

 <b>SOUTHWEST TECH</b> <small>SOUTHWEST TECHNICAL COLLEGE</small>	<h1>Course Name Syllabus</h1>
GENERAL INFORMATION	
Course Number (Hours)	TECH 0000 (## Hrs)
Department Name	Department Name
Instructor	Course Instructor
Location	Course Location
Office Phone	Office Phone
Instructor Email	Instructor Email
Communication	How would you prefer students reach you? (office hours, time of day, email, phone, etc)
HOURS & SCHEDULE	
Schedule	Dates for the course
Class Hours	Days of the week and hours of the day
Clinical Hours	Clinical Hours
CURRICULUM	
Description	Course Description
Prerequisites	Prerequisites
Objectives	Course Objectives
Course Outline	Insert Course Outline
MATERIALS & FEES	
Textbook	Textbook
Author	Author
ISBN#	ISBN
Materials or Equipment Required	Materials Required
Fees	Fees
COURSE POLICIES	
Instructor Information & Course Requirements	Please include any additional policies specific to your course (e.g. Dress requirements, safety guidelines, etc).
Grading	Grading Policy
Attendance	Attendance Policy. Be clear about how much time students can miss before the class must be retaken (e.g. You are required to be in class ##% of the time. This means you can miss no more than # hours or # days before the class must be retaken).
Cell Phone/Electronics	Cell Phone / Electronics Policy
Industry Environment	Please include information about the workplace environment for the industry and your typical class environment (e.g. time on computer, physical requirements, travel requirements, conditions of workplace, etc.)
CAMPUS REQUIREMENTS	
Internet Safety Policy	The student is expected to review and follow the Southwest Technical College Internet Safety Policy and Procedures found at <a href="https://stech.edu/students/policies/">https://stech.edu/students/policies/</a> .
Student Conduct Policy and Procedures	The student is expected to review and follow the Southwest Technical College Student Conduct Policy and Procedures found at <a href="https://stech.edu/students/policies/">https://stech.edu/students/policies/</a> .
Professionalism	Students are required to demonstrate professional behavior in all settings. This includes, but is not limited to, classrooms, labs, clinical opportunities, and when utilizing social media. Students are expected to review policies at <a href="https://stech.edu/students/policies/">https://stech.edu/students/policies/</a> .
Academic Integrity	Cheating and/or Plagiarism: Zero points will be given for a test/assignment/report in a situation where cheating and/or plagiarism occurred. Cheating offenses include, but aren't limited to the following: <ul style="list-style-type: none"> <li>•Copying from another student in a test situation</li> <li>•Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc.</li> <li>•Using unauthorized materials or aids in a test situation</li> </ul>
Accommodations	Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720 and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.
Non-Discriminatory Policy	Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.
Safety, Maintenance and Building	The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available upon request at the main campus from the Building Supervisor: 1) Safety, Operations and Maintenance and Building Improvement Plan, 2) Long Range Facility and Campus Improvement Plan, and 3) Emergency Operations Plan
Withdrawals and Refunds	Please refer to the Southwest Technical College Refund Policy found at <a href="https://stech.edu/students/policies/">https://stech.edu/students/policies/</a>
SOUTHWEST TECHNICAL COLLEGE STUDENT SERVICES	
This form is to be signed at the beginning of each course and will become part of the student's file.	
I have read the course syllabus for this course. I will come to class ready to learn and allow others' their right to learn. I understand the course will include the use of specialized equipment and will treat it with respect and care.	
Print Student Name:	Date:
Student Signature:	Date:
Parent Signature (high school students):	Date:
Last Revised	