

**TO INSTRUCTORS:**

UA-PTC’s Chancellor’s Executive Council (CEC), in conjunction with the Deans, has developed the following procedure to ensure that all syllabi are comprehensive and the process standardized. This procedure was created to protect you, the faculty member, and the College, not to limit instructors’ creativity or academic freedom. Syllabi are technically legal documents; that is, they can be the ultimate deciding point in any grievance proceeding. Accreditation agencies also utilize syllabi as evidence of compliance.

Each semester you will be required to submit a copy of the current syllabus for each course you teach to your department chair.

The following steps will help to ensure a fair and consistent process that supports faculty and the college in maintaining accreditation standards as well as being fully informative and transparent to our students.

**PROCEDURE FOR INSTRUCTORS:**

- Please use the attached Syllabus Template to ascertain that you have included all required items. Submit a copy of each of your syllabi to your department chair by the Wednesday before classes start (Wednesday of PD Week).
- Within two weeks your department chair/program director (or dean) will evaluate each syllabus using the Syllabus Review Checklist (please see attached). If any syllabus needs improvement, your chair will notify you; otherwise, syllabi will be uploaded to the repository.
- Items that need improvement will be noted on the Syllabus Review Checklist, and you will be allowed one week to make changes and return the revised syllabus to your chair for further review.
- Once a revised syllabus has been approved, make new copies immediately, and distribute them to your students.

**TO DEPARTMENT CHAIRS AND PROGRAM DIRECTORS:**

UA-PTC’s Chancellor’s Executive Council (CEC) in conjunction with the Deans has developed the following procedure to ensure that all syllabi are comprehensive and the process standardized. This procedure was created to protect you, the faculty member, and the College, not to limit instructors’ creativity or academic freedom. Syllabi are technically legal documents; that is, they can be the ultimate deciding point in any grievance proceeding. Accreditation agencies also utilize syllabi as evidence of compliance.

Each semester you will be required to submit a copy of the current syllabus for each course you teach.

The following steps will help to ensure a fair and consistent process that supports faculty and the college in maintaining accreditation standards as well as being fully informative and transparent to our students.

**PROCEDURE FOR DEPARTMENT CHAIRS AND PROGRAM DIRECTORS** (or other academic designees)

- Collect syllabi from all instructors in your department, for all courses, by the first day of classes.
- By the end of the second week of classes, review the syllabi, noting items that need improvement on the Syllabus Review Checklist.
- Return syllabi with evaluation checklists to any instructors who need to make improvements, reminding them that they have one week to make corrections and return revised syllabi to you.
- When a syllabus is fully approved, have the instructor make new copies and distribute them to his or her students immediately.
- Send all approved syllabi to the department/school administrative assistant (or other designee) who is responsible for uploading to the repository.

**TO ADMIN ASSISTANTS AND OTHER UPLOADING DESIGNEES:**

UA-PTC’s Chancellor’s Executive Council (CEC) has developed the following procedure to ensure that all syllabi are comprehensive and the process standardized. This procedure was created to protect instructors and the College. Syllabi are technically legal documents; that is, they can be the ultimate deciding point in any grievance proceeding. Accreditation agencies also utilize syllabi as evidence of compliance.

Each semester you will receive a syllabus for every course taught within your area.

The following steps will help to ensure a fair and consistent process that supports faculty and the college in maintaining accreditation standards as well as being fully informative and transparent to our students.

**PROCEDURE FOR ADMINISTRATIVE ASSISTANTS:**

- Once the library staff has contacted you that the repository is ready for the semester, please make sure syllabi are uploaded in PDF format with the following file naming conventions:
- Remember to upload syllabi in PDF format with these file naming conventions:

**Course number – Course name – Instructor’s last name**

*Ex: CIS 1103 - Computer Concepts – Ingram*

**If more than one instructor has the same last name, include the first initial of their first name.**

*Ex: CIS 1103 - Computer Concepts - R. Williams*

**If several sections of a class have the same syllabus, put (Sec. 8, 9, 10) at the end of the name.**

*Ex: CIS 1103 - Computer Concepts - Vinson (Sec. 45, 46, 47)*

**If there are differences between syllabi for different sections, then they need to be uploaded individually.**

*Ex: BIOL 1402 - Anatomy and Physiology II - Kamykowski (Sec.12)*

*Ex: BIOL 1402 - Anatomy and Physiology II - Kamykowski (Sec.13)*

**ACCOUNTABILITY:**

Faculty are responsible for providing a timely, accurate syllabus for each course taught. Department chairs and program directors are responsible for ensuring all syllabi are turned in and in the correct format. Deans are responsible for ensuring all faculty, chairs, program directors, and administrative assistants adhere to requirements and deadlines by using the most up-to-date syllabus template. The library staff is responsible for the management of the repository and for reporting on missing syllabi to the Office of the Provost. This process is dependent upon team accountability. Everyone has an important role. Meeting that expectation is for one purpose – to provide access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

## SYLLABUS REVIEW CHECKLIST

NEEDS

ATTENTION

### **INSTRUCTOR INFORMATION**

- Instructor Name / Office Location / Office Hours / Contact Information
- Dept. Chair / Program Director Name and Contact Information
- Dean Name and Contact Information
- Two business days to respond disclaimer

### **COURSE INFORMATION**

- Length of the class (e.g., 16 weeks, 8 weeks, etc.).
- Class Modality (location, time, days)
- Catalog Description (including pre- or co-requisites)
- Course Materials

### **STUDENT LEARNING / COURSE OBJECTIVES**

- Course learning objectives.

### **POLICIES**

- Campus Safety
- Respect & Discipline
- Classroom/Lab Safety
- Report a Complaint or Concern
- UA-PTC Attendance Policy
- Course Policies
- Grading Policy
- Academic Integrity
- Accommodation Policy
- Student Code of Conduct
- Sexual Misconduct

### **ADDITIONAL REQUIREMENTS**

- Header with Course Information
- UA-PTC Mission Statement
- Course Evaluation Info
- Information Literacy Info
- Tentative Course Schedule
- Final Exam Schedule
- Disclaimer



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Course Name – Course Code & Section #  
ACTS Number (if applicable)  
Course Syllabus  
Semester Year

### **Instructor Information**

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Instructor: *[insert name]*  
Office: *[insert office]*  
Mailbox: *[insert mailbox]*  
Hours: *[insert 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**

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

### **Catalog Description**

*[Insert catalog description.]*

### **Course Materials**

*[Insert required and recommended course materials.]*

### **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.

### **Student Learning / Course Outcomes**

*[Insert student / learning course outcomes.]*



## **ACTS**

*[ex: 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>]*

## **Policies**

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### **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.

Faculty, staff, students, and guests are welcome to wear a mask for personal health reasons if they so choose.

### **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.

### **Classroom / Lab Safety**



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.

### **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 below.

<https://www.uaptc.edu/report-a-concern-complaint>

### **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]*

*[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.



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Course Name – Course Code & Section #  
ACTS Number (if applicable)  
Course Syllabus  
Semester Year

*[Insert specific course policy.]*

**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.

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.]*



Course Name – Course Code & Section #  
 ACTS Number (if applicable)  
 Course Syllabus  
 Semester Year

**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].*

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.

<b>Week</b>	<b>Assignment</b>	<b>Points</b>	<b>Due Date</b>	<b>Learning Outcomes</b>
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]
<b>COURSE TOTAL:</b>		[###]		





### **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.]*

### **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.

### **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 Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038\\_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

### **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



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Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building Room 306C  
501-812-2756  
manderson@uaptc.edu

**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.

**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.



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Course Name – Course Code & Section #  
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**Course Agreement Form**

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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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
UA-PTC Email Address

\_\_\_\_\_  
Telephone

A well-designed, standardized syllabus benefits you and your students in a number of ways. The UA-PTC Technology Assisted Learning Committee worked diligently for eight weeks in order to create a standardized syllabus and a course schedule template that would help faculty and students be successful. The committee considered the following themes when creating the UA-PTC Standardized Syllabus and the Course Schedule templates:

### **CREATING A UNIVERSAL SYLLABUS FOR THE CAMPUS**

A course syllabus introduces both you and the subject to your students; communicates your goals and expectations; serves as official notice to students about course policies and requirements; and functions as a good learning tool. Like a blueprint for a building, a syllabus helps you build a course that is well thought out and organized. Details are carefully planned and not haphazardly tacked on at the last minute. Students also benefit from a familiar format where the important information can always be found in the same location, regardless of the course.

### **IT REQUIRES YOU TO THINK ABOUT THE COURSE AND TO ORGANIZE EARLY.**

You must review and order books and other materials; determine course content and organization, assigned readings, and projects; then work it all into the semester's schedule. Developing a well-organized course is a lot of work, but once done, you have a clear plan for the semester(s) ahead.

### **IT HELPS STUDENTS UNDERSTAND HOW THE COURSE FITS INTO THEIR EDUCATIONAL PLANS.**

Students, especially in the first two years, are required to take a number of courses for which they may have little interest and motivation because they may not understand why they must take them or how these courses will contribute to their overall educational experience. By explaining the course rationale, your syllabus can help them make connections with the rest of the curriculum.

### **IT COMMUNICATES YOUR EXPECTATIONS.**

When students know what to expect, they can plan their own work for the semester. This is particularly important to students when several of their courses have projects or exams close together.

### **IT ESTABLISHES CLASS POLICIES, ASSIGNMENTS AND DEADLINES.**

Because the syllabus is a written document and it is retained by the student, a syllabus can eliminate misunderstandings and clarify policies, thus reducing student confusion and the incidence of the allegation, "You never told us..." Think of your syllabus as a contract between you and each student. You expect each student to abide by the guidelines put forth and promise to extend earned rewards at the end of the course. Students can expect that the guidelines put forth will not change mid-course.

### **IT GIVES RELEVANT INFORMATION.**

The syllabus conveys important information about the course to prospective students, the department office, and colleagues.

### **IT HELPS ESTABLISH THE CLASSROOM CLIMATE.**

The tone of your syllabus is very important. Your choice of words can communicate your concern for students—or portray you as rigid and indifferent. Because the syllabus is the first written communication students receive from you, they tend to scrutinize it carefully to get a feeling for you as an instructor and your course expectations. Examine your syllabus from the perspective of your students. You need to clearly and efficiently communicate necessary information about the course, assignments, exams, and due dates. Specify titles and edition numbers of required texts and readings, along with expected costs. Use gender-neutral and culture-neutral language as much as possible. Don't use expressions and abbreviations that some students may not understand.