*Course # ( XXXX. XXX)*

*Course Title (ACGM or WECM title)*

*Semester and Year*

**Instructor: Meeting Location:**

**Office: Meeting Days:**

**Phone: Meeting Times:**

**Email:**

**Office Hours:**

**Course Description:**

*Insert ACGM or WECM description*

*Credits: SCH = x lecture and x laboratory hours per week, from approved course list*

*TSI Requirement: xxx M, xxx R, xxx W.*

Prerequisite(s):

**Required Textbook(s) and Materials:**

*Insert required text including ISBN and materials*

**Course Goals and Objectives:**

*Insert course objectives or Core Course Competencies*

**Course Schedule:**

*Insert subject matter of each lecture or lab activity*

**Course Requirements and Evaluation:**

*Insert each student requirement and evaluation rubric*

**Course Policies:**

Insert faculty procedures for class management

**Class Attendance:**

Class attendance is critical for the successful completion of this course.  *For online courses, students must complete work in a timely manner and follow due dates.* Withdrawals must be initiated by the student.  The last day for a student to withdraw from a course with a grade of “W” is *Day and Month depending on term*.

**Class Conduct:**

Please turn off or silence and put away all cell phones, pagers, IPods, headphones, etc. before entering the classroom/laboratory.  No obscene/vulgar language will be permitted in the classroom/laboratory.  Faculty reserve the right to drop a student for violations of the Student Conduct Policy as listed in the Student Handbook.

**Academic Honesty:**

In the pursuit of learning, it is expected that students will engage in honest academic endeavor to the highest degree of honor and integrity.  Students who are found to engage in academic dishonesty through such activities as cheating on exams, plagiarism, or collusion with others will be referred to the Vice President of Student Access and Success for disciplinary action such as dismissal from the college.  *These students will immediately receive a score of zero on the exam/assignment in question with no possibility of makeup work and will forego the right to receive any bonus points for the remainder of the semester.  Students who are suspected of cheating due to questionable activities may be required to prove their innocence.*

**Artificial intelligence** (AI) tools are permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (including in-text citations with quotations). Any AI tool used must also be in your reference list. Be sure you verify the accuracy of any AI-generated content, as they are known to falsify information and academic citations. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

**ADA Statement**

It is the policy of Paris Junior College to provide reasonable accommodations for qualified individuals who are students with disabilities.  This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity.  It is the student’s responsibility to arrange an appointment with a College Success Coach in the Advising & Counseling Center to obtain a Request for Accommodations form.  For more information, please refer to the Paris Junior College Catalog or Student Handbook.

**Illness Policy:**

Per CDC guidelines, stay home and away from others if you have respiratory virus symptoms that another cause cannot explain. Do not attend class if you have a fever (100.4°F or higher)

You can return to your normal activities when, for at least 24 hours, both are true:

1. Your symptoms are getting better overall, and
2. You have not had a fever (and are not using fever-reducing medication).

When you go back to your normal activities, take added precautions over the next five days, such as taking additional steps for hygiene, wearing masks, and physical distancing, if possible, when you will be around other people indoors.

**Official Student Email Policy**

Paris Junior College assigns each student an official college email address upon enrollment. This email account is the primary means of communication between the College and the student. All official correspondence—including notices of academic status, financial aid, billing, registration, and campus alerts—will be sent to the student’s PJC email account.

Students are responsible for regularly checking their PJC email and maintaining access. Communications sent to the PJC email address will be considered delivered. The College is not responsible for missed communications due to a student’s failure to check their official email account.

**Non-discrimination clause**

Paris Junior College is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, or any other basis prohibited by law.

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of Paris Junior College.

Retaliation against anyone involved in a complaint process is a violation of PJC policy and is prohibited.

***PJC Cares about our students! Please help us help you by completing our basic need assessment by scanning the QR code below:***



***Mental health conditions are common and treatable. Suicide is preventable.***

This suicide prevention video was created for all Texas institutions of higher education for students of all ages and backgrounds to raise awareness about suicide, share warning signs and ways to help, and emphasize that help and resources are available on campus and in the community. It also supports Texas institutions of higher education in partially meeting the legal requirements of 88(R) SB 532 passed in 2023.

If you or someone you know is considering suicide, help is available at 988 — and help is available on your campus in PJC’s Counseling Center in Alford Center ([counseling@parisjc.edu](mailto:counseling@parisjc.edu)) and in the community.

