate experiential learning from course work and practicum to become a successful hospitality professional.

Student Learning / Course Outcomes

- Understand what tourism is and its many definitions.
- Learn the components of tourism and tourism management.
- Examine the various approaches to studying tourism and determine which is of greatest interest to you.
- Appreciate how important this industry is to the economy of the world and of many countries.
- Know the benefits and costs of tourism.
- Recognize the antiquity of human travel over vast distances on both sea and land.
- Understand how these journeys have evolved from trips that were difficult and often dangerous to mass travel for millions today.
- Learn about some of the great travelers in history who wrote astonishing accounts of exotic places they had visited.
- Discover the many similarities in travel motivations, economic conditions, political situations, attractions, and tourist facilities during the period of the Roman Empire and today. Evaluate future job opportunities in the tourism field.
- Learn about the careers available.
- Discover which might match your interests and abilities
- Know about the additional sources of information on careers. Understand the magnitude of world tourism in terms of the vast numbers of organizations, which serve the needs of their diverse memberships.
- Recognize the variety of types and functions of tourism organizations.
- Know why states support official offices of tourism.
- Learn how national, regional, and trade organizations are structured and operated. Comprehend the importance of transportation in tourism.
- Understand the airline industry and its role in travel.
- Examine the domination of the automobile in travel.
- Learn about the role of rail and motor coach travel.
- Study the cruise industry. Study the lodging industry, its ancient origins, its associations, names of leading companies, its economics, and vital role.
- Appreciate the immensity of the restaurant-food service industry.
- Learn the current trends in resorts and timesharing mode of operation.
- Discover why meetings and conventions as well as meeting planners are so important to tourism. Become familiar with tourism distribution system organizations and their functions.
- Understand the role of travel agents and their role in the distribution system.
- Consider the impact of the Internet on the distribution system.
- Examine the role of the tour wholesaler.
• Recognize that travel suppliers can use a combination of all channels of distribution. Examine the attractions sphere
• Look at the role of theme parks
• Understand the gaming industry
• Describe public and commercial recreation facilities
• Recognize shopping as a travel attraction

Adopt a professional approach to motivation and recognize differences in other people’s motives.
• Appreciate the range of ideas on travel motivation, including historical accounts and psychological theories.
• Be aware of contemporary research practices in tourism that integrate motive and destination feature assessments.
• Be familiar with conceptual approaches to tourist motivation and recognize that there is continual development and enhancement of ideas in this field. Recognize that travel experiences are the best way to learn about other cultures.
• Identify the cultural factors in tourism.
• Appreciate the rewards of participation in life-seeing tourism.
• Become aware of the most effective promotional measures involving an area’s cultural resources.
• Realize the importance of cultural attractions to any area promoting itself as a tourist destination.
• Evaluate the contributions that international tourism can make toward world peace. Appreciate the inordinate social impact, which travel experiences have on the individual, the family or group, and society as a whole, especially the host society.
• Recognize that a country’s indigenous population may resent the presence of visitors, especially in large numbers. Also, recognize that the influence of these visitors may be considered detrimental – both socially and economically.
• Discover that travel patterns change with changing life characteristics and social class.
• Become familiar with the concept of social tourism and its importance in various countries.
• Perceive that there are four extremes relating to the travel behavior preferences of international tourists. Know the major supply components that any tourist area must possess.
• Be able to use the mathematical formula to calculate the number of guest rooms needed for the estimated future demand.
• Develop the ability to perform a task analysis in order to match supply components with anticipated demand.
• Discover methods of adjusting supply components in accordance with fluctuating demand levels. Understand the concept of demand and its application and importance in tourism development planning.
• Understand the factors determining the magnitude and fluctuations of demand.
• Become able to apply various methods to measure and forecast demand. Know the economic generators and impact of tourism.
• Perceive the economic importance of tourism in various regions of the world.
• Know about tourism satellite accounts.
• Understand multipliers.
• Know about balance of payments.
• Comprehend elasticity and inelasticity. Demonstrate the critical importance of tourism policy to the competitiveness and sustainability of a tourism destination.
• Outline the structure and content of a typical policy framework for a tourism destination.
• Describe a process for the formulation of a destination tourism policy.
• Understand the need for a destination crisis management policy. Identify the factors that determine the success of a tourism destination.
• Relate tourism planning to tourism policy.
• Discover what the goals of tourism development should be.
• Recognize that some serious barriers to tourism development must be overcome if a desired growth is to occur.
• Learn the political and economic aspects of development including those related to developing countries.
• Appreciate the importance of architectural design and concern for heritage preservation, local handicrafts, and use of indigenous materials in creating tourist facilities. Understand the fundamental nature of sustainable development and sustainable tourism.
• Identify guiding principles for achieving sustainable tourism.
• Review the policy aims of an agenda for sustainable tourism.
- Examine the major challenges facing achievement of sustainable tourism.
- Identify the new realities of tourism in an era of global climate change.
- Examine policies and measures to mitigate tourism-induced climate change.
- Examine the concept of ecotourism and its role in sustainable tourism. Recognize the role and scope of travel research.
- Recognize the usefulness of different types of tourism research.
- Learn the travel research process.
- Study secondary data and how it can be used.
- Understand the methods of collecting primary data.
- Know who does travel research. Appreciate the Internet’s impact on tourism marketing.
- Become familiar with the marketing mix and be able to formulate the best mix for a particular travel product.
- Appreciate the importance of the relationship between the marketing concept and product planning-development.
- Understand the vital relationship between pricing and marketing.
- Be able to do market segmentation in order to best plan a marketing program for the business you are the most interested in.
- Demonstrate the linkage between tourism policy and tourism marketing.

**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](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 required for successful completion of this course. If you stop attending class, do not assume that you will be automatically dropped. Students are responsible for completing the necessary paperwork with the Student Services office to officially drop from a class. Students must abide by the deadlines of Student Services for a “drop.”

It is the responsibility of the student to obtain assignments that were missed because of absence or tardiness. Lab experiences cannot be made up which were missed, as they are live situation experience labs.
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:

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.

CAHMI Students (Culinary and or Hospitality) must be in uniform when on campus for class or official activities. The uniform policy may be found at the end of this syllabus.

CAHMI Students must also adhere to policies regarding safety and sanitation, lab use, and personal hygiene.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades will be based on the following:

- **Quizzes**: Chapters 1 – 20 (20 x 100 pts) 2000
- **Final Project**: Written assignment 150
- **1 Volunteer Activity**: (beginning to end) 50
- **Internet Activity**: Chapters 1-20 (20 x 50) 1000
- **Weekly Review Questions**: Chapters 1-20 (20 x 50) 1000
2. **Homework**

All homework is due the Sunday after it is assigned by 11:59p.m.

For example: Week 1, Chapter 1 homework is due on Sunday Night at 11:59p.m.

You must write out the Question and ANSWERS to all review questions for full credit. Make sure you type out the answer to multiple choice questions for full credit as well. It is suggested that you type your assignments into a Word Document (or something similar). You may then copy and paste it into the submission book. I am giving you credit for completing the assignment, but am not grading for accuracy. **This course involves heavy reading**

**Reading Quizzes** - There will be reading quizzes every week, each worth 40 points. There is no make-up of missed reading quizzes.

**Bonus Points/Extra Credit** – Throughout the semester there will be an opportunity for students to earn extra credit by helping with PTC Culinary Arts and Hospitality Management Institute special events. The instructor will inform you of these opportunities.

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### Evaluation

<table>
<thead>
<tr>
<th>Component</th>
<th>Chapters/Details</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>Chapters 1–20 (20 x 100 pts)</td>
<td>2000</td>
</tr>
<tr>
<td>Final Project</td>
<td>Written assignment</td>
<td>150</td>
</tr>
<tr>
<td>1 Volunteer Activity</td>
<td>(beginning to end)</td>
<td>50</td>
</tr>
<tr>
<td>Internet Activity</td>
<td>Chapters 1–20 (20 x 50)</td>
<td>1000</td>
</tr>
<tr>
<td>Weekly Review Questions</td>
<td>Chapters 1–20 (20 x 50)</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td></td>
<td><strong>4200</strong></td>
</tr>
</tbody>
</table>

Assignments will not be accepted via email or via messaging, all assignments must be submitted via Blackboard.
* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**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 catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue 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.

**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: 501-812-2862) 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-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**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.

Tentative Course Schedule

Dates are tentative and may be adjusted by the instructor with prior notice to students.

<table>
<thead>
<tr>
<th>Week</th>
<th>Required Reading</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus</td>
<td>Course Agreement Quiz</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 1 &amp; 2</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 3</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 4 &amp; 5</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 6 &amp; 7</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 8</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td></td>
<td>Chapter</td>
<td>Activities</td>
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<tr>
<td>----</td>
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<td>------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Chapter 9</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>8</td>
<td>Chapter 10 &amp; 11</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>9</td>
<td>Chapter 12 &amp; 13</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>10</td>
<td>Chapter 14</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td></td>
<td>Spring Break Week</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter 15 &amp; 16</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>12</td>
<td>Chapter 17</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>13</td>
<td>Chapter 18</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>14</td>
<td>Chapter 19</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>15</td>
<td>Chapter 20</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>16</td>
<td>Final Exam</td>
<td>Quiz, Review Questions, Internet Assignment</td>
</tr>
<tr>
<td>17</td>
<td>Final Exam</td>
<td>Due May 8, 2019</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** Final Exam will be available for a week leading up to the date above. The date above is first day the final exam is available. It will be available for one week following this date! When the final closes, all final grades will be calculated.

**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Final Exam Schedule:**

5/8/2019 – turned in online
Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Academic Calendar:**

### Spring 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Student Registration Opens</td>
<td>October 9</td>
</tr>
<tr>
<td>New Student Registration Begins</td>
<td>October 23</td>
</tr>
<tr>
<td>Last Day of Registration</td>
<td>January 9</td>
</tr>
<tr>
<td>Payment Deadline</td>
<td>January 9</td>
</tr>
<tr>
<td>Martin Luther King's Birthday (Campus Closed)</td>
<td>January 21</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 17-24</td>
</tr>
<tr>
<td>Commencement (10 a.m. Verizon Arena)</td>
<td>May 11</td>
</tr>
<tr>
<td>Classes Begin</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>January 9</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>March 11</td>
</tr>
<tr>
<td>16-week term</td>
<td>January 9</td>
</tr>
<tr>
<td>Last Day to Add/Drop/Swap Online or Change to Audit</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>January 10</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>March 12</td>
</tr>
<tr>
<td>16-week term</td>
<td>January 15</td>
</tr>
<tr>
<td>Census</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>January 15</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>March 15</td>
</tr>
<tr>
<td>16-week term</td>
<td>January 24</td>
</tr>
<tr>
<td>Mid-Term</td>
<td></td>
</tr>
<tr>
<td>Mid Term 1st 8 Week Term</td>
<td>February 6</td>
</tr>
<tr>
<td>Mid Term 2nd 8 Week Term</td>
<td>April 12</td>
</tr>
<tr>
<td>Mid Term 16 Week Term</td>
<td>March 12</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>February 18</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>April 23</td>
</tr>
</tbody>
</table>
End of Term
8 week 1 term  March 6
8 week 2 term  May 10
16-week term  May 10

Finals
8 week 1 term  March 5-6
8 week 2 term  May 7-8
16-week term  May 4-10

Grades Due
8 week 1 term  May 13
16-week term  May 13

College Email Policy
UA Pulaski Technical College provides each currently enrolled student an electronic mailbox (email). This electronic mailbox is used as an official means for communication between UA Pulaski Technical College and the enrolled student. Each currently enrolled student will monitor and read messages sent to the mailbox address in a timely fashion. Use of this electronic mailbox is governed by the UA Pulaski Technical College Code of Computing Practices.

Dress Code:

All students of the CAHMI program are required to dress in the standard uniforms.

Hospitality Management Institute Uniform:
- PTC Polo, Royal Blue or Black (available in the Bookstore)
- Black Slacks, Black Belt, Black Socks, Black Shoes (skid resistant)
- (or) Black Skirt (knee length), Black Stockings or Black Socks

Culinary Arts & Baking Uniform:
Official White PTC Chef Coat, Black Chef’s Pants, Black Socks, Black Shoes (skid-proof) hat or hairnet, black sharpie, ink pen, thermometer, baking and culinary kits.
Real World Application / Special Event Participation:

Special Events and CAHMI Activities

Each semester your instructors at PTC: CAHMI 'adopt' in a number of special events so that our students have the opportunity for real world application of skills and knowledge. For many of our students, these events are the first time they will work for the public and as such it is essential for their career preparation.

Our instructors select a number of events that offer different real world applications of the Culinary Arts and Hospitality: Receptions, Buffets, Meetings, Formal Dinners, Wine Dinners, Cocktail Parties, Tastings, and more. We also participate in industry events for the trade so that our students may show case their skills and talent for our community. This provides our students with networking opportunities with local chefs, business owners, managers and others in the hospitality field.

For this course, you are required to participate in at least two events this semester. You will work with one of the CAHMI instructors who will verify your participation. For credit, you will need to sign in and sign out at the completion of the event. You will present your instructor with a short (half page) report on the event and your activities.

To obtain a list of events for this semester, please see receptionist in the culinary office. Many of our events are small and only require a few students, so sign up early.

Inclement Weather Policy

In the event that the weather is so severe that the college administration believes that life and property may be in danger, the Chancellor of the college may cancel classes until weather conditions improve. When such a decision is made, the news media will be notified. Students should listen for such announcements on Little Rock radio and television stations. If there is no announcement, students should assume the college is open.

Because UA Pulaski Technical College is a commuter campus, inclement weather has a greater adverse impact than on a residential campus. The effects fall unevenly on individual students as road conditions and circumstances vary. Thus, individual decisions are required when hazardous weather conditions exist but the college is officially open.

Students are encouraged to sign up for the UAPTC, Rave Emergency Alert System via the Portal on the PTC website.

Writing Guidelines

This course requires in-depth written assignments; the following guidelines are to be applied by the learner for successful completion of the course.
Good writing communicates information or ideas clearly and as briefly as possible to the reader. Good writing also obeys certain rules of grammar, spelling, sentence structure and punctuation. Some tips for better writing include:

- Use specific language and the active voice.
- Use plain English and simple sentences.
- Follow in inverted pyramid rule.
- Use topic sentences.
- Avoid clichés and slang.
- Use correct spelling, grammar, syntax and punctuation.
- **Proofread your work** (or have someone review it for you).

**Excellent written work**: In addition to addressing all aspects of the assignment, excellent written work will demonstrate a high level of awareness of the writer-reader relationship. This can range form subtleties of word choice to bridging all logical gaps necessary to clarify his or her points. Such work will often be particularly persuasive and enjoyable to read. It will contain almost no problems in any of the areas listed above.

**Good written work**: addresses all points of the assignment. It may contain a few mechanical errors, but not enough to slow the reader. It will have no major organizational problems.

**Satisfactory written work**: addresses enough aspects of the assignment to show that the writer has mastered the key skills and concepts involved. It may contain errors, but an instructor would judge the writing competent in all areas the list above identifies. The writing does not obscure the writer’s meaning.

**Unsatisfactory written work**: fails to address one or more aspects of the assignment, or it exhibits mechanical or organizational problems that makes the essay or paper difficult to follow. A paper is unsatisfactory if it fails to convince the reader that the writer has mastered the skills and concepts the assignment intended to test. A paper also is unsatisfactory if its lack of clarity forces the reader to re-read many passages to find the writer’s meaning.