*Template instructions: Open this document. Make sure the navigation pane and the toolbar are visible. Follow these instructions, so your document will be accessible (ALLY compliant) and navigable. Replace all blue italicized content with your specific course or department information, as needed. Do not just copy and paste old content. Do not leave the information in blue. To maintain consistent format, select “body text” (MS Word) or “body pane” (Mac Word) in the style bar. When all blue text has been replaced, remove directions (including these). To learn how to do this, watch this video tutorial:* [https://web.microsoftstream.com/video/4bf15ad4-7349-4e5d-bc80-df7964dbdcf9](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fweb.microsoftstream.com%2Fvideo%2F4bf15ad4-7349-4e5d-bc80-df7964dbdcf9&data=05%7C01%7Cglauster%40uaptc.edu%7C8cd5ab6c837b4b5a6d7908da793f1df1%7C736a8c9e4b364ec58a9a60f793ff47f3%7C0%7C0%7C637955609248353639%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dHP6w6RA3eJm0Y11%2BWGlVIHU27j71tmXdYSGdcX2X8w%3D&reserved=0)

# Instructor Information

|  |  |
| --- | --- |
| Instructor: | *[insert name]* |
| Office: | *[insert location]* |
| Mailbox: | *[insert location of mailbox]* |
| Hours: | *[insert office hours]* |
| Phone: | *[insert phone]* |
| Email: | *[insert email]* |

\*All emails and telephone calls will receive a response within two business days.

| Chair: | *[insert name]* | *[insert number]* | *[insert email]* |
| --- | --- | --- | --- |
| Dean: | *[insert name]* | *[insert number]* | *[insert email]* |

\*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

# Course Information

*[Insert course delivery method, class days and meeting times.]*

## Catalog Description

*[Insert catalog description.]*

## Course Materials

*[Insert required and recommended course materials.]*

Technology requirements for online course materials can be found at this link: [https://www.uaptc.edu/bbtech](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uaptc.edu%2Fbbtech&data=05%7C01%7Csdeprow%40uaptc.edu%7C62131d11256742a5a8d008da399aeccc%7C736a8c9e4b364ec58a9a60f793ff47f3%7C0%7C0%7C637885634815410543%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EVbi2Tdt4ca%2F4DJlgJFbdYyj%2FZiGRCGwtlhGqbE5zQU%3D&reserved=0)

# Mission Statement

University of Arkansas – Pulaski Technical College (UA-PTC) provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

# Institutional Learning Outcomes

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication

2. Critical Thinking

3. Cultural Awareness

4. Information Literacy

5. Professionalism

6. Quantitative Literacy

7. Technology Literacy

# Program Learning Outcomes

*[Insert the program learning outcomes for your program here. Please note that the general education learning outcomes are listed below as an example but only apply to associate’s degrees.]*

# General Education Mission and Outcomes:

*[Please note: these are not required if the program is not an associate degree program.]*

Mission: It is the goal of the general education program at the University of Arkansas – Pulaski Tech to develop a foundation for the lifelong pursuit of learning in all students and prepare them for university transfer. Core classes are designed to enable students to develop to their fullest potential by communicating effectively and developing knowledge and skills necessary for critical inquiry in an ever-changing world.

Once students have completed an associate’s degrees at UA-PTC the student will be able to:

1. Communicate Effectively

2. Reason Quantitatively

3. Analyze Critically

4. Synthesize Concepts

5. Make Scientific Inquiries

# Student Learning / Course Outcomes

*[Insert student / learning course outcomes.]*

# ACTS

*[Under this section ACTS objectives should be listed if the course is on the ACTS course transfer list. If the course objectives go above and beyond the scope of ACTS Objectives, only the ACTS numbers is needed. See* [*http://acts.adhe.edu/studenttransfer.aspx]*](http://acts.adhe.edu/studenttransfer.aspx)

# UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Departmental Attendance Policy** *[Only used if tied to specific program accreditation or licensing. Delete if not required]*

*[Insert course specific attendance and late policy.]*

# Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: <https://www.uaptc.edu/catalog>

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

*[Insert specific course policy.]*

# Classroom / Lab Safety *[Please note: this section is not required if the course does not require it. Delete if not required.]*

Classroom and lab safety is the responsibility of everyone. UA-PTC students must adhere to the following basic standards. Some programs and courses may have additional requirements.

1. Never use a machine without proper training.
2. Wear all required protective coverings at all times.
3. Return all equipment, tools, and other items to designated location at the end of the class session.
4. Participate in clean-up process.
5. Report injuries, spills, and needed repairs to your faculty member.

# Dress Code for Technical Science Programs *[Please note: this section is not required if the course does not require it. Delete if not required.]*

*[Insert course specific dress code requirements here, if the course requires it.]*

Students in Technical Science programs are expected to adhere to the dress code for their respective programs including Culinary, Cosmetology, collision Repair, DL, Automotive Repair Technology, and Diesel Repair Technology. Uniforms provide safety/protection in the classroom and lab spaces while also providing acclimation to industry.

# Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in- hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

*[Please be very specific about your plagiarism policy. Vague plagiarism policies may not hold up on appeal.]*

# Grading Policy

Letter grades will be based on the following scale:

| 90 to 100% | A |
| --- | --- |
| 80 to 89% | B |
| 70 to 79% | C |
| 60 to 69% | D |
| 0 to 59% | F |

*[Insert your grading system here. Please include how much (or what percentage of the final grade) each assignment is worth and how the final grade will be calculated.]*

\*Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

*[\*\*English faculty have two weeks to provide feedback and post grades for papers 1000 words or more.]*

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

*[Use the remainder of this space to outline any other policies you may have that will affect student grades, such as plagiarism, participation, attendance, peer editing, etc.]*

# Tentative Course Schedule

*[Insert your course schedule here. Please include all due dates and assignments. You may list by week or by date, at your discretion. The point is to make the syllabus as specific as possible as relates to textbook readings, class assignments, exams, and essay and project due dates. An example is provided here.]*

The following course schedule details the assignments and corresponding due dates for this course. This schedule is tentative and is subject to change as necessary by the instructor.

| Week | Assignment | Points | Due Date | Learning  Outcomes |
| --- | --- | --- | --- | --- |
| 1 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 2 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 3 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 4 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 5 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 6 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 7 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 8 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 9 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 10 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 11 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 12 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 13 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 14 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 15 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
| 16 | *[Assignment]*  *[Assignment]* | *[##]*  *[##]* | *[day/date]*  *[day/date]* | *[outcome code]* |
|  | COURSE TOTAL: | *[###]* |  |  |

# Policies

Campus Safety

The mission of the UA-PTC Police and Public Safety Department is to establish a social and physical environment where people on all campus sites are free from fear, intimidation, harassment, and hereby, contribute to the quality and excellence of University of Arkansas - Pulaski Technical College.

## Important Phone Numbers

Emergency: 911

Main Campus Duty Phone: (501) 580-1831

Little Rock-South Duty Phone: (501) 626-7152

## RAVE - Enroll in our Emergency Notification System

All students, faculty, and staff who provide a cell phone number during registration or to HR will automatically be entered into the RAVE (Emergency Alerts) system. You can opt out of getting emergency notifications by visiting the UA-PTC website.

## Respect & Discipline

UA-PTC expects all students and employees to conduct themselves respectfully. The increased need for safety precautions are not at the expense of consideration, respect, and kindness. Social and physical distancing guidelines, such as flow of traffic markers, public outdoor space restrictions, and adjusted greeting etiquette should be respectfully observed.

Each student is responsible for his or her conduct from the time of application for admission through the actual awarding of a degree. Misconduct or prohibited behavior includes action that endangers the health, safety or well-being of another person or group. Any student found to have committed misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). At no time should face coverings be used to conceal a person’s identity. Students found not following guidelines will be reported to student conduct. Visitor noncompliance on the UA-PTC campus should be reported directly to the UA-PTC Campus Police.

## Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Student Handbook. <https://uaptc.edu/student-handbook>

## Sexual Misconduct

No person at UA-PTC will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Interim Dean of Student Affairs

Campus Center Building Room 306C

501-812-2756

[manderson@uaptc.edu](mailto:manderson@uaptc.edu)

## Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link: https://[www.uaptc.edu/report-a-concern-complaint](http://www.uaptc.edu/report-a-concern-complaint).

## COVID-19

At this time, COVID related absences will be handled as any other absence from classes. Please see the [College Catalog](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.uaptc.edu%2Fcontent.php%3Fcatoid%3D2%26navoid%3D43%23attendance&data=05%7C01%7Csdeprow%40uaptc.edu%7C2aa598701e884a4c96af08da7c6ef3a0%7C736a8c9e4b364ec58a9a60f793ff47f3%7C0%7C0%7C637959113231408691%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1gn7z2e5T6CeQIEeHjztUrUsIALvqliz0En3H4c8s%2BA%3D&reserved=0) for guidance on class attendance and absences. Additionally, students are always welcome to wear face coverings and the Centers for Disease Control recommends wearing a face covering after exposure to COVID. UA-PTC will monitor local COVID infection rates and provide guidance via UA-PTC email. Please check your UA-PTC email for updates and future guidance.

# Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501- 812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

# Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

# Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

# Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for *[insert instructor’s name and course name here]* class at UA- PTC and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone