CONCURRENT ENROLLMENT
FACULTY GUIDE
2019-2020
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ACKNOWLEDGMENT

I have received a copy of the Arkansas Tech University Concurrent Instructor Guide (2019) 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 THE CONCURRENT OFFICE.
THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.
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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 an earned master’s degree and at least eighteen hours of completed course work in the subject area of the endorsed concurrent enrollment course;
2. Approval of 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 the Concurrent Office 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 2019)
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.
**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.
**Concurrent Impact on Federal Financial Aid**

The Federal Government requires universities to use all attempted hours and the student’s cumulative grade point average when calculating a student’s satisfactory academic progress (SAP), which includes concurrent hours. **This means concurrent enrollment could affect a student’s eligibility for future Federal financial aid.** Federal guidelines state a student must complete at least 67% of the hours he/she enrolls in while attending college, including concurrent classes. Example: If a student enrolls in 6 concurrent hours in Fall and drops (or only passes) 3 hours, the pace would be 50% after Fall and the student would be in violation of SAP. (6 attempted hours / 3 passed hours = 50%)

Also, the student’s grade point average (GPA) from concurrent hours will be included in the cumulative college GPA. The student must have a 2.0 cumulative college GPA after the 4th semester of attendance at ATU. If a student fails to meet the SAP requirements, he/she will have the option to appeal for financial aid. The Financial Aid office will notify the student of the violation and provide instructions on how to appeal.

**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  
Text: (479) 888-2368  
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, please contact Campus Support. Campus Support Center hours are 24 hours a day, 7 days a week.
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**

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

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

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  
pederson@atu.edu

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

Dr. Jeanine Myers  
Department Head, Mathematics  
Corley Building  
1811 N Boulder Ave  
Russellville, AR 72801  
479-968-0659  
jmyers32@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 the Concurrent Office. 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**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course</th>
<th>ACT Reading</th>
<th>Science</th>
<th>ACCUPLACER</th>
<th>Reading</th>
<th>Next Writing</th>
<th>Quantitative Reasoning/Algebra</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>Experiencing Art</td>
<td>ART 2123</td>
<td>19</td>
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<td>BIOL 1014</td>
<td>19**</td>
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<td>Intermediate Spanish I</td>
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<td>SPAN 2013</td>
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**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

Instructions for Accessing “Turn It In”

- Go to http://turnitin.com
- Look at the top right and click “Create Account”
- Under Create New Account, select “Instructor”
- Enter Account ID: 18458
- Enter Join Key: trace1
- Enter your information
- Once joined, you can use the site from that link or use the link: https://atu.freshservice.com/solution/articles/7000019118-what-kinds-of-turnitin-assignments-can-i-create-

For more information, use the resources below:

- Getting Started with Turnitin
  - https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/01_Instructor_QuickStart_Guide
**Concurrent Enrollment Drop Form**

Term: ___________________________  ATU Student I.D. Number: ___________________________  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.*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Prefix and Number</th>
<th>Course Title</th>
<th>Section Number</th>
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</table>

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](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

<table>
<thead>
<tr>
<th>ATU Course</th>
<th>ATU Course Number</th>
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*ACTS Course number to be included on every syllabi along with the ATU Course Number*