

THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS
FALL 2020

COURSE NUMBER: MANA 3320.001

COURSE TITLE: Human Resources Management

INSTRUCTOR: Amy Clem, M.B.A., SHRM-CP

CONTACT INFORMATION:

EMAIL: aclem@uttyler.edu

OFFICE: SCOB 350.30

CELL PHONE: 903-312-1003

OFFICE HOURS: Tuesdays & Thursdays 11:00am – 2:00pm usually*

Additional hours available by appointment. * Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond, especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.

** I am providing my cell phone number for emergencies only. For all other issues, please email me at the provided email address. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 3320.001)

COURSE DESCRIPTION: An examination of the human resource functional areas of: planning, selection, and recruitment, 2) compensation, 3) human resource development, 4) employee and labor relations, and 5) safety, health, and security.

PREREQUISITE: None

REQUIRED TEXT: Fundamentals of Human Resource Management 8th ed.
Noe, Hollenbeck, Gerhart,
Wright, McGraw-Hill ISBN:
978-1259686702

CLASS MEETING: Mondays, Wednesdays, and Fridays (Hybrid day) 10:10am - 11:05am

CLASSROOM LOCATION: SCOB 103

CORE VALUES: Professional Proficiency
Technology Competence
Global Awareness
Social Responsibility
Ethical Courage

COURSE OBJECTIVES:

- To be able to identify and describe the HRM functional areas and their related activities.
- To be able to identify, analyze, and recommend solutions to common HRM issues and applying HRM methods, concepts, and principles.
- To be able to demonstrate HR knowledge by discussing common HR issues with classmates and supporting thoughts by applying concepts and methods learned throughout the course.
- To demonstrate an understanding of the basic purpose and scope of major federal employment laws impacting the practice of HRM and basic creation of company policy.
- To be able to identify best practices regarding recruiting procedures and employee selection.
- To evaluate critical cases studies and provide solutions in coordination with federal employment laws and other HRM practices
- To be able to create and design an appropriate job description.
- To be able to analyze and create organizational policies and procedures following HRM guidelines

TEACHING METHODS:

- Exercises
- Videos
- Textbook
- Power point slides
- Video clips

EMAIL COMMUNICATION: To protect the privacy of students the university requires that all email communication with students be conducted through the University Patriot email system. It is the responsibility of the student to regularly check their Patriot email address. If you have any problems accessing your Patriots email contact the IT department by email at itsupport@uttyler.edu, by phone at 903.565.5555 or in person in BUS 101.

ABOUT THE GRADED COMPONENTS:

1 - Biography/Introduction:

You will be required to give a biography/introduction of yourself in class. The biography needs to include answers to the questions listed on the assignments page at the end of the syllabus. The biography should be no longer than 2 minutes. This will be a total of 15 points.

2 - Quizzes:

There will be 16 chapter quizzes. Each of the chapter quizzes will consist of 10 multiple choice, true/false, and/or matching questions. **At the end of the term, I will drop the 6 lowest quiz grades.** Therefore, they will be worth a total of 100 points. To do well on the chapter quizzes, students should read the corresponding text book chapter and participate in class lectures and discussions. I do not recommend taking the quizzes without reading the chapter, or trying to look up the answers during the quiz. While you are allowed to use your book, you will only have 10 - 15 minutes per quiz, which will not give you enough time to flip through the book for every question. Additionally, you must complete each quiz in one sitting – there is no way to “pause” the quiz and come back to it at a later time.

You will not be allowed to take the quizzes after the deadline has passed. Please see quiz due dates in Canvas. You will be able to see your quiz grades after submission, including your answer and the correct answer.

3 - Practical Application Assignments:

There will be 5 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 20 points.

4 - Class Discussions:

There will be 4 class discussions that will be completed throughout the semester. These discussions will be in an online discussion board format. Each discussion will pertain to the subject matter at hand for that particular week. Be prepared to share your thoughts regarding the assignment with your classmates in class. Each discussion will be worth 15 points.

5 – Case Studies:

There will be 2 Case Studies that will need to be completed during the semester. You will be required to read through the case, give an overview of the case, and answer several questions. See additional information in Canvas. Each case study will be worth 25 points.

6 - Guest Speaker Overviews:

We will have 4 different guest speakers who will come and speak throughout the semester (will either be face-to-face OR virtual). You will be required to complete an overview of the material each guest speaker shared and turn it in by the due dates listed in Canvas. Each overview will be worth 10 points.

7 - Course Project:

You will be required to complete 3 phases of a course project within the semester. Additional information can be found in Canvas. Each phase of the project will be worth 30 points.

8 - Class Participation:

Class participation is essential to your success in the course! You will be encouraged to comment in class (outside of group discussion) at least **ONCE** per week. It can be a question, comment, interesting thought, pertaining to the course discussion at hand. Therefore, make sure you are in class! ***In-class exercises** will also be completed throughout the course in order to provide opportunities for participation. Each comment/question in regard to participation will be worth 5 points. At 5 points per week, you would be looking at a total of 60 points for the semester regarding participation (includes weeks 2 – 13 at 5 points per week). I will only be requiring a total of 50 participation points, with a potential for 10 points extra credit! More details will be provided in class.

9 – Hybrid Day Activities:

There will be 6 activities that you will need to complete outside of the classroom in which time during “hybrid days” should be utilized. These activities will be worth 15 points. A total of 90 points.

TIME MANAGEMENT:

Below is a breakdown of approximate time frames regarding main objectives in this course.

Chapter readings: You will need to read each chapter in the textbook in order to be successful in the course. There will be numerous times in which questions on quizzes, as well as the final, will come directly from the textbook. Please take time to read the textbook material thoroughly. This should take approximately 1 hour – 2 hours for each chapter.

Quizzes: Your quizzes will range in time from 10 – 25 minutes each. A majority of the quizzes will be 10 questions each. Please make sure to pay attention to length of time prior to beginning each quiz! Quizzes will consist of questions from lecture and the textbook.

Practical Applications: Each Practical Application assignment (PA) is designed to provide you with more in-depth information regarding Human Resource matters. Based on the nature of each assignment, they will range in length of time to complete from approximately 1 – 1.5 hours.

Hybrid Day Activities: Each hybrid day activity will consist of doing research, reviewing articles/information, reading cases, and/or writing a summary of your thoughts. Each activity will take approximately 3 – 5 hours to complete.

Case Studies: There will be two case studies that will need to be completed throughout the course. These are practical issues that are faced within the HR field and will coincide with the course material being learned. One will be due at the beginning of the course, the other will be due toward the end of the semester. Each case will take approximately 2 hours to complete.

Discussion Sessions: There will be several discussion sessions that will need to be completed in the course. Each will require you to analyze a scenario and provide your thoughts, along with providing responses to your classmates' thoughts. Each discussion will take approximately 1 hour – 1.5 hours to complete.

Course Project: You will have a group project in the course that is broken down into 3 phases. Each phase will take time and coordination with your team members. Between communication with team members and creating the material for each phase, you will be looking at approximately 8 – 10 hours of work total for each phase of the project.

COURSE SCHEDULE: Below is the schedule of topics to be covered. This syllabus provides a **general** plan/schedule for this course. Based on the discretion of the instructor, deviations from the course schedule may be necessary. You will be given sufficient notice before any changes are made to the syllabus.

ACADEMIC CALENDAR: <https://www.utt Tyler.edu/schedule/files/academic-calendar-20-21.pdf>

Date	Item
<u>Week 1</u>	
Monday, 8/24/20	WELCOME! First day of MANA 3320!
Wednesday, 8/26/20	Quiz on Syllabus/ Intro to Chapter 1
Friday, 8/28/20	Hybrid day!
<u>Week 2</u>	
Monday, 8/31/20	Chapter 1: Managing Human Resources
Wednesday, 9/2/20	Chapter 1: Managing Human Resources (cont.)
Friday, 9/4/20	Hybrid day! DUE: Hybrid Day Activity #1
Sunday, 9/6/20	DUE: Chapter 1 Quiz DUE: Practical Application #1 – “What is HR really like?”
<u>Week 3</u>	

Monday, 9/7/20	LABOR DAY HOLIDAY (no class)
Wednesday, 9/9/20	Chapter 2: Trends in HRM Discuss PA #1 in class
Friday, 9/11/20	Hybrid day!
Sunday, 9/13/20	DUE: Chapter 2 Quiz
<u>Week 4</u>	
Monday, 9/14/20	Chapter 3: Providing Equal Employment Opportunity & A Safe Workplace HR Forms!
Wednesday, 9/16/20	Chapter 3: Providing Equal Employment Opportunity & A Safe Workplace (cont.)
Friday, 9/18/20	Hybrid day! DUE: Hybrid Day Activity #2
Saturday, 9/19/20	DUE: Discussion #1 (own post)
Sunday, 9/20/20	DUE: Chapter 3 Quiz DUE: Discussion #1 (responses) DUE: Case Study #1
<u>Week 5</u>	
Monday, 9/21/20	Chapter 4: Analyzing Work and Designing Jobs Discuss Discussion Session #1 in class
Wednesday, 9/23/20	GUEST SPEAKER – Holly Bishop

Friday, 9/25/20	Hybrid day!
Sunday, 9/27/20	DUE: Chapter 4 Quiz DUE: Project Phase #1
<u>Week 6</u>	
Monday, 9/28/20	Chapter 5: Planning for and Recruiting Human Resources
Wednesday, 9/30/20	Chapter 5: Planning for and Recruiting Human Resources (cont.)
Friday, 10/2/20	Hybrid day! DUE: Hybrid Day Activity #3
Saturday, 10/3/20	DUE: Discussion #2 (own post)
Sunday, 10/4/20	DUE: Chapter 5 Quiz DUE: Discussion #2 (responses) DUE: Practical Application #2
<u>Week 7</u>	
Monday, 10/5/20	Chapter 6: Selecting Employees and Placing them in Jobs Discussion of PA#2 in class
Wednesday, 10/7/20	Chapter 6: Selecting Employees and Placing them in Jobs (cont.)
Friday, 10/9/20	Hybrid day!
Sunday, 10/11/20	DUE: Chapter 6 Quiz
<u>Week 8</u>	
Monday, 10/12/20	Chapter 7: Training Employees

Wednesday, 10/14/20	Chapter 7: Training Employees (cont.)
Friday, 10/16/20	Hybrid day! DUE: Hybrid Day Activity #4
Saturday, 10/17/20	DUE: Discussion #3 (own post)
Sunday, 10/18/20	DUE: Chapter 7 Quiz DUE: Discussion #3 (responses) DUE: Project Phase #2
<u>Week 9</u>	
Monday, 10/19/20	Chapter 8: Developing Employees for Future Success
Wednesday, 10/21/20	GUEST SPEAKER – Ikey Eason
Friday, 10/23/20	Hybrid day!
Sunday, 10/25/20	DUE: Chapter 8 Quiz DUE: Practical Application #3
<u>Week 10</u>	
Monday, 10/26/20	Chapter 9: Creating and Maintaining High-Performance Organizations
Wednesday, 10/28/20	GUEST SPEAKER – Carrie-Ann Jasper Yearty
Friday, 10/30/20	Hybrid day! DUE: Hybrid Day Activity #5
Sunday, 11/1/20	DUE: Chapter 9 Quiz DUE: Practical Application #4

<u>Week 11</u>	
Monday, 11/2/20	Chapter 10: Managing Careers Discuss PA #4 in class
Wednesday, 11/4/20	Chapter 11: Separating and Retaining Employees
Friday, 11/6/20	Hybrid day!
Saturday, 11/7/20	DUE: Discussion #4 (own post)
Sunday, 11/8/20	DUE: Chapter 10 & 11 Quizzes DUE: Discussion #4 (responses) DUE: Project Phase #3
<u>Week 12</u>	
Monday, 11/9/20	GUEST SPEAKER – Amber Seagroves
Wednesday, 11/11/20	Chapter 12: Establishing a Pay structure Chapter 13: Recognizing Employee Contributions with Pay
Friday, 11/13/20	Hybrid day! DUE: Hybrid Day Activity #6
Sunday, 11/15/20	DUE: Chapter 12 & 13 Quizzes DUE: Practical Application #5
<u>Week 13</u>	
Monday, 11/16/20	Chapter 14: Providing Employee Benefits Discuss PA #5 in class
Wednesday, 11/18/20	Chapter 14: Providing Employee Benefits (cont.) In-class discussion/activity regarding insurance benefits!

Friday, 11/20/20	Hybrid day!
Sunday, 11/22/20	DUE: Chapter 14 Quiz DUE: Case Study #2
Monday, 11/23/20 – Friday, 11/27/20	THANKSGIVING BREAK
<u>Week 14</u>	
Monday, 11/30/20	Chapter 15: Collective Bargaining and Labor Relations (ONLINE day)
Wednesday, 12/2/20	Chapter 16: Managing Human Resources Globally (ONLINE day)
Friday, 12/4/20	DUE: Chapter 15 Quiz (ONLINE day)
<u>Week 15</u>	
Monday, 12/7/20	University Study Day- No class
Friday, 12/11/20	DUE: Chapter 16 Quiz

ASSIGNMENTS:

	Points
1. <u>Biography/Introduction</u> You will be asked during class to give a biography of yourself to your classmates. The biography needs to include: your full name, where you are from, what you are studying, where you work, if applicable, one thing interesting about yourself, and what you hope to learn from this course. It should also include what you plan to do upon graduation, your career aspirations (work at home, start a company, work for Apple, etc), and how you plan to make your career aspirations a reality (what will it entail/involve to achieve your goals). The biography/intro should be no longer than 2 minutes.	15
2. <u>Chapter Quizzes</u> Fifteen (16) quizzes worth 10 points each. (6 lowest Quizzes will be dropped) All quizzes are due on the date indicated by 11:59 p.m. CST.	100
3. <u>Practical Application Assignments:</u> There will be 5 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 20 points.	100
4. <u>Hybrid Day Activities:</u> There will be 6 activities that you will need to complete outside of the classroom in which time during “hybrid days” should be utilized. Each hybrid day activity will consist of doing research, reviewing articles/information, reading cases, and/or writing a summary of your thoughts. These activities will be worth 15 points. A total of 90 points.	90
5. <u>Class Discussions:</u> There will be 4 group discussions that will be completed throughout the semester. Each discussion will pertain to the subject matter at hand for that particular week. Be prepared to share your thoughts regarding the assignment with your classmates. Each discussion will be worth 15 points.	60
6. <u>Case Studies:</u> There will be 2 Case Studies that will need to be completed during the semester. You will be required to read through the case, give an overview of the case, and answer several questions. See additional information in Canvas. Each case study will be worth 25 points.	50
7. <u>Guest Speaker Overviews:</u> We will have 5 different guest speakers who will come and speak throughout the semester. You will be required to complete an overview of the material each guest speaker shared and turn it in by the due dates listed in Canvas. Each overview will be worth 10 points.	50

8. <u>Course Project:</u> We will have 3 different phases of a course project to complete throughout semester. Each phase will be worth 30 points. Due dates are listed in Canvas.	90
9. <u>Class Participation</u> Class participation is essential to your success in the course! You will be required to comment in class (outside of group discussion) at least ONCE per week. It can be a question, comment, interesting thought, pertaining to the course discussion at hand. Therefore, make sure you are in class! *In-class exercises will be completed throughout the course in order to provide opportunities for participation. Each comment/question in regard to participation will be worth 5 points. Therefore, a total of 60 points is available regarding participation (includes weeks 2 – 13 at 5 points per week). Only 50 points will be required for participation. Therefore, you have the opportunity to receive 10 points of extra credit just for participating in class! For those who have perfect attendance at the end of the semester, you will receive 10 points of EXTRA CREDIT! This is a great extra credit opportunity! Therefore, COME TO CLASS!	50

<u>Total Points Available</u>	<u>605</u>

EVALUATION:

Point Total (605)	Grade
605 - 542	A (90%)
541 - 481	B (80%)
480 - 421	C (70%)
420 - 360	D (60%)
< 360	F (<60%)

ACCEPTANCE OF LATE WORK: Assignments are due prior to the hour (ex. due by 11:59 PM Central Standard Time) on the date specified. Therefore, work will be considered late if it is received at any point during the hour (ex. received at 12:00 a.m. Central Standard Time). **NO LATE WORK WILL BE ACCEPTED!** If exceptions are made, it will be at the instructor's discretion.

WRITING ASSISTANCE TOOLS: Please use these links as tools for writing assignments in this course. As well as the [written communication rubric](#).

www.utt Tyler.edu/writingcenter/

<https://owl.english.purdue.edu/owl/>

WITHDRAW DATE: The last day to withdraw from class is Monday, 11/02/2020.

MAKE-UP POLICY: Makeup exams will be given for university-approved excuses only, which are subject to the instructor's approval. Any request for a change resulting in an alternate time for an exam will need to be pre-approved prior to the exam in question. Whenever possible, every effort should be made to take an exam as scheduled.

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

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 plagiarism software.

UT Tyler Resources for Students

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

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.