



HIED 540: AMERICAN COMMUNITY COLLEGE

COURSE SYLLABUS: SPRING 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Alan Francis

Office Location: Young Education North 122

Office Hours: Virtual

Office Phone: 903-468-3226 (use email for faster response)

Office Fax: 903-886-5507

University Email Address: Alan.Francis@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: Email – Within 24 hours during weekdays.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

Cohen, A. M., Brawer, F. B., & Kisker, C. B. (2013). *The American community college* (6th ed.). San Francisco: Jossey-Bass.

Software Required: Microsoft Office

Optional Texts and/or Materials: Other materials/readings as assigned will be posted in the online course.

Course Description

Provides an overview of the community college with particular emphasis on the history, philosophy, and uniqueness of the institution. State and local governance and finance are also examined. Prerequisites: A 595 course from major or related discipline Min Grade B.

The syllabus/schedule are subject to change.

Student Learning Outcomes

1. Develop an understanding of the historical development of community colleges.
2. Comprehend the unique characteristics, purposes, and philosophical foundations of community colleges as postsecondary institutions.
3. Gain insight into governance, financing, administrative systems, and policy challenges facing community colleges.
4. Acquire knowledge of functions, services, and components of community colleges, including faculty, students, and programs.
5. Understand current and emerging issues confronting community colleges.
6. Gain practical experience in conducting research within a chosen content of area of interest.

COURSE REQUIREMENTS

Research and Reading Expectations

To fully engage with each week's topics, students are expected to delve into both the course text and supplementary resources. While the Internet may offer valuable insights, it should not be the sole source of information. Your commitment to thorough research will enhance your understanding and research skills.

Participation in Online Threaded Discussions

Active participation in online threaded discussions is essential. Initial responses to discussion questions (post) are due by Wednesday each week, with responses to peers (replies) due on Saturday. Merely regurgitating lecture content or textbook material will not suffice; substantive engagement and citing appropriate references are crucial. Failure to complete both components of the discussion will result in no credit being awarded.

Final Assignments

All students must submit a paper focusing on one of the major student learning outcomes outlined in the course. Late submissions will not be accepted. Papers must be meticulously edited and adhere to APA Style Manual guidelines. Writing quality, including grammar, punctuation, and spelling, will be rigorously assessed alongside content. Any instance of academic dishonesty will result in appropriate penalties.

As you navigate this course, remember that effective communication through writing is a vital skill in this program. Strive for clarity, accuracy, and adherence to academic standards in all your written work.

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Student Responsibilities or Tips for Success in the Course

Scholarly Expectations

At East Texas A&M University, we prioritize the academic integrity and hold a zero-tolerance policy toward plagiarism and other forms of academic dishonesty. Such behavior includes but is not limited to plagiarism, auto-plagiarism, cheating, collusion, and abuse of resource materials. All submitted work must be original and uniquely created for this course. Works will be screened for plagiarism using Turnitin or similar services. Consequences for academic dishonesty may range from reduced credit on assignments to potential removal from the academic program or institution, with an automatic “F” in the course being a standard outcome. Proper citation in APA 7th edition style is required for any referenced works.

Students should demonstrate proficiency in resolving technical issues, problem-solving skills, and the ability to embrace challenges as opportunities for learning and growth. As future educational technology professionals, collaboration and cooperation are essential skills that students are expected to practice throughout the course. It is encouraged to seek assistance when needed and offer support to peers.

Timeliness

Assignments must be submitted by the designated due dates to receive full credit. Late or incomplete submissions may result in deductions of up to 10% of the assignment's value per day. Ample notification and time will be provided for completing course assignments. Students are encouraged to plan ahead for any anticipated absences or technical difficulties and have contingency plans in place.

Time Commitment

To succeed in this course, students should be aware of the time commitment required. Refer to the bullets below for an estimate of the average expected time spent on class-related work:

- Outside class per class week: 9 hours (minimum), 12 hours (maximum)
- Total Term Expectation: 144 hours (minimum), 192 hours (maximum)

Your commitment to these requirements and policies will contribute to a successful and enriching academic experience. Should you have any questions or concerns, please do not hesitate to reach out for assistance.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

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B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Total points corresponding to the final letter grades:

A = 180-200 Points
B = 160-179 Points
C = 140-159 Points
D = 120-139 Points
F = 0-119 Points

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, and etcetera.

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COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Instructor's communication response time to emails will in most instances be within 24 hours during weekdays. Grading of assignments and discussion boards will in most instances be completed within four days of the deadline date.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

Students are expected to "attend class" and actively participate. The professor will monitor student participation/activity.

Late Work

Unless a student has a legitimate excuse, late work is not accepted. There are circumstances outside one's control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

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Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-services/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information

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regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

Week	Dates	Activities and Assignments	Points
1	Jan 13	Introduction	-
2	Jan 20	Discussion 1 - Post	20
3	Jan 27	Discussion 1 - Reply	
4	Feb 3	Discussion 2 - Post	20
5	Feb 10	Discussion 2 - Reply	
6	Feb 17	Discussion 3 - Post	20
7	Feb 24	Discussion 3 - Reply	
8	Mar 3	Discussion 4 - Post	20
9	Mar 10	Spring Break	
10	Mar 17	Discussion 4 - Reply	
11	Mar 24	Discussion 5 - Post	20
12	Mar 31	Discussion 5 - Reply	
13	Apr 7	Historical Analysis of Community Colleges Essay	25
14	Apr 14	Trends Research Paper	50
15	Apr 21	Trends Research Paper continued....	
16	Apr 28	Trends, Issues, and Future Applications	25
Total points			200

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