Instructor Information

Instructor: Jerry Elliott
Office: LRS Diesel 401 A
Mailbox: LRS 103
Hours: 8:00 a.m. - 10:30 a.m.
Phone: 501-812-2893
Email: Jelliott@uaptc.edu

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

Chair: Michael Slater 501-812-2285 Mslater@uaptc.edu
Dean: Bentley Wallace 501-812-2858 Bwallace@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

STUDENT Must have VALID ARKANSAS DRIVERS LICENSE !!

All Students must complete http://education.TruckersAgainstTrafficing.org/ Before obtaining license. This will be done within class the first two weeks.

ALSO MUST OBTAIN C.L.P. (COMMERCIAL LEARNERS PERMIT) By January 30th or will receive an F and will be DROPPED from class

D.O.T. Medical Examination for commercial drivers (DOT CARD) must be obtained before driving truck

Pulaski technical college has no control over the breakdown of training vehicles. All steps will be taken to insure vehicles are repaired in a timely manner but it is not within our control.
Catalog Description

This course will focus on the legal aspects of tractor and trailer operation including Department of Transportation (DOT) requirements, log books, record keeping, CDL written test, and road test. (3 lecture hours)

Course Materials

State Commercial Driver License Manual. That must be obtained from State Revenue Office. Also some online classes.

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

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism

Student Learning / Course Outcomes

The outcome of this course is to obtain learners permit. Learn some of the aspects of the trucking industry
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

THREE (3) TIMES TARDY EQUALS ONE (1) ABSENT

SIX (6) ABSENCES, WILL RECEIVE AN F.

1 minutes late is considered tardy

Missing ½ the class period is considered absent

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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Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%        A
- 0 to 59%           F

*This is a Pass or Fail course No in Between!!*

* 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: 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

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.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>(CLASSROOM WORK.) ALL STUDENTS MUST SCORE 100 PERCENT ON SAFETY TEST BEFORE GETTING INTO ANY P.T.C. VEHICLE</td>
</tr>
<tr>
<td>2</td>
<td>(CLASSROOM WORK.) ALL STUDENTS MUST HAVE AQUIRED PERMIT BEFORE PROCEEDING TO YARD WORK</td>
</tr>
<tr>
<td>3</td>
<td>IF PERMIT IS NOT AQUIRED By January 30th or STUDENT WILL Receive an F and will be DROPPED</td>
</tr>
<tr>
<td>4</td>
<td>PRETRIP AND YARD WORK FOR THE REMAINDER OF THE SEMESTER.</td>
</tr>
</tbody>
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Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for *Jerry Elliott TRT 1003* 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

___________________________
UA-PTC Email address

___________________________
Telephone