

## **COMM 5397.060 Project I Syllabus**

### **I. Faculty Information**

A. Marsha Matthews, Associate Professor of Communication

1. Office: CAS 225
2. Office Hours: by appointment
3. Phone: 903-566-7099
4. E-mail: mmatthews@uttyler.edu

### **II. Important Covid-19 Information for Classrooms and Laboratories**

A. Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

B. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher-than-normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu .

### **III. Course Description**

A. Selection of Project topic and development of project plan.

### **IV. Student Learning Objectives**

A. Students will be able to:

1. Explain communication from a variety of communication theoretical perspectives. (Program Learning Outcome)
  - a) Demonstrate the concepts, principles, and theories relevant and related to the project.
  - b) Engage in an open, honest, objective process of critical inquiry about an issue that is worth addressing academically.
  - c) Demonstrate an awareness of the scholarly literature and professional practice.
2. Evaluate the communication rules, norms, listening skills, and rhetorical strategies used by people. (Program Learning Outcome)

### **V. Evaluation and Grade Calculation**

**Grade Scale: CR/NC**

**VII. Course Requirements**

A. Project Proposal

B. Project Plan

1. Primary and secondary research.
2. Applied research.
3. Creative work
4. Methodology
5. IRB Approval Process (if needed)
6. Written analysis

**VIII. Course Withdrawal:** The last date to withdraw from one or more classes is **March 29, 2021.**

**IX. Final Examination Date: No final exam.**

**X. Attendance and Tardiness Policy: Student will meet regularly with his/her Faculty Supervisor as determined by the Faculty Supervisor.**

**XI. University of Texas at Tyler Policies**

**A. Students Rights and Responsibilities**

1. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:  
<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

**B. Grade Replacement/Forgiveness and Census Date Policies:**

1. Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> . Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. (**Census Date Month/Date/Year.**)
2. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.
3. The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- a) Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- b) Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date).
- c) Schedule adjustments (section changes, adding a new class, dropping without a “W” grade).
- d) Being reinstated or re-enrolled in classes after being dropped for non-payment.
- e) Completing the process for tuition exemptions or waivers through Financial Aid.

### C. State-Mandated Course Drop Policy

1. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).
2. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**D. Social Security and FERPA Statement:** It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**E. Note regarding student absence due to religious observance:** Students who anticipate being absent from class due to a religious observance are requested to inform the instructor by the second class meeting of such absences.

**F. The U-T Tyler Writing Center** provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper. Location: BUS 202. Appointments: 903-565-5995.

**G. Disability Services:** In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which

you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

- H. **Student Absence due to Religious Observance:** Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.
- I. **Student Absence for University-Sponsored Events and Activities:** If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.
- J. **Emergency Exits and Evacuation:** Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
- K. **Open Carry Statement:** "We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>."
- L. **UT Tyler a Tobacco-Free University:**
  - 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
  - 2. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
  - 3. There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free) .