

**40The University of Texas at Tyler**  
**Criminal Justice Program**  
**CRIJ 3311.001- (3.0 Credit Hours)**  
**Administration of Justice**  
**Fall 2020**

**Schedule:** Full Distance

**Location:** Full Distance

**Instructor:** David M. Scott, Ph.D.

**Email:** [dscott@uttyler.edu](mailto:dscott@uttyler.edu)

**Office Hours:** Virtual – Email and Zoom (by appointment only).

**Course Description:**

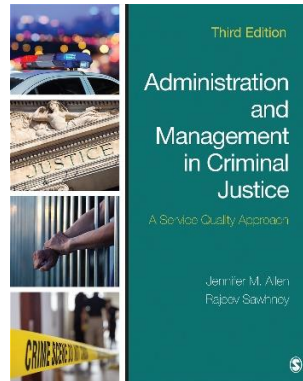
Principles and practices of administration and their application to criminal justice will be discussed throughout this semester. The relationship between theoretical administrative concepts and practical criminal justice problems will be emphasized.

**Prerequisite:**

You should have already taken CRIJ 1301 Introduction to Criminal Justice before enrolling in this course. This is an upper-division course and may have already taken courses that have familiarized yourself with the criminal justice system in the United States. You are expected to communicate orally and in writing at a “Junior” level undergraduate university student.

## Textbook:

Allen, Jennifer M., & Sawhney, Rajeev. (2019). Administration and Management in Criminal Justice: A Service Quality Approach. Edition 3 Sage Publications, Inc. ISBN: 978-1-5063-6152-9



## Course Overview:

The purpose of this course is to expose you to the complex problems criminal justice agencies confront daily. You will become familiar with the theoretical concepts and practical applications of the principals that guide effective criminal justice administrators. You will be able to intellectually discuss the importance of effective communication, leadership, management principles, management theories, and motivation that enables criminal justice agencies to become effective in a service-oriented environment.

## Internet Access:

This course **will require** internet access. UTT learning management system, Canvas, can only be accessed online. The computer lab is available if you don't have access otherwise. This course requires a regular check of announcements, the completion of assignments, and posting of grades will be through Canvas.

## Course Objectives:

1. Explain the dynamics of an organization
2. Describe the characteristics of public sector organizations.
3. Compare and contrast closed organizations to open organizations and the related theoretical arguments contained within each concept.
4. Describe how personnel within criminal justice agencies react to environmental pressures.

5. Compare and contrast content/need motivational theories to the process theories of motivation.
6. Explain how leadership theories relate to effectively leading in a criminal justice organization.
7. Summarize the importance of understanding communication barriers and how to effectively communicate to enhance administrative effectiveness.
8. Recommend measures to improve administrative practices in policing, the courts, and corrections.
9. Synthesize reasons a service quality approach to administration within criminal justice is important.

### **Attendance Policy:**

Class participation is encouraged, which takes place with your presence. You must stay current if you want to be successful in the course. Therefore, work on this course each week and submit your work on or before the due date/time.

### **Class Participation:**

Your active participation will help enrich your course experience. The reading and thinking of course materials will add value to your class participation.

### **Missed Exams/Late Assignments:**

Submitting late assignments is generally not accepted. However, exceptions may be granted for unforeseen and unavoidable traumatic events: 1. If an event is known and unavoidable, contact me within 24 hours of the events. 2. If an event is unforeseen and does not allow for time to contact me. Contact me with acceptable documentation. Stay informed and aware of the course schedule.

### **Student Expectations:**

- Attendance.
- The utilization of critical thinking.
- The respectful discussion of ideas.
- Read the required text and other relevant information provided throughout this course.
- Prepared to participate in class base on knowledge gained through credible, relevant sources.
- The completion and submittal of all assignments before or at the due date (deadline).
- Access and stay current with Canvas.
- Check your email.

- Ask for help; do not wait till the end of the semester. Send questions to pthompson@uttyler.edu.

### **How to Contact Me:**

Email me through my University email account or inbox through Canvas. Email is my preferred method of contact - my email is [dscott@uttyler.edu](mailto:dscott@uttyler.edu)

**When sending an email, please write in the subject line CRIJ 3311.001.**

### **Census Date**

September 4, 2020 - Deadline for all registrations schedule changes including withdraw without penalty.

### **Last Day to Withdraw**

November 2, 2020 - Last day to withdraw from one or more courses.

### **Course Evaluation Procedures:**

Assessment and exams will be conducted to determine your proficiency in the course's concept. Assessment includes; discussion boards, quizzes, written assignments, and a final comprehensive exam.

### **Grading Rubric:**

A grading rubric will be provided to you in Canvas for your learning activities.

### **Evaluation:**

<b>Class Discussion Questions</b>	<b>20%</b>
<b>Chapter Quizzes</b>	<b>20%</b>
<b>Discussion- Case Studies</b>	<b>20%</b>
<b>Examinations (3 Exams)</b>	<b>40%</b>
<b>Total</b>	<b>100%</b>

### **Class Discussions Questions: (20% of final grade)**

The class discussion questions are weekly learning activities. The expectation is to engage in a scholarly discussion with your classmates and instructor regarding the course material.

- **You are expected to respond to the discussion and at least one classmate posting. APA style, 6<sup>th</sup> ed.**

- **Post your full response**
- **Then fully respond to a minimum of two separate student's posts**
  - **Full answers should be deep and complete**
  - **“I agree” or “Well said or stated” is not a response**

### **Chapter Quizzes: (10% of final grade)**

The chapter quizzes are required to be completed each week. The deadlines are 11:59 p.m. (Central Standard Time) on Sunday of each week of instruction. The chapter quizzes will include the chapter assigned reading and lecture.

### **Discussion (Case Study) Questions (20% of the final grade)**

At the end of each chapter there is a case study which is a real-life scenario from that chapter. The expectation is that each student will independently fully answer the questions for each case study. **APA format is the expectation for this assignment.**

### **Examinations: (30% of final grade)**

There will be one three examinations during the semester. The exams will cover the following:

- Examination 1 (Chapters 1-5)
- Examination 2 (Chapters 6-10)
- Examination 3 (Chapters 11-14)

### **Final Grading Scale:**

A=90% and above

B=80-89%

C=70-79%

D=60-69%

F=<60%

**Note that an 89.9999 is still a B**

## UNIVERSITY OF TEXAS AT TYLER POLICIES

### **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.

### **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 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.

### **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.

### **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 plagiarism software.

### **Penalties for Cheating:**

Should a faculty member discover a student cheating on an exam or quiz or other class projects, 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.”



## **Campus Carry:**

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>

## **Students Rights and Responsibilities:**

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

## **Grade Replacement/Forgiveness and Census Date Policies:**

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

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

### **State-Mandated Course Drop Policy:**

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

### **Disability/Accessibility Services:**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of 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.

### **Technical Support Services:**

Students are provided technical support through Information Technology ([www.uttyler.edu/it/.](http://www.uttyler.edu/it/)) or call 903-565-5995.

### **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](mailto:writingcenter@uttyler.edu) or call 903-565-5995.

### **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 the University Police, Fire department, or Fire Prevention Services.

### **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 [uttyler.edu/tobacco-free](http://uttyler.edu/tobacco-free).

## **UT Tyler Resources for Students:**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- UT Tyler Counseling Center (903.566.7254)
- 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.

## **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](mailto: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.

## **Online Education Task Force**

### **Online Learning Student Privacy & Related Issues FAQ**

This document is intended to provide general guidance regarding frequently asked questions related to online learning environments. This guidance does not supersede institutional policies. Questions regarding specific scenarios or technology should be directed to your institution's office of legal affairs and/or IT office or other appropriate institution offices, including the Provost or your department.

All privacy laws, particularly FERPA, carry potential penalties for non-compliance, including loss of federal funding or other sanctions. The Department of Education has generally indicated a flexible approach where necessary to address the increase in the use of online courses in response to the current COVID-19 pandemic. While it is unlikely that inadvertent FERPA errors will result in loss of federal funding or other sanctions, all UT System institutions and their employees are required to comply with federal and state laws and institution policies. Compliance with laws and policies is distinguishable from best practices, which provide suggested methods of compliance and implementation. It is important to confer with your institution's Provost, department heads or legal offices for any further issues or questions related to the use of online learning platforms.

#### **1. Can a student refuse to participate in online class or provide their name or email address during an online class?**

No, it is legal and reasonable to require a student to provide a name or email address for participation in an online class without resulting in a violation of law or policy. While students continue to maintain FERPA rights and protections while enrolled in online classes, students do not have the right to be "anonymous" whether classes are in person or online, or for online courses, live (synchronous) or recorded (asynchronous).

Even if a student has opted out of allowing release of their FERPA "directory information," this opt-out cannot be relied on to refuse providing a name, institutional email address, or other identifier in a course in which the student is enrolled. However, in instances involving specific concerns regarding personal safety, you are encouraged to confer with your institution's Title IX and/or Legal Affairs offices for guidance regarding possible solutions to address student concerns. Additionally, students with accommodations may have specific technological requests. In those instances, contact your institution's office for student disability

services and accommodations and/or legal affairs to ensure access to online learning tools and to avoid creating barriers for students requiring accommodations.

**2. Can I reuse a course recording from a prior course (including a live synchronous course) or save a course recording to use in a future course? Can I give access to class recordings to non-students or students not enrolled in the class? Can non-students or students not enrolled in a class observe a live online course?**

Provided you follow FERPA and institution policies it is not unlawful to reuse a course recording in a future course, give access to course recording to individuals not enrolled in the course, or to allow individual not enrolled in the course to observe a live online class. To use course recordings in future courses, you must determine whether course recordings contain student personally identifiable information. Course recordings that do not contain student personally identifiable information may be re-used in a future course offering without obtaining consent or editing the recording. To the extent recordings contain student personally identifying information, you must obtain consent or ensure recordings are de-identified prior to use. Additional requirements for the ongoing use of a previously recorded course or the outside use of a recorded course may be required by your institution. Please work with your Provost or legal affairs department.

Non-students or students not enrolled in a course can be given access to class recordings only if the recording does not contain student personally identifiable information or all students whose personally identifiable information or other education records are captured in a recording have provided appropriate consent. To the extent you would like to allow a non-student or student not enrolled in a class to observe a synchronous online course, please follow your institution guidelines regarding course observation, which may necessitate student consent if student personally identifiable information, including student interaction, may be observed during the class.

For courses in which student participation is not integral to the learning experience, instructors could plan courses such that only instructor lecture portions of the course are recorded. To the extent a recording is only from the perspective of the host (course instructor), provided student names or other identifiers are not visible in the chat or other functions, the recording is unlikely to contain information protected by FERPA. Depending on the course platform and technological capabilities, course recordings may also be edited to omit or de-identify students participating during the

synchronous course. Please note recordings of student voices are considered personally identifiable information under FERPA, so image blurring and voice alteration may be required to de-identify a recording without completely removing student participation portions of the recording. Students could also be given notice that the recording may be used in future courses or otherwise posted publicly to allow them to edit their screennames after attendance is taken but prior to the start of recording so that they are not identifiable in the video recording and/or to load an unidentifiable image/background so they are not identifiable in the video recording. Many of the options may be dependent on the technology being used. To the extent you wish to ensure use outside the current course, you may consider recording the reusable portion of course material outside of the class session to eliminate the risk of students being identified and avoid the necessity for consent and/or editing.

Institutions may have specific FERPA consent forms for course recordings, which might be built into an online platform. FERPA requires specific consent language, so a non-FERPA specific release in software (such as one TEAMS may utilize) is unlikely to satisfy the legal requirements for release. If your institution or department does not have a specific FERPA recording consent form or built-in platform for collecting the consent forms, your department or institution legal affairs office can assist in providing you with a consent form that students can download and submit electronically.

### **3. What requirements should be considered for recording and posting recordings of online classes?**

If the recording of a class does not disclose student personally identifiable information, FERPA does not prohibit recording the live course for use by other students regardless of if they are enrolled in the course. If the recording does contain personally identifiable information from student education records, such as identifiable students asking or answering questions or giving presentations, FERPA does not prohibit making the recording available to other students enrolled in the same course, but best practice would be to provide notice to the students, such as a statement on the course syllabus. Your legal affairs office may have preferred boilerplate language. Otherwise, a simple statement such as the one below may serve to put students on notice of possible recordings of the class. It is important to note that a statement such as the one below is a notice to students and should not be considered consent from the students.

*Class sessions may be recorded by the instructor for use by students enrolled in this class. 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 class and only for educational purposes. Course recordings should not be shared outside of the class in any form without express permission.*

Generally, if the course recording simply includes the captured image of students as part of the background and does not make any particular student the focus of the recording, such a recording would not be considered directly related to a particular student and would therefore not be the student's education record. However, because FERPA is highly contextual and varies case by case, the best practice is to either exclude students identifying information from course recordings or obtain consent from all students enrolled in the course. Obtaining consent may seem daunting for larger courses; therefore, consider providing an affirmative consent statement at the time of providing the course syllabus or at the time of enrollment for the course.

Controlling the transmission and distribution of video recorded classes may also provide compliance with FERPA and prevent unauthorized access to courses. It is recommended that faculty and staff communicate with the institution's IT or information security department for additional resources and trainings on the



functionality of online course technology. Some online course platforms allow posting of course recordings for streaming access only without the capability of downloading, which can help provide technological control of the online course. Such tools and functionality may include the ability to add closed captioning or allow students to produce human-based captioning of course lecture recordings. Your institution's office for student disability services and accommodations can assist with these tools and situations.

**4. Some students have expressed concern about the invasiveness of live proctoring. What should I tell them?**

Live proctoring is not unlawful. Institutions may have various technological options for live proctoring of tests and exams, including Proctorio (no live observation), Respondus Monitor, or ProctorU. Some students have expressed specific concerns regarding religious beliefs about photographs and recordings or may require additional testing accommodations for disabilities; such questions should be directed to your institution's office for student disability services and accommodations. Your institution or department most likely has required or suggested language to include on your syllabus depending on the live proctoring services utilized. To the extent your institution or department does not have suggested language, a general notice may look something like:

**NOTICE:** Your enrollment in this course requires the use of [program name] for online assessment proctoring. [description of the tool – electronic test proctoring via webcam and other tools without live review by a person, live video and other monitoring, and/or lockdown browser]. **YOUR ACTIVITIES ARE RECORDED WHILE YOU ARE LOGGED INTO OR TAKING YOUR ASSESSMENT(S). THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.** You can find more detailed information on [program name] at [institution or department website regarding the tools].

**5. Some students don't have webcams, and for that reason, institutions have developed alternative methods for live proctoring, including using students' cell phone camera to record/stream their test taking. Is this allowed? Are there any best practices for handling these one-off approaches?**

It is not unlawful to allow alternatives to your institution's usual methods of live proctoring, including use of a student's cell phone camera. Where students do not have a webcam or have poor internet connectivity, use of a cell phone camera to record and/or stream test taking is a viable work-around. Consult with your department and available institution resources to ensure compliance with institution policies and to address specific student requests for alternatives to live proctoring. Encourage students to log onto the online testing platform at least 30 minutes prior to an exam to ensure there are no technology issues. Teaching Assistants or department administrative staff can assist instructors with checking access to online tests at least 24 hours in advance to allow time to address any issues with instructor or institution technology. Instruct students to contact you in advance of tests if they anticipate needing an alternative to live proctoring. Additionally, because technology issues are often unplanned, communicate any alternatives with students before-hand and consider being available or having a Teaching Assistant or other employee available for contact during the scheduled test window. Having a plan for acceptable alternatives or an alternative time for students who encounter technological issues and communicating these resources to students can help provide clarity on how to address problems. Your department and institution may have existing guidance and procedures for these situations.

**6. Can I require a student to show his or her webcam during a live online course?**

It is not unlawful to require a student to show his or her webcam during a live online course. Generally, we do not suggest requiring students to use their webcam during synchronous online courses. A better approach is to give students the option to use their webcam or to upload an avatar where the lecturer and/or other students can view participants. However, some specific departments or courses may require use of a webcam during live online courses. If a course requires the use of a webcam, prior to the start of the course and within the syllabus you should provide notice of the requirement and links to resources such as institution IT departments and student emergency fund webpages to enable students without such tools to prepare for the course requirements.

**7. If I do not require students to show their webcam, how will I take attendance for class participation?**

Some institutions have recommended for courses in which flexibility is possible, instructors reconsider "attendance" as including asynchronous learning involving

the viewing of course recordings and materials outside of regularly scheduled course times as necessary. Answering quizzes or submitting comments regarding recorded lectures and posted materials could be used to constitute “attendance.”

For courses requiring “attendance” during synchronous classes, instructors can utilize a platform’s chat function to require students to “check in” and/or answer questions during the class. Additionally, some online learning platforms create log-on rosters and other data instructors can utilize to confirm attendance. For evaluation of participation in class, similar tools to those used during in-person classes can be adapted to the online format, including quizzes, discussion groups, student presentations, and questions and answers. Your institution likely provides resources to assist with the transition to online teaching. Your department or the Office of the Provost may assist you identifying resources.

**8. What if a student discloses sensitive or protected information during a synchronous course that is being recorded and posted for later viewing? Do I need to edit this information out before posting it?**

Students sometimes share sensitive or otherwise confidential information during class discussions. Where the recording will be available only to other students enrolled in the course, this information does not need to be edited before posting. Housing recorded lectures within a protected Learning Management System (“LMS”) environment will assist in protecting the sensitive information. To the extent you feel this information does not add to the course or you prefer to remove the disclosure as a courtesy or at the request of the student, editing the portion out of the lecture or de-identifying the student’s image and voice can help protect the student’s privacy.

**9. Can I post a video of a class to my own or another non-institution website?**

Some institutions may allow this with approval and compliance with Intellectual Property guidelines and other policies. However, please note that as with sharing recordings containing student personally identifiable information with anyone not enrolled in the current course at issue, any student whose personally identifiable information or other education records are contained in the recording must either provide appropriate consent or the recording must be edited to omit or de-identify the student, as discussed above.

## OTHER FERPA ISSUES & BEST PRACTICES

Privacy issues that apply to in-person classes also apply to online learning, including:

- Ensuring grades are not posted publicly or for all students to access if identified by name, ID number, or other linkable information.
- Use of student personally identifiable information on personal devices, at home in hard copy, or on University equipment at home must comply with policies and procedures to protect personally identifiable information.
- Sharing of student personally identifiable information or other Education Records must be for official University purposes or other exceptions to disclosure, unless a student provides valid consent in accordance with FERPA.
- FERPA does not have specific security or technical requirements for use of apps or software, but institutions and UT System have policies regarding best security practices and requirements. Check with institution information security offices and/or department IT contacts to ensure the product you want to use is approved or meets policy requirements.
- If sharing your screen or recording a course lecture, consider logging out of your email and/or disabling email alerts to ensure no confidential or personal information is visible to students.

## ADDITIONAL RESOURCES

### Institution IT and FERPA resources

<b>UT Arlington</b>	<a href="https://oit.uta.edu/support/">https://oit.uta.edu/support/</a>	<a href="https://www.uta.edu/legalaffairs/">https://www.uta.edu/legalaffairs/</a>
<b>UT Austin</b>	<a href="https://it.utexas.edu/">https://it.utexas.edu/</a>	<a href="https://legal.utexas.edu/">https://legal.utexas.edu/</a>
<b>UT Dallas</b>	<a href="https://www.utdallas.edu/oit/">https://www.utdallas.edu/oit/</a>	<a href="https://www.utdallas.edu/legal/">https://www.utdallas.edu/legal/</a>
<b>UT El Paso</b>	<a href="https://www.utep.edu/technologysupport/">https://www.utep.edu/technologysupport/</a>	<a href="https://www.utep.edu/chief-staff/legal-affairs/">https://www.utep.edu/chief-staff/legal-affairs/</a>
<b>UT Permian Basin</b>	<a href="https://www.utpb.edu/university-offices/information-technology/index">https://www.utpb.edu/university-offices/information-technology/index</a>	<a href="https://www.utpb.edu/university-offices/compliance-and-accommodations/index">https://www.utpb.edu/university-offices/compliance-and-accommodations/index</a>
<b>UT Rio Grande Valley</b>	<a href="https://www.utrgv.edu/it/">https://www.utrgv.edu/it/</a>	<a href="https://www.utrgv.edu/legalaffairs/index.htm">https://www.utrgv.edu/legalaffairs/index.htm</a>
<b>UT San Antonio</b>	<a href="https://www.utsa.edu/oit/">https://www.utsa.edu/oit/</a>	<a href="https://www.utsa.edu/legalaffairs/">https://www.utsa.edu/legalaffairs/</a>

<b>UT Tyler</b>	<a href="https://www.uttyler.edu/it/">https://www.uttyler.edu/it/</a>	<a href="https://www.uttyler.edu/legal-affairs/">https://www.uttyler.edu/legal-affairs/</a>
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UT System Office of General Counsel – Cynthia Tynan available via [ctynan@utsystem.edu](mailto:ctynan@utsystem.edu)

Department of Education Student Privacy Policy Office and Privacy Technical Assistance Center resources for Online Learning and COVID-19 Privacy issues available at <https://studentprivacy.ed.gov/>.

Separate IP FAQs address ques