



ARKANSAS
TECH
UNIVERSITY

CONCURRENT ENROLLMENT
FACULTY GUIDE
2018-2019

Table of Contents

Acknowledgment	3
General Information	
Instructor Qualifications	5
Course Syllabi	5
FERPA	6
Academic Dishonesty	6
Grading	6
Recording Final and Mid-Term Grades	7
Grades and Attendance	8
Concurrent Academic Grievance Procedure	8
Assessment	8
Disability Services for Students	8
Facilities and Contacts	
Concurrent Enrollment	9
Office of Information Systems	9
Ross Pendergraft Library & Technology Center	9
Department Heads	10
Sexual Harassment and Child Maltreatment and Reporting Policies	11
Concurrent Instructor Responsibilities	11
Non-Compliance Policy	11
New Instructor Responsibilities	11
Faculty Evaluations	12
End of Course Exams	12
Textbooks	12
Additional Course Requirements	12
Federal Attendance Accounting	12
Concurrent Courses Offered and Requirements to Register	13
Examinations	13
Tech Email	
Log-In	13
Concurrent Enrollment Drop Form	15
ACTS Common Course Listing	16

ACKNOWLEDGMENT

I have received a copy of the Arkansas Tech University Concurrent Instructor Guide (2018) and will familiarize myself with the information therein. I understand that the Concurrent Instructor Guide, along with the Arkansas Tech University Faculty Handbook, constitutes the general policies and procedures of Arkansas Tech University. All policies, procedures, and guidelines are subject to review, revision, and modification during any academic year.

(Signature)

(Please Print Name)

(Date)

PLEASE SIGN AND RETURN THIS FORM TO JANA CROUCH. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.

This page left blank intentionally.

General Information

Welcome to Arkansas Tech University. This concurrent instructor guide is designed to assist all concurrent instructors in the application of their instruction. This guide acquaints concurrent instructors with the goals of ATU, introduces various offices on the Tech Campus, and provides significant instructional guidelines. The guide will also introduce concurrent instructors to the ATU e-mail system.

Instructor Qualifications

Concurrent courses must be taught by an instructor who meets or exceeds the qualifications required under the Higher Learning Commission and the Arkansas Department of Higher Education.

An instructor of an endorsed concurrent enrollment course shall have:

1. No less than a master's degree that includes at least eighteen hours of completed course work in the subject area of the endorsed concurrent enrollment course.
2. The instructor's credential shall be approved by the department head, dean or chief academic officer at Arkansas Tech University; and
3. The relevant credentials and experience necessary to teach from the syllabus approved by Arkansas Tech University.

Course Syllabi

Course syllabi must be prepared according to the template which is required by Academic Affairs and submitted to Jana Crouch prior to the beginning of each semester. The syllabus should contain specific information regarding the evaluation process and how the concurrent instructor will assign grades. Syllabi will be forwarded to Department Heads for departmental approval each semester. Syllabi should be distributed in each class during the first week of the semester. For electronically delivered classes, syllabi should be posted when the course is developed. The following information should be included for both face-to-face and electronic concurrent course delivery:

- A. Course number (e.g., HIST 1503)
- B. Course title
- C. Name of concurrent instructor, office hours, contact information (telephone, e-mail)
- D. Catalog description
- E. Textbook required for course
- F. Bibliography (supplemental reading list)
- G. Justification/rationale for the course
- H. Course objectives
- I. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in the undergraduate catalog)
- J. Assessment methods (include grading policy with specific equivalents for A, B, C)
- K. Policy on absences, cheating, plagiarism, etc.
- L. Course content (outline of material to be covered in course)
- M. The current term (i.e. Fall 2018)
- N. ACTS course transfer equivalency
- O. Any required pre-requisites for the course

- P. Statement: If there are questions or concerns about the instruction and/or grading in this course and have not been able to resolve the issue with your instructor, please contact Jana Crouch, Associate Director for Enrollment, at jcrouch4@atu.edu or (479) 356-2188.

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

As stated in the Arkansas Tech University catalogs, FERPA legislation seeks to assure confidentiality of the educational records containing information directly related to a presently enrolled student, a former student, or alumni. As a matter of policy, Tech makes every effort to abide within the confines of confidentiality and security of educational records as prescribed in the FERPA laws and regulations. For more information on FERPA, please go to <http://www.atu.edu/ucounsel/>

Academic Dishonesty

Concurrent students are expected to attend class, conduct themselves in a non-disruptive manner in class, and refrain from cheating, plagiarism, or other unfair and dishonest behavior. Penalties for various levels of academic dishonesty vary from giving an 'F' on a particular quiz or exam, to giving an 'F' on a term paper or other written work, or giving the student an 'F' or 'W' for the course.

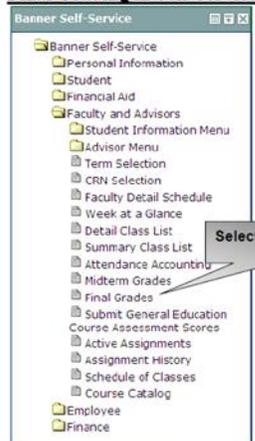
Grading

1. Concurrent instructors must have regular interaction with the students and provide timely feedback on assessments, papers, assignments, etc. This is especially critical with web courses. The student should be able to determine what grade they have in a course based on this feedback and the evaluation methods as outlined in the syllabus.
2. It is always best to have several types of assessments rather than relying on one major exam or paper to determine a student's grade. This is particularly important when assigning mid-term grades. Students need to have feedback that presents an indication of their ability to complete the course with a satisfactory grade; otherwise, this is a time when they may decide to drop the course. Please have some objective measurements for determining the mid-term grade rather than giving a "blanket" grade to all the students.
3. Grade books must be maintained for each class with details for each student. The grade book should document percentages or points as outlined in the syllabus for determining the final grade assigned.
4. The concurrent instructor is responsible for keeping the grade book on file in the event of an appeal or question. If the concurrent instructor will not be available after the semester ends, he or she must give the Department Head a current address, phone number, and e-mail, so that when such a matter arises, the Department Head may more easily resolve any such questions.
5. Grades are reported using an online grading system.
6. If concurrent instructors encounter any difficulties in the instruction of their classes, he or she should discuss these with the Department Head or faculty supervisor.
7. Concurrent course grades for high school students must be recorded permanently on the college/university transcript.

Recording Final and Mid-Term Grades

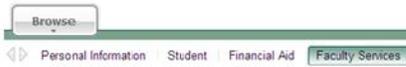
Log on to <https://onetech.atu.edu>. From the "Home" tab, open the Banner Self Service folder. Open the Faculty and Advisor folder. Click Final Grades.

Final Grading in Self-Service

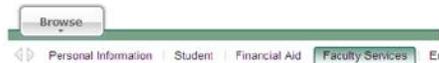


Select Final Grades

NOTE: At any time while in Self-Service, click the "Faculty Services" tab at the top to return to the main faculty menu.



Select the term from the drop-down menu then click "Submit"



Select the CRN from the drop-down menu then click "Submit"



Mid Term Grades

Home > Faculty and Advisors > Midterm Grades

Final grading for condensed courses will differ from that of full-term courses; if the condensed course you are teaching for this term has already ended, please grade it by the full-term grading deadline. However, if the condensed course you are teaching has not yet ended, a final grade is not yet required.



Final Grades

Home > Faculty and Advisors > Final Grades

T00009564 Christine L. Dalina
Fall Term 2010
May 28, 2010 09:21 am

Enter final grades only; please do not enter last attendance date and hours. ATU does not use these fields at this time and they should be left blank. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

SURVEY OF AMERICAN HISTORY - HIST 1903 001
CRN: 70729
Students Registered: 57

NOTE: Large classes have more than one page; Submit grades for page 1 (Record Set 1-55), then click on the second Record Set to enter grades for Page 2. *** Submit each Record Set (page) separately!

NOTE: If you assign the grade of "F" you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, do not enter a final grade or attend hours for him/her; you must immediately email attendance@atu.edu to report the student as non-attending, and indicate the reason federal attendance accounting wasn't accurately reported when initially submitted.

Record Sets: 1 - 55 56 - 57

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Acher, Patricia D.	T00078817	4.000	Web Registered Apr 05, 2010	None	N	MMDD/YYYY	0.999.99	6
39	Wiggs, Jessica M.	T00059165	4.000	Web Registered Apr 07, 2010	None	N			

Use the drop-down boxes to select the grade for each student.

Click "Submit" to complete.

NOTE: You will have the ability to award Incompletes ("I"); you must follow the policy outlined in the Faculty Handbook.

Click "CRN Selection" to enter grades for another course.

Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Incomplete Grades Summary | Student Menu | Summary Class List

Grades and Attendance

It is the responsibility of the concurrent instructor to maintain adequate records necessary for grading and for daily student attendance throughout the semester/term. Class rolls and records should be retained for at least six months following the conclusion of the course or turned over to the Department Head or Dean in the event that the concurrent instructor leaves the school district. The grade(s) recorded for a concurrent course on the ATU transcript must match the grade(s) recorded on the high school transcript. If the high school grade changes after the conclusion of the university course, then a grade change form must be submitted to ATU to update the grade.

Concurrent Academic Grievance Procedure

Concurrent students who disagree with their grade assigned by an instructor may follow the grade appeal process:

1. Appeal of a grade must be made by the student directly affected.
2. An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. Immediately, for concurrent purposes, means within one month from the conclusion of the course.
3. All appeals of a grade must begin with the student making a written appeal to the instructor involved explaining the nature of the problem.
4. If the grade appeal is not resolved in step 3, the student wishing further consideration must take the issue to their high school principal, prior to bringing the grievance to the head of the ATU academic department in which the course is taught.
5. If the appeal is not resolved in step 4, the concurrent student may appeal to the dean of the college and ask for a formal hearing. At the time the concurrent student asks for a formal hearing, the student must submit a written presentation of the case, with all related supporting documents, to the dean. The hearing committee can then either reject the grievance on the basis of its content or proceed to investigate further.
6. The committee will have full cooperation of all parties in gathering information and conducting interviews and the hearing. Once an issue is before the committee, the committee shall have the authority to recommend a lower grade, a higher grade or no change.

Assessment

All students are required to evaluate their concurrent course and instructor by the end of the semester in which they complete the course. Students should be given ample class time to evaluate their experience via online resources. The online evaluation must be administered by a colleague, a staff member, or a designated student in the class and the instructor must be absent when it is administered.

Disability Services for Students

Arkansas Tech is subject to and endorses both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Concurrent students will follow the accommodations that have already been agreed upon in their IEP plan or 504 plan at their respective high schools.

Facilities and Contacts

There are many offices on the ATU campus that concurrent faculty need to become familiar with. Each administrative office manages a variety of functions.

Concurrent Enrollment

The Associate Director for Enrollment is the initial point of contact for the concurrent program. Course syllabi, admission, advising, registration, student grievances, course drops/withdrawals, instructor approval, etc. are all facilitated by the Associate Director for Enrollment.

Jana Crouch
Associate Director
Concurrent Enrollment
105 West O Street, Ste 104
Russellville AR 72801
Phone: 479-356-2188
Fax: 479-964-0522
jcrouch4@atu.edu

Suzanne Kellar
Administrative Specialist III
Concurrent Enrollment
105 West O Street, Ste 104
Russellville AR 72801
Phone: 479-356-2188
Fax: 479-964-0522
skellar1@atu.edu

Office of Information Systems

All technology access is controlled by the Office of Information Systems. Each concurrent instructor is provided with an e-mail account. The username and password for the e-mail account provides access to library search and many other campus technology resources. Concurrent instructors will find they do not need computer access beyond the standard Banner Self-Service for faculty that is automatically applied to your role as a concurrent instructor. For help related to computer services, contact Angela Linden, Campus Support Manager.

Angela Linden
Campus Support Manager
Pendergraft, Room 150
Phone: 479-968-0646
campussupport@atu.edu
alinden@atu.edu

Campus Support Center hours are 24 hours a day, 7 days a week.

Library, Ross Pendergraft Library and Technology Center (RPL)

479-964-0569
askalibrarian@atu.edu
<http://library.atu.edu/>

Concurrent students and faculty have access to all the Tech library databases and online journal subscriptions, which they may need to navigate as part of their course requirements. Concurrent students can access these databases by using their OneTech username and password communicated on their admit letter.

Department Heads

Dr. Summer Bruch
Department Head, Art
Norman Art Building
203 West Q Street
Russellville, AR 72801
479-968-0478
sbruch@atu.edu

Dr. David Ward
Department Head, Behavioral Sciences
Witherspoon Building
407 West Q St
Russellville, AR 72801
479-968-0305
dward@atu.edu

Dr. John Jackson
Department Head, Biological Sciences
McEver Building
1701 N Boulder Ave
Russellville, AR 72801
479-964-3226
jjackson@atu.edu

Dr. Luay Wahsheh
Department Head, Computer and Information Science
Corley Building
1811 N Boulder Ave
Russellville AR 72801
479-968-0663
lwahsheh@atu.edu

Dr. Shellie Hanna
Interim Department Head, Curriculum & Instruction
Crabaugh Building
1310 North El Paso Ave
Russellville, AR 72801
479-968-0420
tcarter@atu.edu

Dr. Carl Brucker
Department Head, English & World Languages
Witherspoon Building
407 West Q St
Russellville, AR 72801
479-968-0484
cbrucker@atu.edu

Dr. Rockie Pederson
Interim Department Head, Health and PE
Hull Building
1306 North El Paso Ave
Russellville AR 72801
479-968-0323
rpederson@atu.edu

Dr. David Blanks
Department Head, History & Political Science
Witherspoon Building
407 West Q St
Russellville, AR
479-968-0266
dblank@atu.edu

Dr. Jeanine Myers
Department Head, Mathematics
Corley Building
1811 N Boulder Ave
Russellville, AR 72801
479-968-0659
jmyers32@atu.edu

Dr. Cynthia Hukill
Department Head, Music
Witherspoon Building
407 West Q St
Russellville AR 72801
479-968-0369
chukill@atu.edu

Dr. Jason Patton
Department Head, Physical Sciences
McEver Building
1701 N Boulder Ave
Russellville AR 72801
479-968-0361
jpatton@atu.edu

Mr. Anthony Caton
Department Head, Communication & Journalism
Center for Energy Studies
1815 Coliseum Dr
Russellville, AR 72801
479-964-0890
acaton@atu.edu

Sexual Harassment and Child Maltreatment and Reporting Policies

College or university faculty who travel to the high school or secondary center to teach concurrent courses (and/or faculty and staff that have direct, *official* contact with the high school student) must have a criminal background check and complete the child maltreatment training course as required of public school teachers.

Concurrent Instructor Responsibilities

All concurrent instructors have the responsibility of upholding the University's high standard of instruction. Since concurrent instructors are not on campus on a regular basis, it is imperative that a timely system for communication, including the use of e-mail and faxes, is used. When departments request the return of a form, textbook request, etc., or when deadlines are set for reporting of class attendance or grades, please respect the deadline given and comply as early as possible. Departments shall provide information to concurrent instructors as soon as possible so that he or she is given adequate time to reply to any request that is made. The Dean of each College is responsible for the curriculum and quality of instruction; therefore, Deans request that the following guidelines be adhered to. Both web courses and classroom courses must be taught in a consistent manner to ensure the highest level of instructional quality and integrity.

Non-Compliance Policy

At any point that standards cannot be met as set forth in the memorandum of understanding between ATU and the respective school district, or by State mandated guidelines, either party may terminate participation. See MOU agreement for termination procedures.

New Concurrent Instructor Responsibilities

Concurrent instructors must provide official transcripts of all college course work and degrees to Jana Crouch, Associate Director for Enrollment. Transcripts should be sent directly from the university attended. The transcripts need to be submitted prior to the start of your first term of instruction.

The concurrent instructor teaching the college course for concurrent credit must:

- 1) Use the approved college/university course syllabus.
- 2) Use the same textbook or a textbook or instructional resources with aligned content and course learning outcomes as approved by the college/university.
- 3) Adopt the same learning outcomes and assignments as those developed for the course offered on the college/university campus with limited exceptions approved by the college/university.
- 4) Use the same course grading standards as those on the college/university campus. If departmental exams are used in college/university campus courses, then those course exams must be used at the high school site.
- 5) Be the individual that teaches the concurrent course.
- 6) Undergo background check and complete the child maltreatment and reporting guidelines on the high school level. The public school district is required to keep documentation of the background check and maltreatment training.
- 7) Not be under review for inappropriate academic or personal conduct.

For the purpose of teaching a concurrent course under the AHECB Policy 3.15 Concurrent Enrollment, an individual under contract with the school district as a teacher will not be considered an adjunct faculty member of the university.

Faculty Evaluations

Arkansas Tech University may send a university liaison to observe classroom performance at any time within the term. Please have samples of student work and assessment instruments available for the university liaison to review. The liaison will be evaluating to ensure that the course is consistent with the on-campus counterpart as well as reviewing textbooks and/or additional learning resources among other items within each respective subject area. Each course for each instructor will be evaluated annually. Concurrent instructors who have three consecutive terms of unsuccessful faculty on-site evaluations, or are unable to follow guidelines provided in the Concurrent Faculty Handbook, will be dismissed from the concurrent program.

End of Course Exams

If a common course final is administered on the main campus, then the concurrent class is required to offer the same common course final.

Textbooks

Textbook selection is completed as soon as the schedule for each semester is finalized; therefore, any specific requests for textbooks or instructional resources must be submitted to chairpersons promptly. If a textbook is required for the main campus class, the textbook will also be required for the concurrent counterpart unless written approval is given by the academic Department Head to substitute with other approved instructional resources or textbooks prior to the beginning of the term. If an approved textbook is not being used, students may not receive concurrent credit for the class.

Additional Course Requirements

Classes taught with a mixed population of concurrent students and non-concurrent students must have at least a majority of the students enrolled for concurrent credit. All high school students enrolled in a concurrent credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

Courses offered for concurrent enrollment must be 1000 or 2000 level college courses, normally in the Arkansas Course Transfer System, that are approved through the regular process of an institution and included in the catalog. Each course must meet the same standards as those required when the course is taught on the campus, use the college or university approved syllabus and adopt the same learning outcomes as those developed for the on campus course.

Federal Attendance Accounting

At the beginning of each semester, concurrent instructors are expected to notify the Registrar concerning students on class rolls who have not reported to class. For electronically delivered classes, the concurrent instructor must ascertain whether students participated at least once prior to the 5th class day of summer terms or the 11th class day of spring and fall semesters. Attendance accounting must be completed prior to the 11th day of class during the fall and spring semesters and the 5th day of class during summer terms. Attendance accounting is completed electronically in the Banner system. Instructions are provided to all concurrent instructors prior to the beginning of each semester.

Concurrent Courses Offered and Requirements to Register for Each Class

Arkansas Tech University Concurrent Courses Offered 2018-2019																		
Course Name	Course	Test Scores Accepted											Prerequisites					
		ACT				ACCUPLACER			Next Generation ACCUPLACER					ASPIRE				
		English	Math	Reading	Science	College Algebra	Sent Skills	Reading	Writing	Arithmetic	Quantitative Reasoning/Algebra	Reading		English	Math	Reading		
Experiencing Art	ART 2123			19							78				246			428
Intro Biology	BIOL 1014		19	19	19	42					78			250			432	428
Public Speaking	COMM 2003			19							78				246			428
Comp I	ENGL 1013	19		19					83	78	248				246	428		428
Comp II	ENGL 1023	19		19						78	248				246			428
World History I	HIST 1503			19						78					246			428
World History II	HIST 1513			19						78					246			428
US History I	HIST 2003			19						78					246			428
US History II	HIST 2013			19						78					246			428
Health & Wellness	HLED 1513			19						78					246			428
College Math	MATH 1003		19	19		42				78		250			246		432	428
College Algebra	MATH 1113		19	19		42				78			250 w/lab		246		432	428
Plane Trigonometry	MATH 1203		22	19						78				257				428
Intro to Education	MLED 2003			19						78					246			428
Intro to Music	MUS 2003			19						78					246			428
Physical Activity	PE 1411			19						78					246			428
General Psychology	PSY 2003			19						78					246			428
Beginning Spanish I	SPAN 1013			19						78					246			428
Beginning Spanish II	SPAN 1023			19						78					246			428
Intermediate Spanish I	SPAN 1023			19						78					246			428
Intermediate Spanish II	SPAN 2013			19						78					246			428
Intro to Theatre	TH 2273			19						78					246			428

Examinations

At the end of each fall and spring semester, approximately one week is set aside for examination week. Examination week is established as a time to administer end-of-course examinations.

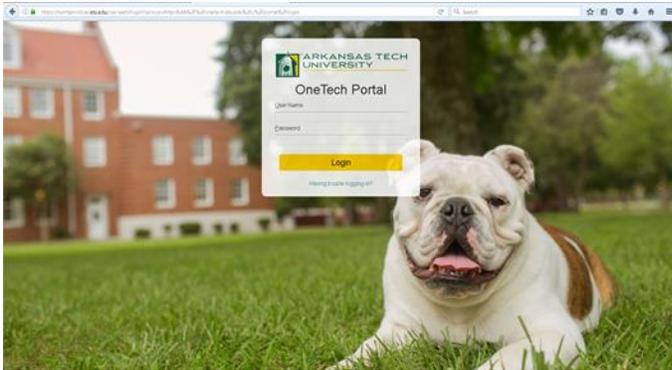
Tech Email

Arkansas Tech University's e-mail can be accessed by simply using an internet browser and/or you can download mail into an e-mail program such as Microsoft Outlook. To access a Tech e-mail account from any location, go to mail.atu.edu and log in with your OneTech ID and password.

How to Log-in

Your OneTech ID will be used to login to most, if not all of the systems on campus, including the OneTech portal and Blackboard. Your OneTech ID will be your first initial combined with your last name. If you have a common last name, then your ID might end in a number as well. For example, if your OneTech ID is jdoe, your e-mail address would be jdoe@atu.edu. You would also log into campus computers using jdoe as your username.

You are required to change your password every 90 days. If you do not reset the password, you will be locked out of the system. **To regain access to your account, you will go to ams.atu.edu to Change Password. If you cannot remember your previous password, follow the Forgot Password prompt.**



For more information on using OneTech go to the OneTech resource page located at <https://support.atu.edu/support/home>



CONCURRENT ENROLLMENT
DROP FORM

Term:	ATU Student I.D. Number (If, NOT Social Security#)	Date
Name Enrolled Under (Last, First, Middle, Other)		

*Warning: dropping a course may result in loss of future financial aid at Arkansas Tech University. Please contact the ATU Financial Aid Office at (479) 968-0399.

CRN	Course Prefix and Number	Course Title	Section Number

INSTRUCTOR/ HIGH SCHOOL OFFICIAL'S SIGNATURE _____

STUDENT'S SIGNATURE _____

In the event a student is unable to physically sign drop form, an email from the student's ATU email account requesting the course to be dropped/expunged will suffice as long as it is attached to the drop form signed by a high school official.) Students must abide by ATU's drop/withdrawal policy located on the academic calendar <https://www.atu.edu/catalog/undergraduate/calendar.php>.

Please complete drop form and return it to:

Jana Crouch
Associate Director for Enrollment
104 Brown Hall
Russellville, AR 72801
Phone: (479)356.2188
Fax: (479)964.0522
Email: jcrouch4@atu.edu

ACTS Common Course Listing

ATU Course	Course	ACTS Common Course
Beginning Spanish I	SPAN 1013	SPAN 1013
Beginning Spanish II	SPAN 1023	SPAN 1023
College Algebra	MATH 1113	MATH 1103
College Mathematics	MATH 1003	MATH 1003
Composition I	ENGL 1013	ENGL 1013
Composition II	ENGL 1023	ENGL 1023
Experiencing Art	ART 2123	ARTA 1003
General Psychology	PSY 2003	PSYC 1103
Intermediate Spanish I	SPAN 2013	SPAN 2013
Intermediate Spanish II	SPAN 2023	SPAN 2023
Intro to Computer Based Systems	COMS 1003	CPSI 1003
Intro to Education	MLED 2003	No Common Course Index
Intro to Music	MUS 2003	MUSC 1003
Intro to Theatre	TH 2273	DRAM 1003
Intro to Biological Sciences	BIOL 1014	BIOL 1004
Personal Health & Wellness	HLED 1513	HEAL 1003
Physical Activity - Badminton	PE 1411	No Common Course Index
Plane Trigonometry	MATH 1203	MATH 1203
Public Speaking	COMM/SPH 2003	No Common Course Index
Survey of American History	HIST 1903	No Common Course Index
Survey of Chemistry	CHEM 1113	CHEM 1214
Survey of Chemistry Lab	CHEM 1111	CHEM 1111
US History to 1877	HIST 2003	HIST 2113
US History since 1877	HIST 2013	HIST 2123
World History to 1500	HIST 1503	HIST 1113
World History since 1500	HIST 1513	HIST 1123

*To be included on every syllabi along with the ATU Course