

# University of Texas – Tyler

ART 4391-001 / ART 5390-001

## CONTEMPORARY SCULPTURE

Summer I Semester 2019

<b><u>Class Location:</u></b>	ARC, Room 112
<b><u>Class Meeting Times:</u></b>	Monday – Thursday, 1:00 p.m. – 3:45 p.m.
<b><u>Instructor:</u></b>	Kaia L. Magnusen, Ph.D., Assistant Professor of Art History
<b><u>Office Location:</u></b>	ARC-117
<b><u>Instructor Contact Information:</u></b>	phone number: 903-566-7398 E-Mail: kmagnusen@uttyler.edu (preferred)
<b><u>Office Hours:</u></b>	by appointment

### **COURSE DESCRIPTION:**

ART 4391-001 / ART 5390-001 is a seminar course that investigates contemporary sculpture. During this course, works by both American and international artists will be considered. Students will engage art historical discourses on the definitions and defining characteristics of contemporary sculpture and issues pertaining to site specificity, conceptualism, crossover, and installation.

### **COURSE OBJECTIVES:**

This course is concerned with contemporary sculpture. Through the investigation of representative artists (case studies) students will become acquainted with important concepts and critical issues pertaining to international sculpture. Art will be situated within a historical context that addresses relevant social, cultural and political discourses. This course seeks to develop visual literacy through the analysis of works of art, and to develop critical thinking skills through lectures, readings, writing assignments, presentations, and class discussions. Written article responses and in-class presentations will test students' general knowledge of information gained from class lectures and discussions and assigned texts. There will be no exams in this course. Core course SLO's are found below.

### **UNDERGRADUATE STUDENT LEARNING OUTCOMES:**

- **CRITICAL WRITING:** Students will be able to write papers that demonstrate a thoughtful and critical approach to analysis of a work of art.
- **CRITICAL THINKING:** Students will be able to demonstrate extemporaneous critical thinking about works of art.
- **HISTORICAL IDENTIFICATION:** Students will be able to identify major art styles, movements, and trends from the late 1960s/1970s to the present day.

- **SYNTHESIZE KNOWLEDGE:** Students will be able to write papers that integrate history, formal analysis, and contemporary scholarship in order to develop original scholarship of their own.
- **ANALYSIS OF ART HISTORICAL THEORY:** Students will be able to write a summation and critical analysis of contemporary scholarly essays in order to compare and contrast academic points of view.
- **ANALYZE WORKS:** Students will be able to formally analyze of works of art.

### **GRADUATE STUDENT LEARNING OUTCOMES:**

- **CRITICAL THINKING:** Students will demonstrate critical thinking about works of art.
- **SYNTHESIZE KNOWLEDGE:** Students will write papers that integrate history, formal analysis, and contemporary scholarship in order to develop original scholarship of their own.
- **CRITICAL WRITING:** Students will write papers that demonstrate a thoughtful and critical approach to a work of art.
- **APPLY SCHOLARSHIP:** Students will write papers that integrate contemporary scholarship into their own assessment of art and art history.
- **ANALYZE SCHOLARSHIP:** Students will review literature and analyze scholarly methodology.
- **ORAL PROFIECIENCY:** Students will present their original scholarship as part of the requirements for art history courses.

### **REQUIRED TEXTS:**

There is no required textbook for this class. Assigned readings will be uploaded to Canvas in PDF form.

### **COURSE REQUIREMENTS:**

#### **ATTENDANCE AND PARTICIPATION:**

As representatives of the Art & Art History Department and the University of Texas at Tyler, students are expected to conduct themselves in an appropriate manner when visiting museums, and/or other sites. Inappropriate behavior will not be tolerated and will result in disciplinary action.

Attendance and active participation in class discussions are required. Class meets four times per week. Class attendance is mandatory. Excessive tardiness will count as absenteeism. **Each absence will count off 10 points out of 100 point total for attendance grade. Students who are late or who leave early will be given half credit for attendance.** These policies will be strictly enforced.

Participation in class discussions is a crucial element of this course. Students are required to complete each day's readings in advance and be prepared to discuss and ask questions about

the readings. Discussion and participation in class is a key component of the attendance and participation grade.

In the event of an absence the student is responsible for obtaining class lecture notes from a classmate. If a student knows he/she is going to be late or absent, the student should inform the instructor in person or via email prior to class.

Students will receive two participation grades which pertain to attendance and participation for the travel component of the course and for the on-campus portion of the course. Students are expected to conduct themselves appropriately while visiting the Crystal Bridges Museum and other locations. Students are expected to attend class, to complete the readings and assignments, and to participate in class discussions. The professor may ask questions in class on assigned readings. If the professor feels that students are not keeping up with the reading assignments or with the discussion, pop quizzes may be given.

### **READING ASSIGNMENTS:**

All reading assignments should be completed before the lectures for which they are assigned. A course calendar with assigned readings will be handed out in class (and posted on Canvas). Students are required to read all the assigned articles and to actively participate in class discussions of the readings.

### **EXAMINATIONS:**

There will be no examinations in this course.

### **THREE PRESENTATIONS (UNDERGRADUATE)/ THREE PRESENTATIONS (GRADUATE):**

#### **ONE Crystal Bridges Artwork Presentation**

Undergraduate students will give one (1) presentation on a sculpture at Crystal Bridges. Students will select the sculpture on which they wish to present. However, students **MUST** get approval from Dr. Magnusen. Only one student is allowed to present on each work of sculpture and sculptures are assigned on a “first come, first served” basis. The student will make his/her request to Dr. Magnusen and she will either confirm the student’s selection or tell the student to select another artwork. In order to present, the student’s selection must be confirmed by Dr. Magnusen.

The Crystal Bridges artwork presentation will include the use of images via PowerPoint.

Presentations should be **twenty (20) minutes long**. At the beginning of class, students should turn in a hard copy of their slides.

Students will *briefly* summarize the artist’s biography. Then, students will discuss the artist’s sculpture that is found at Crystal Bridges. The student should discuss this work in detail. (Students may use images found on the Crystal Bridges website but, if possible, students should also take their own photographs of the work in question.) Students should also discuss

additional works of sculpture by the artist and compare them to the work found at Crystal Bridges. Students are permitted to critique the artists' work but they must do so in a well-reasoned, articulate manner.

Students should include images in the presentation. Students should *not* simply include hyperlinks to the works being discussed; the actual images should be included in the presentation. Students may use their own photographs of the work in question. **ALL IMAGES MUST BE LABELED.** Images must be labeled as follows: artist's name, title of the work, date of the work, dimensions of the work, location of the work.

PowerPoints should also include a bibliography slide and sources should be cited in Chicago Manual of Style format.

Any video clips a student wishes to use, must be sent to and approved by the professor in advance. The professor's permission must be granted before any video clips will be shown to the class.

Students will also respond to questions from their fellow students. Students should be prepared to present on the day and in the order listed on the course calendar. A guidelines sheet will be uploaded to Canvas.

Graduate students will give one (1) Crystal Bridges artwork presentation. will give one (1) presentation on a sculpture at Crystal Bridges. Students will select the sculpture on which they wish to present. However, students **MUST** get approval from Dr. Magnusen. Only one student is allowed to present on each work of sculpture and sculptures are assigned on a "first come, first served" basis. The student will make his/her request to Dr. Magnusen and she will either confirm the student's selection or tell the student to select another artwork. In order to present, the student's selection must be confirmed by Dr. Magnusen.

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PowerPoints should also include a bibliography slide and sources should be cited in Chicago Manual of Style format.

Any video clips a student wishes to use, must be sent to and approved by the professor in advance. The professor's permission must be granted before any video clips will be shown to the class.

Students will also respond to questions from their fellow students. Students should be prepared to present on the day and in the order listed on the course calendar. A guidelines sheet will be uploaded to Canvas.

### **TWO Artist Presentations**

**Undergraduate students** will give a total of two (2) artist presentations. These presentations will cover the art of two artists included on the course calendar. The artists are numbered and numbers will be drawn to randomly determine the artists on whom students will present. Students will present in the order indicated on the course syllabus. Undergraduate students will conduct two separate artist presentations; each presentation will cover one artist. The presentations will include the use of images via PowerPoint. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

Presentations should be **twenty (20) minutes long**. At the beginning of class, students should turn in a hard copy of their slides.

Students will *briefly* summarize the artist's biography. Then, the students will discuss works of sculpture by the artist. Students should address the formal qualities of the work, the location/site, the media, and any key historical or biographical information that is pertinent to the work. Students are permitted to critique the artists' work but they must do so in a well-reasoned, articulate manner.

Students are presenting on the artists *not* on the articles assigned under each artist.

Students **MUST** include images in the presentation. Images must be labeled as follows: artist's name, title of the work, date of the work, dimensions of the work, location of the work. Students should *not* simply include hyperlinks to the works being discussed; the actual images should be included in the presentation.

Any video clips a student wishes to use, must be sent to and approved by the professor in advance. The professor's permission must be granted before any video clips will be shown to the class.

Students who present should be prepared to answer questions about their presentations. Students who are not presenting that day should be prepared to actively engage in a scholarly discussion about the material. This class is discussion based so failure to engage in class discussions or to ask questions will negatively affect students' grades.

**Graduate students** will give a total of two (2) artist presentations. These presentations will cover the art of two artists included on the course calendar. The artists are numbered and

numbers will be drawn to randomly determine the artists on whom students will present. Students will present in the order indicated on the course syllabus. Graduate students will conduct two separate artist presentations; each presentation will cover one artist. The presentations will include the use of images via PowerPoint. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

Presentations should be **twenty (20) minutes long**. At the beginning of class, students should turn in a hard copy of their slides.

Students will *briefly* summarize the artist's biography. Then, the students will discuss works of sculpture by the artist. Students should address the formal qualities of the work, the location/site, the media, and any key historical or biographical information that is pertinent to the work. Students are permitted to critique the artists' work but they must do so in a well-reasoned, articulate manner.

Students are presenting on the artists *not* on the articles assigned under each artist.

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Any video clips a student wishes to use must be sent to and approved by the professor in advance. The professor's permission must be granted before any video clips will be shown to the class.

Students who present should be prepared to answer questions about their presentations. Students who are not presenting that day should be prepared to actively engage in a scholarly discussion about the material. This class is discussion based so failure to engage in class discussions or to ask questions will negatively affect students' grades.

Students should be prepared to present on the day and in the order listed on the course calendar. A guidelines sheet will be uploaded to Canvas.

**\*LATE PRESENTATIONS ARE NOT PERMITTED.\*** If you are absent the day on which you are scheduled to present, you will receive a zero (0). You will not be allowed to give a make-up presentation.

#### **FOUR WRITING ASSIGNMENTS (UNDERGRADUATE)/ FOUR WRITING ASSIGNMENTS (GRADUATE):**

Undergraduate students will submit a total of four (4) writing assignments to the professor. Graduate students will submit a total of four (4) writing assignments to the professor.

All written assignments are to be turned in as typed, **hard copy papers** and are due at the beginning of class on the due date.

**\* LATE PAPERS WILL NOT BE ACCEPTED.\***

**\*\*DO NOT PLAGIARIZE. ANYONE CAUGHT PLAGIARIZING WILL AUTOMATICALLY RECEIVE A ZERO (0) ON THE ASSIGNMENT. \*\***

### **ONE Museum/Sculpture Experience Paper**

**Undergraduate students** will submit one (1) Museum/Sculpture Experience Paper. A guidelines sheet will be handed out and uploaded to Canvas. The experience paper should follow these guidelines exactly. For undergraduate students, the critical response papers must be a minimum of **three (3) full pages**, double-spaced. Papers that do not meet the length requirements will NOT be accepted. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

Hard copies of the undergraduate Museum/Sculpture Experience Papers are due at the beginning of class on **Thursday, 13 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Thursday, 13 June.

**Graduate students** will submit one (1) Museum/Sculpture Experience Paper. A guidelines sheet will be handed out and uploaded to Canvas. The experience paper should follow these guidelines exactly. For undergraduate students, the critical response papers must be a minimum of **four (4) full pages**, double-spaced. Papers that do not meet the length requirements will NOT be accepted. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

Hard copies of the graduate Museum/Sculpture Experience Papers are due at the beginning of class on **Thursday, 13 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Thursday, 13 June.

AND

### **ONE Film Review**

**Undergraduate students** will submit a review of a film that will be watched in class. Students should critique the film and evaluate it in a coherent manner. Students should not simply summarize the film. This paper must be a minimum of **three (3) full pages**, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Papers that do not meet the length requirements will not be accepted. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be uploaded to Canvas. Students should follow these guidelines exactly.

Hard copies of the undergraduate film review must be submitted at the beginning of class on **Monday, 17 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Monday, 17 June.

**Graduate students** will submit a review of a film that will be watched in class. Students should critique the film and evaluate it in a coherent manner. Students should not simply summarize the film. This paper must be a minimum of **four (4) full pages**, double-spaced. The font must be Times New Roman in size 12. Papers that do not meet the length requirements will not be accepted. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be uploaded to Canvas. Students should follow these guidelines exactly.

Hard copies of the graduate film review must be submitted at the beginning of class on **Monday, 17 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Monday, 17 June.

AND

## **TWO Critical Response Papers**

**Undergraduate students** will submit two (2) critical responses to assigned readings. For undergraduate students, the critical response papers must be a minimum of four (4) full pages, double-spaced. Papers that do not meet the length requirements will not be accepted. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

**Papers must have a cover page.** This cover page should include the name of the class, the professor's name, the student's name, and the assignment. This information should not be repeated on the first page of text. The cover page does not count towards the page count of the paper.

Critical Response #1 must be written in response to the following: Krauss, Rosalind. "Sculpture in the Expanded Field." *October* 8 (Spring 1979): 30-44. Hard copies of Critical Response #1 are due at the beginning of class on **Thursday, 20 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Thursday, 20 June.

Critical Response #2 must be written in response to the following: Doorman, Maarten. "Sculpture's Location in the Midst of the Real." *Sculpture Journal* 17, no. 1 (2008): 94-100. Hard copies of Critical Response #2 are due at the beginning of class on **Thursday, 27 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Thursday, 27 June.

**Graduate students** will submit two (2) critical responses to assigned readings. The critical response papers are to be turned in as typed, hard copy papers and are due at the beginning of

class on the due dates. For graduate students, the critical response papers must be a minimum of five (5) full pages, double-spaced. Papers that do not meet the length requirements will not be accepted. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. A guidelines sheet will be posted to Canvas. Students should follow these guidelines exactly.

**Papers must have a cover page.** This cover page should include the name of the class, the professor's name, the student's name, and the assignment. This information should not be repeated on the first page of text. The cover page does not count towards the page count of the paper.

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Critical Response #2 must be written in response to the following: Doorman, Maarten. "Sculpture's Location in the Midst of the Real." *Sculpture Journal* 17, no. 1 (2008): 94-100. Hard copies of Critical Response #2 are due at the beginning of class on **Thursday, 27 June**. Copies should also be uploaded to Canvas by 1:00 p.m. on Thursday, 27 June.

### **\*IMPORTANT FORMATTING NOTE\***

If students use programs other than Word, such as Pages or GoogleDocs, their papers must still conform to the above guidelines. Programs other than Word tend to have formatting issues that result in documents not conforming to the Word template (and, thus, to the above requirements) when printed out. Thus, students must make sure that, when printed out, their papers still meet the above requirements for each paper. Papers must meet minimum page requirements. Papers must be double-spaced. Font must be Times New Roman in size 12. Margins must be 1-inch on all four sides. Students must be aware of these issues and take them into account when writing and printing out papers.

### **Expectations for the papers:**

Student papers will be graded both for content and for grammar. Students should proofread their papers to ensure grammatical correctness and coherence of thought. Papers must contain a thesis statement and supporting arguments. Students' papers should contain original ideas, opinions, and arguments. Students should not simply quote or paraphrase the research of other scholars.

Footnotes and a works cited page are mandatory. Footnotes and the works cited page should adhere to the Chicago Manual of Style. Failure to properly cite authors is considered plagiarism. Students must not reference another author's work without citing that author. If you paraphrase an author, students must cite this author or it is plagiarism.

Graduate students must demonstrate a master's level quality of writing and art historical research and analysis. Graduate papers must incorporate formal analysis, history,

contemporary scholarship, and proper methodological considerations while also integrating students' own assessment of art and art history. Proper citations are mandatory.

For citations, students MUST use Chicago Manual of Style. All papers, including Critical Response Papers, must have footnotes and a works cited page. Student papers will be marked down for incorrect citations. Students may consult the following websites for assistance with proper citations:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

and

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/books.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/books.html)

### **SUBMISSION OF ASSIGNMENTS:**

Hard copies of papers must be turned in at the beginning of class on the date on which they are due. Students should also upload electronic copies of their papers onto Canvas by 1:00 p.m. on the day on which the papers are due. No papers will be accepted via email.

**A course calendar with readings, assignments, and presentation due dates will be uploaded to Canvas.**

### **GRADING POLICY:**

Students will be evaluated by performance on graded assignments as follows:

#### **Undergraduate Percentage of Final Grade**

Assignment	Percent of Final Grade
Travel Component Attendance & Conduct	9%
Attendance & Participation	9%
Crystal Bridges Artwork Presentation (20 minutes)	12%
Museum/Sculpture Experience Paper (minimum 3 pages)	12%
Film Review (minimum 3 pages)	10%
Presentation #1 (PowerPoint – 20 minutes)	12%
Presentation #2 (PowerPoint – 20 minutes)	12%
Critical Response Paper #1 (minimum 4 pages)	12%
Critical Response Paper #2 (minimum 4 pages)	12%

### **Graduate Percentage of Final Grade**

Assignment	Percent of Final Grade
Travel Component Attendance & Conduct	9%
Attendance & Participation	9%
Crystal Bridges Artwork Presentation (20 minutes)	12%
Museum/Sculpture Experience Paper (minimum 4 pages)	12%
Film Review (minimum 4 pages)	10%
Critical Response Paper #1 (minimum 5 pages)	12%
Critical Response Paper #2 (minimum 5 pages)	12%
Presentation #1 (PowerPoint – 25 minutes)	11%
Presentation #2 (PowerPoint – 25 minutes)	11%

Grades will be posted on Canvas and written on returned papers. Students are responsible for checking online to ensure that their grades have posted and are correct. If a grade is missing that means that the professor did not receive your work. Contact Dr. Magnusen immediately if you think there is an error.

### **CONVERSION CHART FROM PERCENTAGES TO LETTER GRADES:**

Letter Grade	Numerical Score
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

### **E-MAIL POLICY:**

Students may direct questions to the professor via her University email address. Feel free to email the professor if you have a question, would like to set up an appointment, etc. All e-mails should be addressed to Dr. Magnusen, who will respond to emails in a timely fashion but this does not mean one should expect an instantaneous reply; the professor will respond as quickly as possible. Be sure to identify yourself and the course if you email the instructor. Emails are a form of professional correspondence. Be polite and respectful.

Students should ensure they are able to receive emails via Canvas. Grades are not sent to students via e-mail (this includes the final grade for the course). Grades are posted on Canvas.

Students who have questions or concerns about grades may visit the professor during office hours or make an appointment. If an email requires a long response, a student may be instructed to speak with the professor in person.

## **CLASSROOM ETIQUETTE:**

NO LAPTOP COMPUTERS, IPADS, CELL PHONES ALLOWED TO BE ON DURING CLASS. (If you are unable to take notes by hand, you must speak with Dr. Magnusen to get permission to bring a laptop, Ipad or Tablet.)

Turn off all cell phones during class. Students are expected to be attentive to the lectures and not engage in unnecessary chatter or texting. Do NOT text or answer your phone during class. Please put your phone on silent mode or turn it off. Putting your phone on vibrate does not count as turning it off. Put your phone away and keep it out of sight during class. Students will be reprimanded and marked absent if they use their phones in the classroom. For the first offense, a student will be marked absent for the day. For the second offense, a student will be told to leave the classroom and will be marked absent for the day.

If there is some kind of emergency situation which requires a student to keep his or her phone on, he or she must consult with the professor prior to class and receive the professor's express permission to keep a phone on.

Do not pack up your things before the end of class. It is distracting and rude. You will not be kept late so wait until the professor is finished.

Do not photograph or record (visual or audio) the professor. Students do not have permission to visually record or to record the audio of any lectures during or outside of class. Students do not have permission to photograph the instructor without consent.

Course material is copyrighted and may not be re-used by students without the express written consent of the professor. The professor will upload course material onto Canvas but students may not upload course material onto other websites. Students may not provide or sell course material to any third party.

Be respectful of your instructor and your fellow students in the classroom. Inappropriate behavior in the classroom shall result, minimally, in a directive to leave class or being reported to the Dean of Students for disciplinary action in accordance with university policy.

## **ACADEMIC INTEGRITY:**

All cheating and/or plagiarism will be treated with the utmost severity as per UT Tyler policy. Please consult A Student Guide to Conduct and Discipline at UT Tyler (available in the Office of Student Affairs) for university regulations regarding academic dishonesty: "3.22 Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

**Plagiarize** \ˈplə-je-,rɪz also j - -\ *vb* **-rized; -riz·ing** *vt* [*plagiary*]: to steal and pass off (the ideas or words of another) as one's own : use (a created production) without crediting the source *vi*: to commit literary theft: present as new and original an idea or product derived from an existing source - **pla·gia·riz·er** *n*

From: *Webster's New Collegiate Dictionary 9th ed*, (Springfield, Ma: Merriam 1981), 870.

Students must always cite their sources. Copying any material from a book, newspaper, journal, website, or any printed source without citing the source. Students must not under any circumstances simply copy any material word for word or copy and paste the material. Even copying one sentence is unacceptable. All sources must be cited. If students paraphrase another individual's words or idea, this must be cited or it is considered plagiarism. The paraphrased material does not need to be in quotation marks but the author and source must be properly cited.

**\*\*DO NOT PLAGIARIZE. ANYONE CAUGHT PLAGIARIZING WILL AUTOMATICALLY RECEIVE A ZERO (0) ON THE ASSIGNMENT. \*\***

### **UT TYLER HONOR CODE**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **STUDENTS RIGHTS AND RESPONSIBILITIES:**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

### **GRADE REPLACEMENT / FORGIVENESS AND CENSUS DATE POLICIES:**

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.

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.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

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

### **STATE-MANDATED COURSE DROP POLICY:**

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). 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.

### **DISABILITY/ACCESSIBILITY SERVICES:**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **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.

### **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.

### **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.

### **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 re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **CAMPUS CARRY:**

We respect the right and privacy of students 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>

### **TOBACCO**

UT Tyler a Tobacco-Free University:

- 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.
- 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.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **UT TYLER RESOURCES FOR STUDENTS**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

**This syllabus is subject to change.**