

# **Course Syllabus ART 1301.061**

## **Introduction to Art (online course)**

Heather McCullin, Instructor

Email: [hmccullin@uttia.org](mailto:hmccullin@uttia.org)

(Best way to contact me is via email or Canvas message "InBox")

Office: Virtual Office Hours

**Office Hours:** email professor to arrange meeting.

\*If you need to meet outside of the hours please email me and let me know what is going on and we can figure something out.

**Course: Art 1301.D001 - Introduction to Art - Fall Semester 2025**

### **COURSE DESCRIPTION:**

ART 1301.061 is an introductory course that explores the world of art. Students will develop a fundamental knowledge of vocabulary, media, and art techniques that will ultimately inform the observation, classification, and understanding of artwork from various cultures. Through a thematic and cultural approach, students will become familiar with historical and contemporary artists and their artworks.

### **COURSE OBJECTIVES:**

This course aims to provide students with an introduction to art and art history. It intends to cultivate visual literacy through online PowerPoint lectures, readings, online assignments, group discussions, group projects, written assignments, quizzes, and exams via Canvas. Although this course is entirely online, it is important that a positive learning environment and community is established. As a result, students will not only value the opinions of peers, but also develop a deeper understanding of and appreciation for the arts. Core course Student Learning Outcomes are found below.

By the end of this course, students should be able to:

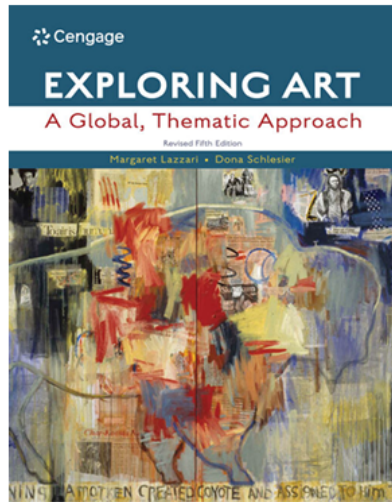
### **STUDENT LEARNING OUTCOMES:**

- **THINK CRITICALLY:** Critical thinking skills include (but are not limited to) creative thinking, innovation, inquiry and analysis, the evaluation and synthesis of information.
- **COMMUNICATE ABOUT ART:** Communication skills include (but are not limited to) the effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **WORK IN TEAMS:** Teamwork skills include (but are not limited to) the ability to consider different points of view and to work effectively with others to achieve a common goal.
- **BE SOCIALLY RESPONSIBLE BY UNDERSTANDING ART WITHIN CULTURAL AND HISTORICAL CONTEXTS:** Social responsibility skills include (but are not limited to) recognizing the historical importance of an object, building, or place and the necessity of its preservation and developing intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**REQUIRED TEXT:**

Exploring Art: A Global, Thematic Approach, Revised

by Margaret Lazzari, Dona Schlesier, 5th Edition | Copyright 2020



E-Book ISBN-13: 9780357699829

Paperback ISBN-13: 9781337709910

**COURSE PREREQUISITES:**

There are no prerequisites for this course.

**CANVAS:**

All material required to complete this course is available through Canvas: including syllabus, course calendar, modules, assignments, guided questions, group discussions, group projects, quizzes, and exams.

Students should do the following:

- Maintain a level of professionalism and respect for instructor, classmates, and course content.
- Make sure they are able to login to the course on Canvas using their UT Tyler username and password.

- Make sure they have access to Adobe Acrobat Reader (PDF), Flash Media Player, Google Docs, and Google Slides.
- Read the syllabus.
- Read the course calendar.
- Familiarize themselves with the netiquette guidelines for online interactions.
- Familiarize themselves with the course content on Canvas.

**TECHNICAL SUPPORT:** Canvas offers 24/7 Support on the Student Canvas Dashboard under the Help icon. There, students will find a list of various support options:

\*If students have trouble logging into Canvas, they should contact UT Tyler IT Support:

- Off Campus - (903) 565-5555
- On Campus - Ext. 5555
- [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu)

### **REQUIRED TECHNOLOGY AND PROFICIENCY**

Minimum Technology Requirements: Students will need access to a computer with a high-speed internet connection. IMPORTANT: IP and hardware problems are not excuses for missing deadlines and submission of assignments. Students can access Canvas on the UT-Tyler campus in the Computer Lab and Library.

Minimum Student Skills: This course utilizes digital resources in Canvas. Students must know how to use Microsoft Word and Canvas. Students must be able to download and upload complete files (doc, docx, or pdf) with text and images, attach documents to emails, and download and upload documents to the assignment tool.

Be aware that not all functions of your Canvas course may be available on smartphones or tablets. You must have a computer, speakers or headphones, and know the software to complete the course.

### **COURSE CALENDAR:**

A link to the course calendar can be found on the Home page. Students may also use the Calendar feature on Canvas to find due dates for assignments, quizzes, writing and research assignments, the group project, and exams.

### **Here is the tentative schedule for the semester**

Due date in **BOLD**.

- ☐ Aug. 25 - First day of class
- ☐ Aug. 25 - **Aug. 31**: Introduction to the course - Video and Response
- ☐ Sep. 1 - **Sep. 7**: Chapter 1 Video and Quiz
- ☐ Sep. 8 - **Sep. 14**: Chapter 2 Video and Quiz, Chapter 3 Video and Quiz
- ☐ Sep. 15 - **Sep. 21**: Chapter 4 Video and Quiz, Exam 1 (Chapters 1-4)
- ☐ Sep. 22 - **Sep. 28**: Chapter 5 Video and Quiz
- ☐ Sep. 29 - **Oct. 5**: Chapter 6 Video and Quiz, Chapter 7 Video and Quiz
- ☐ Oct. 6 - **Oct. 12**: Chapter 8 Video and Quiz, Exam 2 (Chapters 5-8)
- ☐ Oct. 13 - **Oct. 19**: MIDTERM WEEK - GROUP PROJECT DUE
- ☐ Oct. 20 - **Oct. 26**: Chapter 9 Video and Quiz
- ☐ Oct. 27 - **Nov. 2**: Chapter 10 Video and Quiz, Exam 3 (Chapters 9 and 10)
- ☐ Nov. 3 - LAST DAY TO WITHDRAW
- ☐ Nov. 3 - **Nov. 9**: Chapter 11 Video and Quiz
- ☐ Nov. 10 - **Nov 16**: Chapter 12 Video and Quiz, Chapter 13 Video and Quiz
- ☐ Nov. 17 - **Nov. 23**: Chapter 14 Video and Quiz
- ☐ Nov. 24 - Nov. 28: THANKSGIVING BREAK 🦃
- ☐ Dec. 1 - **Dec. 7**: Chapter 15 Video and Quiz and Exam 4 (Chapters 11-15)
- ☐ **Dec. 10**: Any alternative/make-up assignments due.
- ☐ Dec 13: LAST DAY OF CLASS

### **COURSE REQUIREMENTS ARE AS FOLLOWS:**

- **ATTENDANCE & PARTICIPATION:**

Active participation in class is required. Intro to Art is an online course. Attendance is marked based on students' participation in online assignments, group discussions, writing and research assignments, quizzes, and exams.

**The last day to drop the course is Nov. 3rd 2025.**

**VIDEO QUESTIONS:**

There will be videos each week of me discussing the chapters (you are still required to read the chapters on your own!). During each video, you will need to answer the questions as the video goes.

**CHAPTER QUIZZES:**

There will be "Chapter" quizzes. These quizzes are designed to ensure comprehension of course content of chapters and help in preparation for the exams. There will be several weeks where there are several quizzes due. I will have all quizzes in a section open so you can work ahead, up until the exam for that section.

**GROUP TEAMWORK PROJECT:**

There will be one group project in which students will engage in teamwork to complete an art related project. Instructions will be available in advance clearly stating guidelines and requirements. Students must also complete a Teamwork Assessment Survey in order to get credit for their submission.

**EXAMS:**

There will be four exams. The final, fourth exam will NOT be cumulative. There will be absolutely no late submissions, make-ups, or retakes. A missed exam will automatically lower the student's final grade by 10%. Exams will cover vocabulary and concepts covered in the readings, lectures, additional handouts, and online assignments. Exam format will be multiple choice, short answer, and essay.

**LATE SUBMISSION POLICY:**

\* LATE ASSIGNMENTS, QUIZZES, AND EXAMS WILL NOT BE ACCEPTED. \*

All assignments, quizzes, and exams must be submitted by 11:59 p.m. on the assigned due dates.

**GRADING POLICY:**

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

**Percentage of Final Grade**

<b>Assignment</b>	<b>Percent of Final Grade</b>
Chapter Quizzes	30% - (15 quizzes total, each quiz is 2% of the final grade)
Group Teamwork Project	10%
Exams	40% - (4 total at 10% each)
Video Questions	20% - (15 total, each discussion response is 1% of final grade)

Grades will be posted on Canvas. Students are responsible for checking online to ensure that their grades have been posted and are correct.

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

<b>Letter Grade</b>	<b>Numerical Score</b>
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 instructor via her university email address. Emails are a form of professional correspondence. Be polite and respectful.

- All e-mails should be addressed to Heather McCullin, who will respond to emails in a timely fashion. However, this does not mean one should expect an instantaneous reply; the instructor will respond as quickly as possible.
- Mrs. McCullin will check and respond to emails during the work week, Monday through Friday, 8:00 a.m. – 4:00 p.m. Please allow 24 hours for a response.
- Please use formal email etiquette when contacting the instructor (Dear Heather McCullin...)
- Students should identify themselves and the class in their emails.
- Emails should include a subject. If there is no subject, the email may be classified as spam.
- Do not use slang/text-message language in the email as they can create misunderstandings.
- Students should only use their UTTUA email address or Canvas via Inbox feature.
- Students should check the Syllabus or Course Calendar on Canvas before sending an email.
- Students should not comment on a specific assignment, quiz, or exam within Canvas because it will not receive a response. If students have questions or concerns, they should directly contact the instructor via appropriate avenues listed above. Students should ensure they are able to receive emails via Canvas. Please note that 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 instructor during office hours or make an appointment.

#### **ETIQUETTE:**

Be polite, professional, and respectful with online comments. This does not mean that students cannot disagree with one another or challenge each other's ideas. Debate is encouraged but students should treat each other with respect. No insults or name calling! Complementing each other does not count towards the sentence or word requirements. Students should use evidence, facts, and logic to support their assertions.

\*Failing to follow the etiquette guidelines in any aspect of this course will result in an F in the class irrespective of the grade achieved in exams or other assignments in the course. \*



**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.”

1. “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- It is unacceptable to use any artificial intelligence such as ChatGPT or AI Chatbox to do your work for you, and using artificial intelligence on assignments will result in a zero. Artificial Intelligence is considered plagiarism and cannot be used in place of writing your own words for assignments, this includes discussions, weekly assignments, games, quizzes, and exams.
- “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

2. All written work that is submitted will be subject to review by plagiarism software.

Students must always cite their sources. Copying any material from a book, newspaper, journal, website, or any printed source without citing the source is considered plagiarism. 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. Sources must be cited.

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

If students paraphrase another individual's words or ideas, 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.

#### **ACCEPTABLE AI USE POLICY:**

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

**For this course: 3) AI is not permitted in this course at all.**

#### **Categories of AI Use and Sample Statements**

Categories and examples:

##### **1) AI is encouraged during the course, and appropriate acknowledgment is expected.**

Example 1: I encourage you to explore using artificial intelligence (AI) tools, such as ChatGPT, for all assignments and assessments. Any such use must be appropriately acknowledged and cited,

following the guidelines established by the APA/MLA/Chicago Style Guide, including the specific version of the tool used. The submitted work should include the exact prompt you used to generate the content and the AI's complete response as an appendix. Because AI-generated content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work.

Example 2: You can use AI programs (ChatGPT, Copilot, etc.) in this course. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, or serving as a personalized learning tool.

However, your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool's contribution to your work.

Example 3: Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must identify any writing, text, or media generated by AI. In this course, sections of assignments generated by AI should appear in a different colored font, and the relationship between those sections and student contributions should be discussed in a cover letter that accompanies the assignment when submitted.

**2) AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.**

Example 1: This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.

Example 2: During some class assignments, we may leverage AI tools to support your learning, allow you to explore how AI tools can be used, and/or better understand their benefits and limitations. Learning how to use AI is an emerging skill, and we will work through the limitations of these evolving systems together. However, AI will be limited to assignments where AI is a critical component of the learning activity. I will always indicate when and where the use of AI tools for this course is appropriate.

Example 3: Most assignments in this course will permit using artificial intelligence (AI) tools, such as ChatGPT or Copilot. When AI use is permissible, it will be documented in the assignment description, and all use of AI must be appropriately acknowledged and cited. When using AI tools for assignments, add an appendix showing (a) the entire exchange (e.g., prompts used), highlighting the most relevant sections; (b) a description of precisely which AI tools were used, (c) an explanation of how the AI tools were used (e.g. to generate ideas, elements of text, etc.); and (d) an account of why AI tools were used (e.g. to save time, to surmount writer's block, to stimulate thinking, to experiment for fun, etc.). Students shall not use AI tools during in-class examinations or assignments unless explicitly permitted and instructed to do so.

Example 4: In this course, we may use AI tools (such as ChatGPT and Copilot) to examine how these tools may inform our exploration of the class topics. You will be notified as to when and how these tools will be used, along with guidance for attribution. Using AI tools outside of these parameters violates UT Tyler's Honor Code, constitutes plagiarism, and will be treated as such.

### **3) AI is not permitted in this course at all.**

Example 1: I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

Example 2: To best support your learning, you must complete all graded assignments by yourself to assist in your learning. This exclusion of other resources to help complete assignments includes artificial intelligence (AI). Refrain from using AI tools to generate any course context (e.g., text, video, audio, images, code, etc.) for an assignment or classroom assignment.

Example 3: The work submitted by students in this course will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must create collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler's Honor Code: a student has another person/entity do any portion of a graded assignment, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

#### **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.

### **UNIVERSITY COVID-19 POLICY**

UT-Tyler has implemented specific procedures in order to guide the efforts of all students, faculty and staff in maintaining a healthy and safe campus environment.

Students, faculty, staff and visitors will be required to wear face coverings when inside University buildings. Students, faculty staff and visitors will be required to wear face coverings when outdoors and physical distancing is difficult. Face coverings are not required when alone in an office or in assigned residence hall rooms. Accommodations will be available for individuals with religious, medical or other concerns, which will be processed through the Office of Human Resources (faculty and staff) and the Office of Student Accessibility and Resources (students).

Students, faculty and staff who have been exposed to COVID-19 or who test positive for Covid19 should immediately self-report this information. If you have recently been on campus, report via the COVID-19 hotline, 903-565-5999, so that steps can be taken to prevent any possible spread. If you have NOT recently been on campus, report by completing the UT-Tyler COVID19 Report Form, which may be found at this link: [https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout\\_id=32](https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout_id=32)

Additional information about UT-Tyler's COVID Policy may be found at the following links:

<https://www.uttyler.edu/reboot/>

<https://www.uttyler.edu/reboot/files/ut-tyler-fall-2020-procedures-rev-07-14.pdf>

### **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.

#### **MILITARY AFFILIATED STUDENTS:**

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military-affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

#### **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/>

**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, quit lines, 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:**

are located in Canvas.

This syllabus is subject to change.