

PADM 5380.561
Fall 2021
Online or Distance Education Format
UT Tyler

Instructor: Dr. David Scott
Office: CAS 133
Email: dscott@uttyler.edu
Office Hours: By appointment and virtually (Zoom)

Welcome to the class! I welcome you to contact me outside of class and during my student office hours. To leave a message, I prefer you email me. I check my email regularly and will return your emails promptly. I mention all emails will be returned within 48 hours, but generally I will respond shortly after I receive the email. You can also call my office or contact the Social Sciences department and leave a message. **The BEST METHOD TO CONTACT ME IS EMAIL!**

Other Reading Material:

I will also be providing you additional reading material that is considered “Open Resource Material” (OER). This material will be posting in Canvas, and you are expected to read the documents as it will facilitate the learning in the classroom. You will also need this material for your reference to other assessments and to be used a possible citation in your final paper.

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 a significant amount of time in the Computer Lab. This is important because there will be important announcements being made in Canvas throughout the semester.

Check Canvas and Your Email Daily:

I will be making important announcements in Canvas—so you are expected to check your course Link and/or email grades and announcements pertaining to the course.

Attendance Policy:

There will be important information being discussed in class that you will need to ensure your success in this course. It is important you read the reading assignments prior to class and come prepared ready to discuss the material. I recognize extenuating circumstances arise that can make it difficult to attend each class session. In other words, life happens! If a serious family emergency occurs, please let me know as soon as the event occurs or within 24 hours.

Course Overview:

- I. **Introduction:** This course is designed to provide students with a basic understanding of how decisions occur at the state and local levels of government. While the course will focus on Texas politics at times, it is designed to provide a comparative

evaluation of state governments by looking at all fifty states. As its main objective, the course will help each student understand the activities and responsibilities of state and local government. At the completion of this course, you should be able to understand and discuss the major political actors and state institutions common among the American states. Beyond an understanding of the basic elements, structures, policies, and processes of state and local government, you should emerge with a greater appreciation of the role of subnational government including an understanding of the different complexities involved in governing from state to state.

- II. **Learning Outcome Objectives:** To identify (1) certain environmental, citizen participation, and institutional factors that affect state politics and policy choices; (2) and to identify certain analytical concepts that are useful for understanding politics and policy making; and (3) and to identify certain generalizations about the behavior of sub national governments generally, and Texas specifically, that are useful for understanding politics and policy making.

Among the (1) political processes, (2) analytical concepts and (3) generalizations that students might understand to accomplish, these learning outcomes are the following:

(1) Political Processes: To identify some of the following processes about politics among the states and in Texas:

- (a) the effects of state contextual features on state politics and policies.
- (b) the way electoral processes, political parties, and interest groups influence state politics and policies.
- (c) the instruments and processes of policy making institutions such as state legislatures, executives, and judiciaries).
- (d) the similarities and differences among political institutions and state policy choices.
- (e) and the ways in which Texas governments are typical or atypical in comparison to other states.

(2) Analytical Concepts: To identify some of the following concepts useful for analyzing state and local politics: demographics, political culture; federalism; state constitutional design; direct democracy; public opinion; direct referenda, political party systems; interest groups systems; legislative professionalism, representation, and policy making; executive powers including the role of the governor in policy making; the characteristics and roles of state agencies; the selection and structure of state judiciaries, judicial policy making and the key elements of the judicial process; and relationships among state branches of government;

(3) Generalizations: To identify some of the descriptive generalizations about trends in state and local politics or comparisons of Texas politics with other states, or current issues or problems of state and local governments, or research findings about the importance of certain explanatory variables on the policy choices of states or the politics of states.

(4) Effective Writing: It is the expectation that the student will be introduced to and proficient in writing in the APA 7th Edition format for this course.

III. Required Text:

There are two required textbooks, which is available for purchase at the university bookstore or through an on-line bookseller. If purchasing on-line, be sure that it is shipped promptly as readings will begin immediately:

1. **Lone Star Politics 6th Edition** (2020) by Collier, Galatas, and Harrelson-Stevens

ISBN: 978154431626-0



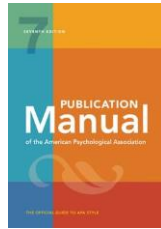
2. **Managing Local Government 18th Edition** by Nelson

ISBN: 9781506323374



3. **STRONGLY RECOMMENDED** is the 6th Edition of the APA Manual

ISBN: 9781433805615



IV Course Requirements

This is a 15-week course. The student grades for this course will be a function with a midterm examination and a final research project. Further, each week there will be discussion board assignment and weekly quiz.

Discussion Questions:

- Each week there will be a discussion question(s) from the lecture material and assigned readings. The expectation is that each student will provide a graduate level response always using the APA format.
- The discussion question link will be fully administered on Canvas with students having access from Monday mornings at 12:00 AM (CST) to Sunday nights at 11:59 PM (CST).

Quizzes:

- Each **quiz** will last a maximum of 20 minutes and fully administered on Canvas with students having access from Monday mornings at 12:00 AM (CST) to Sunday nights at 11:59 PM (CST).
- Questions on the quizzes will be formed from the lecture material and the textbook readings. Failure to take a quiz will result in a non-grade (0) for that quiz.
- **There will be no make-up opportunities for missed quizzes regardless of the excuse.**

Examinations: Related to the two examinations, their format will consist of multiple-choice and true/false questions.

- The **midterm examinations** will cover those topics only from the beginning of the course to the date of the examination. (Week 1 to Week 8).

Research Paper: This is a graduate level course therefore the expectation is that the student will be able to read and synthesize the material provided throughout the semester and in turn generate a graduate level product (research paper) that demonstrates the student's ability to think critically and then report his or her findings after forming a research question. The research project will have two parts:

1. The **written portion** will be no more than 10 pages (does not include the title and reference pages) in APA 7th edition format. (30% of the grade for this assignment).

2. The **oral presentation** will consist of presenting your research paper on *flipgrid* with a 10-minute maximum time for completion. (10% of the grade for this assignment).

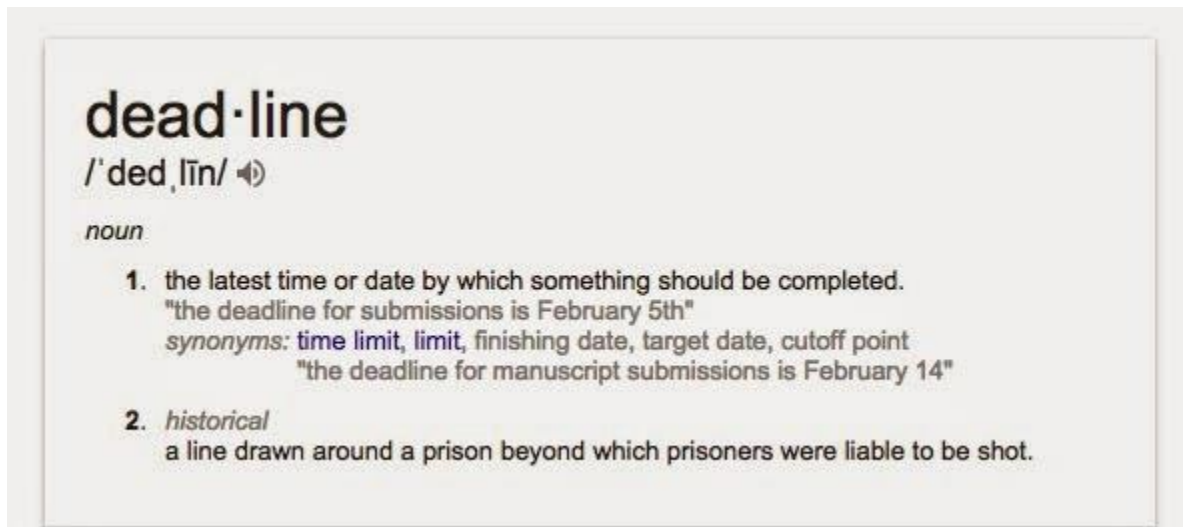
Evaluation:

| | |
|----------------------------------|------|
| 1. Policy Research Paper | 40% |
| a. Written Paper | 30% |
| b. Oral Presentation | 10% |
| 2. Chapter Quizzes (weekly) | 10% |
| 3. Discussion Questions (weekly) | 20% |
| 4. Examinations (midterm) | 30% |
| | 100% |

Grading Scale:

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

Missed Exams/Late Assignments:



The general rule is I will not accept any late assignments. Please pay particular attention to the due dates for each assignment.

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.utt Tyler.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.



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>.

Tentative Course Schedule

Week 1 August 23

Chapter 1 Managing Local Governments in a Dynamic World
Chapter 1 Lone Star Politics Introduction

- Week 1 Quiz due by Sunday at 11: 59 PM (CST)
- Week 1 Discussion Question due by Sunday at 11:59 PM (CST)
- **Class Introductions** on Padlet due by Sunday at 11:59 PM (CST)

Week 2 August 30

Chapter 2 Managing Local Governments U.S. Local Governments in Historical Context
Chapter 2 Lone Star Politics Texas Constitution

- Week 2 Quiz due by Sunday at 11: 59 PM (CST)
- Week 2 Discussion Question due by Sunday at 11:59 PM (CST)

Week 3 September 6

Chapter 3 Managing Local Government Types, Functions and Authority of the U.S. Local Governments
Chapter 3 Lone Star Politics Texas Legislature

- **Research Paper Topics due** for a completion grade by Sunday at 11:59 PM (CST).
- Week 3 Quiz due by Sunday at 11: 59 PM (CST)

- Week 3 Discussion Question due by Sunday at 11:59 PM (CST)

Week 4 September 13

Chapter 4 Managing Local Governments Working across Boundaries

Chapter 4 Lone Star Politics Texas Governors

- Week 4 Quiz due by Sunday at 11: 59 PM (CST)
- Week 4 Discussion Question due by Sunday at 11:59 PM (CST)

Week September 20

Chapter 5 Managing Local Governments: The Career of the Local Government Manager

Chapter 5 Lone Star Politics: The Plural Executive and Bureaucracy in Texas

- **Research Paper Outline** due by Sunday at 11:59 PM (CST)
- Week 5 Quiz due by Sunday at 11: 59 PM (CST)
- Week 5 Discussion Question due by Sunday at 11:59 PM (CST)

Week 6 September 27

Chapter 6 Managing Local Governments Roles and Responsibilities

Chapter 6 Lone Star Politics: The Texas Judicial System

- Week 6 Quiz due by Sunday at 11: 59 PM (CST)
- Week 6 Discussion Question due by Sunday at 11:59 PM (CST)

Week 7 October 4

Chapter 7 Managing Local Governments Enhancing Council-Management Effectiveness

Chapter 7 Lone Star Politics Texas-Sized Justice

- Week 7 Quiz due by Sunday at 11: 59 PM (CST)
- Week 7 Discussion Question due by Sunday at 11:59 PM (CST)

Week 8 October 11

Chapter 8 Managing Local Governments Citizen Engagement

Chapter 8 Lone Star Politics Campaigns and Elections, Texas Style

- Week 8 Quiz due by Sunday at 11: 59 PM (CST)
- **Midterm Examination** due by Sunday at 11:59 PM

Week 9 October 18

Chapter 9 Managing Local Governments Service Delivery Strategies and Innovation

Chapter 9 Lone Star Politics Political Parties

- Week 9 Quiz due by Sunday at 11: 59 PM (CST)
- Week 9 Discussion Question due by Sunday at 11:59 PM (CST)

- Week 10 October 25** Chapter 10 Managing Local Governments: The Manager's Toolbox
Chapter 10 Lone Star Politics Organized Interests
- Week 10 Quiz due by Sunday at 11: 59 PM (CST)
 - Week 10 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 11 November 1** Chapter 11 Managing Local Governments Emerging Issues and Management Challenges Facing Local Governments
Chapter 11 Lone Star Politics Local Government in Texas
- Week 11 Quiz due by Sunday at 11: 59 PM (CST)
 - Week 11 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 12 November 8** Chapter 12 Lone Star Politics Fiscal Policy
- Week 12 Quiz due by Sunday at 11: 59 PM (CST)
 - Week 12 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 13 November 15** Chapter 13 Lone Star Politics Energy, Environment, Transportation, and Trade Policies: Transforming Texas
- Week 13 Quiz due by Sunday at 11:59 PM (CST)
 - Week 13 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 14 November 22** **No Class or Assignments this week for Thanksgiving Holiday**
- Week 15 November 29** Chapter 14 Lone Star Politics: Social Policy: Education, Health, and Immigration.
- Week 14 Quiz due by Sunday at 11:59 PM (CST)
 - Week 14 Discussion Question due by Sunday at 11:59 PM (CST)
- Week 16 December 6** Final examinations week
Written portion of the final project (30%) and the Oral Presentation (10%) are **due by Friday December 10, 2021, by 11:59 PM (CST)**.

Date to Withdraw Without Penalty:

November 1, 2021

Final Exam Period:

December 6-11, 2021

Using Canvas for Turning in Assignments

CANVAS will be the tool for communication and turning in assignments. **ALL ASSIGNMENTS WILL OPEN UP AT 7AM AND TURNED IN PROMPTLY AT 11: 59 PM.** Folders will be created for each assignment to attach your assignments. Each assignment will have a due date. **IF YOU DO NOT MEET THE DUE DATE FOR THE ASSIGNMENT, THE FOLDER WILL DEACTIVATE. THEREFORE, YOU WILL NOT BE ABLE TO TURN YOU ASSIGNMENT TO RECEIVE CREDIT.** The only exception to turn in an assignment after the due date is if you are ill (with a written excuse) or technical difficulties. **IT IS YOUR REPSONSIBILITY TO COMMUNICATE WITH TECHNICAL SERVICES TO RESOLVE YOU CANVAS MALFUNCTIONS**

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>

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>

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. (For Fall, the Census Date is Sept. 12.) 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 (Sept. 12th) 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 offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a disability diagnosis such as a chronic disease, learning disorder, head injury or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with an Accessibility Case Manager. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR webpage (<http://www.uttyler.edu/disabilityservices/>) or the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to saroffice@uttyler.edu.

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. Revised 09/16

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.

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. All written work that is submitted will be subject to review by SafeAssign™, available on CANVAS.

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

Course Website

You should visit our course site from <http://www.uttyler.edu/canvas/index.php> at your earliest convenience and activate your account if you have not already done so. This will allow you to check your grade, finish assignments, check announcements, and answer extra credit questions among other things. I will be updating material periodically and encourage you to check this site often.

Technical Support Services

If you experience technical problems or have a technical question about this course, you can obtain assistance by contacting the 24/7 Canvas Support for Students. Links to the 24/7 Blackboard Support are on the Course Menu on the left and on the Canvas login page.

When you contact Canvas Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question

- If you get an error message, a description and message number
- What you were doing at the time you got the error message

Student Writing Support

Students may obtain assistance with writing and documentation at the Writing Center on the second floor of the Business Administration Building (BUS 202), contact at writingcenter@uttyler.edu or call 903-565-5995

Changes to Syllabus

Any part of this syllabus can be changed at any time during the semester. The instructor will provide adequate notification if changes are made.

Course Policies

Class Room Behavior

The College of Arts and Sciences encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The College will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class.

Plagiarism and Cheating

Plagiarism is the presentation of someone else's work as your own. 1) When you borrow someone else's facts, ideas, or opinions and put them entirely in your own words, you must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism. 2) When you also borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism. 3) When you present someone else's paper or exam (stolen, borrowed, or bought) as your own, you have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2010, sixth edition of the *Manual of The American Psychological Association* (APA):

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. *Each* time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well

as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications. (pp. 15-16)

Consult the Writing Center or a recommended guide to documentation and research such as the *Manual of the APA* for guidance on proper documentation. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

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 the Honor Council 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.

Penalties for Cheating: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student will receive a “zero” for the assignment and not be allowed to make the assignment up. The incident must be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”

UT Tyler E-mail

UT Tyler E-mail is the official means of communicating course and university business with students and faculty – not the U.S. Mail and not other e-mail addresses. **Students must check their UT Tyler e-mail accounts regularly, if not daily.**

Sexual Harassment

Sexual harassment in any form will not be tolerated. For more information on this issue consult the *Student Handbook*.

Incomplete Grades for the Semester

The College policy for “Incompletes” discourages them. They are appropriate, however, when the following requirements are met:

The student cannot complete the class because of a severe illness to self or immediate family member at the very end of the semester (after the date for withdrawal from class) or because of a traumatic event in

the student's life (e.g., death of or serious injury or illness to an immediate family member) at the end of the semester, AND

The student is passing the class at the time he or she cannot complete the semester, AND

The student has completed either 85-90% of the course requirements or is missing only major assignments due after the final date for withdrawal from class and after the onset of the illness or traumatic event (e.g., assignments such as the final exam for the course or a research paper), AND, finally,

The faculty member must have the approval of the department chair before giving an Incomplete.

Student's Responsibility for Dropping this Course

It is the responsibility of **you (the STUDENT)** to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course.

Grade Changes and Appeals

Faculty is authorized to change final grades only when they have committed a computational error, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the *Student Handbook and the Faculty Handbook*.

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.

University Policies

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 Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact

the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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 from University-Sponsored Events and Activities

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.

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.

Covid-19 Protocols

Information for Classrooms and Laboratories: Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) 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, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures \(Links to an external site.\)](#) website to review protocols, check symptoms, and report possible exposure. 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.

