*Template instructions: Make sure the navigation pane and the toolbar are visible on the left. 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 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).*

# Instructor Information

Instructor: put your name here

Building and office room number: type your info here

Mailbox location: type your info here

Office hours: insert your in-person and virtual office hours here

Phone: insert office number and alternative number if available.

Email: insert your UAPTC email address

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

Chair: Insert name/email address/phone number

Dean: insert name/email address/phone number.

\*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://uaptc.edu/online-learning/recommended-tech-for-blackboard>

Course Materials Access Program

If your course includes an online eBook linked through your Blackboard course shell, include this information. Otherwise, delete this section.

<https://uaptc.edu/access>

# UAPTC Mission Statement

<https://uaptc.edu/about-us/mission-vision-values>

# Institutional Learning Outcomes

<https://uaptc.edu/sla/current-reporting-cycle/student-learning-outcomes>

# Program Learning Outcomes

*[If applicable, insert the program learning outcomes for your program here, otherwise, delete this section}*

# ACTS (or other) Student Learning / Course Outcomes

*[Insert student / course learning outcomes.]*

*See* [*https://adhe.edu/students-parents/transfer-info-for-students*](https://adhe.edu/students-parents/transfer-info-for-students)*]*

# UA-PTC Attendance Policy

The College’s general attendance policy is: <https://uaptc.edu/attendance>

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

*[Insert instructor’s 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>

*[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 and Other 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, CDL, Automotive Repair Technology, Diesel Repair Technology, and Allied Health as appropriate. Uniforms provide safety/protection in the classroom and lab spaces while also providing acclimation to industry.

# Academic Dishonesty

The College’s academic dishonesty policy applies at all times in this class. Read it here:

<http://catalog.uaptc.edu/content.php?catoid=8&navoid=228>

*[Please be very specific about your plagiarism/cheating/collusion (such as having AI do work and passing it off as your own) policy. Vague academic integrity policies may not hold up on appeal.]*

# Grading Policy

UAPTC uses the following letter-grade scale: A – 100% - 90%, B – 89% to 80%, C – 79% to 70%, D – 69% to 60%, F 59% and below

*[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.]*

For online classes, students must complete a gradable item by the day before the Census/Course Roster Certification deadline as listed in the Academic Calendar (<https://uaptc.edu/academic-calendar>) of class to remain enrolled in the course for the semester. Logging in without submitting an item for a grade by the specified date does not meet the attendance standard.

*[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

*[USING THIS TABLE IS OPTIONAL. It is ALLY compliant. IF YOU CHOOSE NOT TO USE IT, be sure your information is ALLY compliant, follows the UAPTC Academic Calendar, and includes all due dates, alignment to learning outcomes, and assignments. List by week or by date, as you wish. Make the syllabus as specific as possible as relates to learning outcomes, textbook readings, class assignments, exams, and essay and project due dates.]*

The following schedule details assignments, with their alignment to the course learning outcomes, and due dates for this course.

| 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: | *[###]* |  |  |

*\*This is a guide only. It is subject to change by the instructor.*

# Campus-wide Policies

Campus Safety and Important Numbers

The safety of all UAPTC faculty, staff, and students if vitally important. The following policies provide details about the College’s efforts to ensure a safe and effective Campus environment.

<https://uaptc.edu/police>

You will receive campus emergency updates and closure announcements through text message and email at the cell phone number and College email address you have on record with UAPTC.

In the case of an emergency while on campus:

Emergency: 911

Main Campus Duty Phone: (501) 580-1831

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

## Student Code of Conduct / Respect & Discipline

The code of student conduct is enforced at all times. Details are found here:

<http://catalog.uaptc.edu/content.php?catoid=8&navoid=228>

<https://uaptc.edu/student-handbook>

<https://uaptc.edu/sexual-misconduct-policy>

## Report a Compliment, Concern, or Complaint

UA-PTC values your feedback and takes complaints and concerns very seriously. To communicate a complement, complaint, or concern, please follow the link: https://[www.uaptc.edu/report-a-concern-complaint](http://www.uaptc.edu/report-a-concern-complaint).

# Accommodation Policy

<https://uaptc.edu/disability-services/accommodations>

# Course Evaluations

Your voice matters. You will evaluate your instructor and course near the end of the semester. All results are anonymous and shared with your instructor only after the semester is over and grades have been posted.