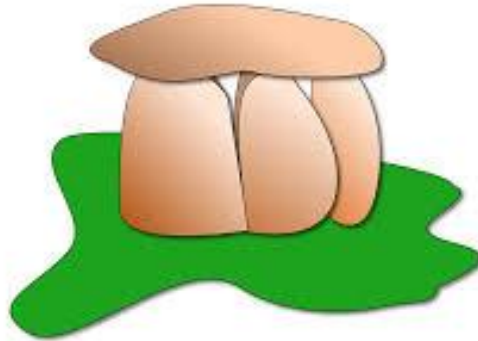


The University of Texas at Tyler

Criminal Justice Program

CRIJ 5355.060
Criminal Justice Capstone Seminar
Spring 2021
Online



Richard C. Helfers, Ph.D.
Office: CAS 136
Office Hours: By virtual appointment since the course is online (or in-office, Tues and Thursdays 11am-1230pm).

Phone: 903-566-7399
email: rhelfers@uttyler.edu

Course Description:

This course provides a capstone experience for students to address an important criminal justice policy issue. Students draw on coursework and experiences of their education to develop specific recommendations for design, implementation, and evaluation of an approved project task.

Prerequisite:

This is the final course for the completion of the Criminal Justice MS degree. Therefore, all core courses must be completed prior to taking this course. This course will be taken during the student's final semester, prior to graduation. It is acceptable to take elective courses with this course as long as it is in the student's final semester.

Course Overview:

The purpose of this course is to provide each student in the Criminal Justice MS degree program an opportunity to showcase the knowledge the student has gained throughout the Criminal Justice MS curriculum. The course will provide the student the opportunity to apply their knowledge in an analytical research manuscript that focused on a specific criminal justice policy issue that provides recommendations to policy makers and/or practitioners.

Required Book:

Polonsky, M. J., & Waller, D.S. (2018). *Designing and Managing a Research Project*. (4th ed.). Los Angeles, CA: Sage. ISBN: 978-1-5443-1646-8

Recommended Book:

APA. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8

Internet Access:

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend time in the Computer Lab. This is important because I will be making important announcements in the course Canvas site and sending you emails. Also, I will post your grades in Canvas so you will have an “at a glance view” of your current standing in the course. Additionally, you will be required to upload assignments using Canvas.

Course Requirements

It is essential students read the selected readings detailed in the Course Schedule section of the syllabus prior to the class session. This course is designed in an independent study format as each student is responsible for communicating with the instructor and completing all readings and assignments.

Course Objectives: (At the end of the semester, you will be able to:)

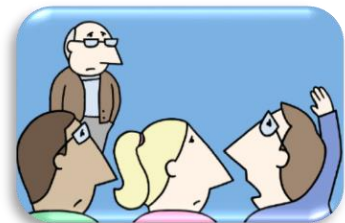
1. Integrate graduate-level knowledge in the context of an applied field project.
2. Apply research methods to move from a research problem to identifying and gathering necessary, sufficient, and appropriate data (“quantitative literacy”).
3. Demonstrate advanced written and oral communication skills (“information literacy”) including report writing competencies, for a variety of audiences.

Attendance Policy:

This is an online course and you are expected to complete all of the assignments. There may be sessions that we will meet in a synchronous mode. You should make every attempt to attend the session as it will complement the other activities in the course.

Class Participation:

You are a graduate student and you are expected to actively participate in this course. To maximize the learning environment, it is imperative you read the assignments.



Missed Exams/Late Assignments:

Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. Such events are unwelcomed and because I understand how difficult these times are, if you contact me within 24 hours of the event **and** provide documentation, I will be happy to extend an assignment deadline.

The general rule is I will not accept any late assignments. Please pay particular attention to the due dates for each assignment. All due dates are specified in the course schedule.

Student Expectations:

You may be wondering what is expected of you? I have listed the minimum (basic) items that are in your best interests to adhere to because it will help you be successful in the course:

1. Remain current with the course material.
2. Read all the information in its entirety. A graduate student is expected to read and complete all work on time.
3. Complete all assignments, projects, and assessments.
4. Submit all assignments on or before the due date.
5. Send emails in the subject line: CRIJ 5355 (*then list the item that is the subject*)
6. If you need additional clarification, you should be contacting me as soon as practical. Do not wait until the end of the semester to ask for help.

Instructor Expectations:

I believe teaching is a two-way street. Therefore, you should also have expectations of me. Here is what you can expect from me.

1. You should expect me to come to class prior to the start time and be prepared to engage you in the subject matter.
2. I will return all of your written work in a timely fashion. The written assignments take time to grade, but I will do my best to have them returned within one week.
3. I will also return any emails I receive from you within 48 hours.

How to Contact Me:

I am very approachable. I am here to help you understand the importance of administering within criminal justice agencies today. Please ask questions in class and be engaged in the discussion. If you have any questions or concerns please contact me at the earliest convenience possible.

Email me with any questions you may have through **my University email** account. My email is rhelfers@uttyler.edu. Or, you may call my office phone at 903-566-7399. If I am not in, please leave a message.

When sending an email, please write in the subject line CRIJ 5355-060 (*then list the item that is the subject of the email*).

Evaluation Procedures:

1. Scope of Work Memo		3%
2. Progress Assignments		2%
a. Reference list	(worth 1%)	
b. Data collection/strategy	(worth 1%)	
3. Reading Reviews		20%
a. #1	(worth 10%)	
b. #2	(worth 10%)	
c. Literature Review		20%
d. Oral Presentation		5%
e. Final Report		<u>50%</u>
		100%

Scope of Work Memo:

This will be your first assignment and is due no later than the end of the second week of the semester. In this memo you will prepare a scope of work memo that details your project activities. This is must be uploaded in Canvas no later than **11:59pm on Saturday, January 23, 2021.**

Progress Assignments:

There will be two minor progress assignments that you are required to complete and submit for a grade. The first will be a list of at least ten of your references that is due at the end of the fourth week. This will be the sources you will complete the reading reviews on (see below) during weeks five and six. This reference list must be uploaded in Canvas no later than **11:59pm on Saturday, February 6, 2021.**

The second progress assignment is you are required to submit is a description where you articulate your data collection and data analysis strategies that you will be using in your paper. This assignment must also be uploaded in Canvas and is due no later than **11:59pm on Saturday, March 20, 2021.**

Reading Reviews:

There will be two reading reviews. The first is due by the end of the fifth week and the second by the end of the sixth week of the semester. These reviews are designed to demonstrate to me you are making significant progress on your project. In each assignment you will document and summarize material from at least five sources (articles, books, government documents, interviews, reports, etc.). You must format your review by first referencing your source in APA format (just as you would in the Reference section of your final report—thus, they must be in alphabetical order). After you referenced your first source, then you should follow it with a full page summary. Then you move onto your second source and do the same—until you have at least five completed. **The first review is due no later than 11:59pm on February 13, 2021 and the second is due not later than 11:59pm on February 20, 2021.** These are uploaded in Canvas in Module 3---for the appropriate assignment. These summaries, as well as a copy of the article (or other source) will be submitted to the instructor.

Literature Review:

Your literature review for your final report will be due by the end of the eighth week of the semester. This assignment is intended to reinforce an in-depth understanding of the readings. It is not a summary of the readings. Each student must explore theoretical and practical concepts in the readings to identify the strengths, limitations, and benefits. Students must identify how the approach/model/theory/framework may apply to practical situations. The assignment is intended to continue the development of critical and analytical thinking and writing. The literature review must present a thesis (an argument or viewpoint) about a particular practice, theory, or set of theories. The thesis statement must be included in the first paragraph and must take one of these forms:

1. This paper will examine the effect of the absence of clarity about goal priorities. This paper will show that when goal priorities of the organization are not clear and understood by all executives and senior managers, the organization will not be successful.
2. This paper will show that no matter how much officials talk about the importance of performance measurement, criminal justice administrators managers will not be able successfully adopt and implement the practice.

The paper should demonstrate that the student can related the content to other concepts presented in the class. It is important to demonstrate the ability to write clear, simple, organized prose that is easily understood by any reader.

Although you may include more sources in the final paper, the literature review assignment will ask the student to provide a thorough review of relevant literature and a “complete” reference section in APA format and to create a coherent background in support of your project objectives. The review must conclude with a research question(s) and hypotheses.

The literature review is due no later than 11:59pm on March 6, 2021. The assignment portal is located in Module 3.

Oral Presentation:

This assessment will require you to prepare a high-quality oral presentation on your research. You will be required to discuss your topic, findings, recommendations and any next steps that should be pursued. You will record this via flipgrid and you recording can be no longer than 10 minutes.

This recording must be uploaded in Canvas and is due not later than **11:59pm on Saturday, April 24, 2021.**

Final Report:

The final report is due at the end of the fifteenth week of the semester. This report integrates and extends prior documents to provide a comprehensive report. You may submit a first draft to me and a representative of a criminal justice agency that you have coordinated your project.

The final paper must include:

- Executive summary
- Scope of work memo
- Literature review
- Research design
- Next steps

The Final Report will be graded on these Criteria:

1. The project itself will consist of a substantial project that offers an intellectual contribution to the field and/or a practical contribution to the organization or jurisdiction under which the project is undertaken.
2. The project will be well-researched, with a relatively large number of high-quality published resources being cited in the paper.
3. Students must demonstrate a capstone level of proficiency in Critical Thinking. According to the Association of American Colleges and Universities (the AACU), “Critical Thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.” On the Value Rubric for Critical Thinking created by the AACU, grading will be focused on the student’s ability to “select and use information to investigate a point of view or conclusion” (the use of evidence). A “capstone” level of proficiency would be demonstrated by showing that “information is taken from sources with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are questioned thoroughly.”
4. Students must demonstrate a capstone level of proficiency in Quantitative Literacy. According to the AACU, Quantitative Literacy is “a habit of mind, competency, and comfort in working with numerical data. Individuals with strong Quantitative Literacy skills possess the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations. They understand and can create sophisticated arguments supported by quantitative evidence and they can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate.” On the Value Rubric for Quantitative Literacy created by the AACU, grading will be focused on the student’s “ability to make and evaluate important assumptions in estimation, modelling, and data analysis.” A “capstone” level of proficiency would be demonstrated when the student “explicitly describes

assumptions and provides compelling rationale for why each assumption is appropriate. The student shows awareness that confidence in final conclusions is limited by the accuracy of the assumptions.”

Minimum Assignment Requirements:

1. You must use one-inch margins, Times New Roman with 12 pt font.
2. Double space.
3. Number your pages at the top right of each page.
4. Use APA format.
5. Use headings as this keeps you focused on what you will write about and it also informs the reader what he or she will read. (It is also an APA requirement)
6. DO NOT PLAGIARIZE.
7. Cite credible sources to support your argument.
8. Upload in Canvas using a Word document (.doc or .docx).

Generally, when writing an academic paper you will not use the same informal type language you use during your daily conversations. Informal, conversational language, will negatively impact your grade.

The final report must be uploaded in Canvas and is due not later than **11:59pm on Saturday, April 24, 2021.**

No late assignments will be accepted. No exceptions!

Grading Scale:

A=90% and above
B=80-89%
C=70-79%
D=60-69%
F=<60%

Library Resource:

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through <http://libguides.uttyler.edu/sociology>.

What is Plagiarism?

Plagiarism is simply using someone else’s work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else’s facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else’s words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you



borrowing, buying or stealing someone else's work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.

Penalties for Plagiarism

Should a faculty member discover that a student has committed plagiarism; the student will receive a grade of 'F' in that course and the matter will be referred to Student Conduct for possible disciplinary action. The faculty member, however, has the right to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option is not available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.

As for this class, I will simply just give you a final course grade of "F." Fair enough? Let me know if you disagree by the end of the first week of the semester.

Are You Still Unsure about Plagiarism? Here is how the University articulates it.

Statement Regarding Academic Dishonesty

Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason therefore. In most cases, a written record of academic dishonesty or an instructor's report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.

Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore excessive quotations will result in a failing grade.

Make-up Tests: The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

Penalties for Cheating

Should I discover you have cheated on any assessment, you will receive a "zero" for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

Important Information:

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriots email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

Handguns in the Classroom:

The University of Texas at Tyler respects 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>.

Important Covid-19 Information for Classrooms and Laboratories:

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.

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.

Recording of Class Sessions:

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Tentative Course Schedule: (Week begins on Sunday, ends on Saturday)

Module 1 (Weeks 1 and 2): Project Management

January 11-16

You will need to think about the nature of your paper. Will the paper primarily be a policy-oriented paper, or a process/organizational change or reform paper? Will the paper primarily focus on planning, implementation, or evaluation of a program or a policy? Will you be working with an actual agency on a problem – in which case you will need to have a department head, key leader, or your own supervisor as a contact – or will the paper be more theoretical and academic in nature?

Assignments: Polonsky & Waller (Intro and Chapter 1)

January 18-23

You will refine your topic and turn in a “scope of work memo” describing the topic and strategies for researching this topic. This is a plan, at this point.

Assignments: Polonsky & Waller (Chapter 2)
Scope of Work Memo” due by 11:59pm (Jan 23)

UT Tyler is closed on Monday Jan 18 for the MLK holiday

Module 2 (Weeks 3 and 4): Project Definition

January 25-30

You will begin the search for literature related to your topic. You should access sources (journal articles, books, government documents, interviews, etc.) and begin to accumulate references for your paper.

Census Day: January 25

Assignment: Polonsky & Waller (Chapter 3)

February 1-6

You will have collected and will begin to read 10 articles from journals and other credible sources for your paper. You will share those 10 sources in a list of references and provide to me.

Assignment: Polonsky & Waller (Chapter 5)
Upload list of sources by 11:59pm (Feb 6)

Module 3 (Weeks 5 through 11): Contextualizing Activities

February 8-13

You will turn in your first reading review this week. These are one-page reports (“reviews”) on five of your sources (double-space your reviews).

Assignment: Polonsky & Waller (Chapter 6, 7, & 8)
Reading Review #1 due by 11:59pm (Feb 13)

February 15-20

You will turn in your second reading review assignment this week. Again you are required to submit reviews for at least five additional credible sources.

Assignment: Polonsky & Waller (Chapter 9 & 10)
Reading Review #2 due by 11:59pm (Feb 20)

February 22-27

You should begin the merging of your individual articles into a tight literature review where you are weaving your evidence to support your thoughts in an organized fashion.

Assignment: Polonsky & Waller (Chapter 11)

March 1-6

You must complete your literature review for your paper this week.

Assignment: Polonsky & Waller (Chapter 12)
Literature Review due by 11:59pm (Mar 6)

Spring Break is March 8-13 and the University is Closed!

March 15-20

You will upload an initial articulation of your data collection and data analysis strategies for your paper.

Assignment: Polonsky & Waller (Chapter 13 & 14)
Data collection and analysis strategy due by 11:59pm
(Mar 20)

March 22-27

You will begin to collect the data you will use to support your policy or organizational recommendations

Assignment: No reading or other assignment to submit

March 29-April 3

You should begin (if you have not already) writing the first draft of your paper. Your outline for your paper should be well developed by this time.

Assignment: Polonsky & Waller (Chapter 15)

(March 29: last day to withdraw from one or more classes with “W”)

Module 4 (Weeks 12-15): Writing the Report

April 5-10

You should continue writing your paper as the semester is quickly coming to an end. Your outline for your paper (which greatly assists you to remain organized) should be complete. You should also be elaborating on your thoughts—some refer to this as “putting the flesh on the bones” for your manuscript.

Assignment: No reading or other assignment to submit

April 12-17

You should continue writing your paper. You should be interacting with me about any issues you may be having with the paper. You may turn in a complete first draft of the paper for my review--I will provide you comments. Submitting the draft to me is not required—only submit if you have fully completed the paper.

Assignment: No reading or other assignment to submit

April 19-24

This is it! You have completed all aspects for the Criminal Justice MS degree. Go ahead and submit your final report when you have it finished. Congrats and stay in touch!!

Assignment: Oral Presentation due by 11:59pm (Apr 24)
Final Report due by 11:59pm (Apr 24)

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

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://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

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>

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.

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 of which students need to be aware. 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 Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible 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 of 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

Revised 05/19 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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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.

- i. “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.
- ii. “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.
- iii. “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.

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

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), 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)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.