GED & Adult Education
UACCM Career Pathways

Syllabus
Summer/Fall 2011

Contact Information
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Times & Dates
• 20 hrs./week; Schedules are determined on an individual basis

Class Location
• Continuing Education Center (St. Joseph Street, across from Fred’s)

GED Resources
• Are provided by the Continuing Education Center (CEC), although Career Pathways will assist with additional resources, based solely on need

Program Description & Registration
The GED Support System of Career Pathways provides needed assistance to students obtaining their GED. In addition to providing guidance and encouragement, eligible students can earn a $25 gas card every other week, which can help offset the cost of fuel for travelling to and from the Continuing Education Center.

Program Goals & Objectives
The primary goal of GED Support System is to help students prepare attain the GED, as well as to provide students with the opportunity to prepare for the transition to either the workforce or college. Specific goals and objectives include:

1. Attain a GED through Adult Education
   a. Create a plan of action with Adult Education Faculty
   b. Establish targeted goals for skill development

2. Improve existing interpersonal skills
   a. Determine barriers to success (see “Culture of Professionalism” section, below)
   b. Identify and utilize available resources to overcome barriers

Policies
Attendance
We expect students to take education seriously. Because of this, we require a plan that includes 20 hours per week to be dedicated toward attaining a GED. This schedule is to be set with Adult Education faculty, and is subject to approval by Career Pathways.

We realize that “life happens,” and at times, absences and/or changes to the base schedule are necessary. Any changes to the schedule should be made known to Career Pathways office either in advance or at the earliest possible opportunity. Please understand and remember that we want you to succeed, and any delay in attainment prevents you from achieving your goals.

Accountability
While we respect that participants in our program are adults, our funding is limited. This forces us to be thoughtful about how and whom we fund. Please be aware that we will be checking on your progress weekly, and that you will be required to submit a signed attendance form for each gas card period (see Gas Card policy, below). In doing this, you will be responsible for reporting your hours with Adult Education by signing in and out during every visit. We encourage you to schedule additional study time in the building, whenever possible.
Culture of Professionalism
Participants in Career Pathways are expected to act in a professional manner at all times. Professional behavior includes, but is not limited to:

1. Dressing appropriately for class
2. Coming prepared to study and learn
3. Arriving on time and with all necessary resources and materials
4. Participating fully in class activities with a positive attitude

Any unprofessional behavior will result in consultation with both the Curriculum Coordinator and the Director of UACCM Career Pathways.

Cell Phones
In keeping with the Culture of Professionalism, use of cellular phones during required meetings and class is STRONGLY discouraged. Any unauthorized use of your cellular phone during class will result in a written warning. A copy of this warning will be placed in your Career Pathways file. Phones should be turned off during meetings. (Note: Text messaging and web-surfing on your phone are considered “using your phone”, and will be subject to the same consequences.)

Although the use of the CEC Computer Lab is not heavily monitored, we ask that you demonstrate respect for other students, faculty, staff, and visitors of the CEC by turning off your phone or setting it to silent mode while in the lab.

Gas Cards
The GED Support System provides a gas card every two weeks with completion of a work verification form, exemplary attendance, and active participation in class. (Reminder: Attendance and participation are monitored weekly, through our partnership with CEC faculty and staff.) This incentive is designed to assist students with off-setting the cost of driving to and from the CEC. Students do not receive a gas card for being enrolled in Adult Education and Career Pathways.

DISCLAIMER: Gas cards are for gas use only. If items other than gas are purchased on the card, you will be terminated from the gas card program with Career Pathways at UACCM. All gas receipts and attendance forms must be submitted every other Friday (Thursday during June & July, as the campus is closed on Fridays in the summer schedule). You will not be issued a gas card until ALL documentation is submitted. You are responsible for safeguarding your gas card, attendance sheets and gas receipts. Career Pathways will not reprint attendance sheets. If you misplace your attendance sheet, you will not get a gas card for that period. Career Pathways will not replace lost or stolen gas cards, nor reimburse out of pocket expense.