Instructor Information

Instructor: Robert H. Brownell, Jr.
Office: A141
Mailbox: A141
Hours: By Appointment
Phone: 501-626-0268
Email: rbrownell@uaptc.edu

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

Chair: Michael Slater  501-812-2818  mslater@uaptc.edu
Dean: Dr. Bentley Wallace  501-812-2336  bewallace@uaptc.edu

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

Course Information

TR 11:45 AM to 1:50 PM

Room IT209

Catalog Description

This course introduces basic interpretation of construction drawings and specifications. Emphasis will be on construction drawings and print reading, CSI Specifications master format, project Specifications manual, shop drawings, as-built drawings and proper construction terminology.

The student shall become familiar with:

1. Construction Drawing Organization
2. Construction Math and Application
3. Reading Measuring Tools / Scales
4. Lines & Symbols
5. Fundamental Drawing Practices
6. Specifications an Building Codes
7. Construction Materials
8. Site Plans
9. Architectural Drawings
10. Foundation Prints
11. Structural Prints
12. Residential Framing Prints
13. Plumbing Prints
14. HVAC Prints
15. Electrical Prints
16. Welding Prints
17. Estimating Construction Costs

Prerequisites: None.

Credit: Five (5) Credit Hours (Five (5) lecture hours with) in class.

Course Materials – As required by the instructor.

Notebook, paper for binder, pencils, calculator and architectural scale.


Mission Statement

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

Institutional Learning Outcomes and General Education

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

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes
The IT department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:
1. Critical and Creative thought
2. Effective augmentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individual and their work
8. Collaborative study and writing

Entry Behaviors:

The ability to:
1a. work as a team member.
1b. print clearly.
1c. follow oral and written instructions.
1d. use a calculator to compute technical mathematics equations.

Note: If the student is lacking one or more of the entry behaviors, the student should drop the course

Enroute Behaviors:
1. Objectives: Name the drawings comprising a set of construction drawings.
2. Objectives: Understand a set of construction documents.
3. Objectives: Produce detailed sketches and drawings.

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

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

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Instructors have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Instructors have the right to lower a student's grade based upon excessive absences. Any student who misses two (2) weeks (4 classes) may be administratively withdrawn from the class.

Any student who does not attend class within the first two (2) weeks of class will be considered a “no show” and will be dropped from the class.

Instructors have the right to enforce UA-PTC’s administrative drop policy for consecutive days of non-attendance.

Further:

1. There are no excused absents.
2. The student must be present and sign-in for each class.
3. Lectures and demonstrations are not repeated.
4. Instructor or college does not offer tutoring assistance for missed classes/assignments.
5. **Student with four (4) absents may be dropped the course.**
6. The instructor of the class, as required, will implement administrative drop.

**Classroom Policies:**
1. The Pulaski Technical College Student Handbook rules and regulations will be enforced in the class at all times.
2. Professional behavior is required.
3. Punctual attendance and intelligent participation are expected.
4. Cell phones must be turned off.
5. Once class begins no one will enter or leave the room until class is dismissed.
6. Only those on the class roster will be allowed in class.

**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](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.

**Classroom Policies:**

1. The Pulaski Technical College Student Handbook rules and regulations will be enforced in the class at all times.
2. Cell phones must be turned off.
3. Once class begins no one will enter or leave the room until class is dismissed.
4. Only those on the class roster will be allowed in class.

**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

* 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.

**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.

**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: 501812-2862) 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-academiccatalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academiccatalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College 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, Director of Student Life and Leadership  
Campus Center Building Room 216  
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.
## Course Schedule/Course Content

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<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Construction Drawing Organization</td>
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<td>2</td>
<td>Construction Math Application</td>
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<td>3</td>
<td>Reading Measuring Tools and using Scales</td>
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<td>4</td>
<td>Lines and Symbols</td>
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<td>5</td>
<td>Fundamental Drawing Practices</td>
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<td>6</td>
<td>Specifications and Building Codes</td>
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<td>7</td>
<td>Construction Materials – Types and Uses</td>
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<td>Plumbing Prints and HVAC Prints</td>
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<td>14</td>
<td>Electrical Prints</td>
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<tr>
<td>15</td>
<td>Welding Prints and Estimating Construction Costs</td>
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Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Robert H. Brownell, Jr. class at UA-Pulaski Technical College, 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