

**The University of Texas at Tyler**  
**Communication Sciences & Disorders Program**  
**COMD 4369 Clinical Procedures and Observation in CSD**  
**Fall 2022**

**Instructor:** Susan Rimpel, MS, CCC-SLP

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**Office:** To be determined

**Class Meeting Time:** Thursday 5:00 pm -7:45 pm

**Office Hours:** *immediately following class or available via email and/or Zoom Monday-Friday).*

I make sure to respond to emails within 24-48 hours. I do not respond to emails after 8:00 pm or during weekends/holidays.

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Please make sure to download and save a copy of this syllabus and all course materials. Please refer to the syllabus regularly to keep up with assignments.

**Required text:**

Paul, R. (2020). *Introduction to Clinical Methods in Communication Disorders, 4<sup>th</sup> Edition*. Paul H. Brookes: Baltimore, MD.

**Required:**

- Regular access to APA Style formatting via Purdue OWL at:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- Subscription to Master Clinician network (The \$40 fee is already paid by the department for all COMD students enrolled in the course)

**Course Description:**

This course is designed to introduce students to clinical procedures, protocols, clinical and professional conduct, ethics, clinical writing, clinical observation, clinician management and administrative issues, legal issues, privacy laws, multicultural issues, and treatment and diagnostic procedures. One major focus is on the development of critical analysis and clinical observation.

The 25 clinical observation hours required by ASHA are integrated into this course. Students will obtain all 25 hours upon completion of the course.. Failure to complete all 25 hours by the end of the semester will result in failing the course.

**Learning Outcomes:**

Upon completion of this course, students will:

- Successfully complete 1500 minutes of supervised clinical observation of speech language evaluation and treatment sessions. These hours will span all ages and the various disorders of communication and swallowing.

- Discuss appropriate clinical and professional conduct.
- Analyze ASHA's Code of Ethics and relate it to responsibilities of professionals working in the field of communication disorders.
- Explain ASHA's Scope of Practice relate it to responsibilities of the professionals working in the field of communication disorders.
- Explain client/patient's rights and confidentiality.
- Objectively analyze treatment and/or diagnostic sessions regarding behavioral paradigms (stimulus – response), intervention strategies, interpersonal skills, behavior management, materials, setting and data collection.
- Identify multicultural issues related to clinical practice and clinical procedures in diagnosis and treatment of communication and swallowing disorders across the lifespan.
- Generate pieces of clinical and professional writing including treatment objectives, evaluation report summaries, progress reports, and SOAP notes.

### ***Teaching Method:***

Clinical resources will be provided before viewing each video. These resources include treatment log forms, form for documenting observation hours, and specific guidelines to guide them through the observation process.

Students will complete a series of short writing tasks focusing on clinical procedures and protocols. The class will also provide power point presentations and online discussions on specific cases and issues.

### **Course Policies:**

**Note:** *It is essential that you read this syllabus thoroughly and refer to it REGULARLY. Not doing so could cause you to miss some very important deadlines, and you certainly do not want to be overwhelmed. Students are expected to show responsibility and to thoroughly follow all course guidelines outlined in this syllabus.*

### **Course Assignments:**

*Very important*

- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.*
- *Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).*

All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

Also, CANVAS (course menu) you will find a folder titled “APA Resources.” Following these steps will ensure you do not lose any points.

- **Late Assignment Rule:** This course involves a series of assignments that need be submitted on time in order to get maximum credit. *If a student fails to submit an assignment by the deadline, s/he will have one week to submit it; however, 21% will be taken off due to missing the deadline. Assignments that are more than 1 week overdue will NOT be accepted for credit. Note: in this course (as well as other courses that I teach) I do NOT give work for extra credit and no chances for retaking any quizzes.*
- *Important: **Please do not ask me to edit or your work or “look it over” prior to submitting it.** You are welcome to seek editing support help from the Writing Center (at the Student Success Center). You are welcome to ask me any specific questions about the assignment, but **I do not edit assignments or read them before grading them.***

### Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder. If the folder is not visible or accessible for any reason, please inform me and I will look into it immediately.

All assignments must be submitted online and are expected by the due dates, unless a student has an EXTENDED emergency (including hospitalization, death in the family, court duty, accident). In that case, the student MUST present written evidence. A student wishing to submit an assignment after the deadline can do so; however, that assignment will lose 21%. Please read the Assignment Rewrite/resubmission Policy.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste: this will change your format and may make your entire assignment unreadable. Also, before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

### WRITING ASSIGNMENTS:

The following is an outline of the three (3) writing assignments to be completed in fulfillment of the writing intensive in the major requirement.

#### 1. **Writing Assignment #1: EBP Journal Article Review (Pediatric) (100 points)**

This assignment is for you to research and write an 1800-2000-word scholarly review focusing on Evidence-Based Practice (EBP). Papers less than 1800 words or more than 2000 words will not be accepted. Students will choose an article (approved by the instructor) that reports on an intervention study investigating the effectiveness of an intervention program or procedure for CHILDREN. The article must be published any time between 2015 and the present. Once you complete the review, you will post it to the Discussion Board for your colleagues to read and give you feedback. At the same time, you will review the paper of one of your colleagues and provide feedback. You will have 1-2 days to implement your colleague’s feedback and post the final draft to the Assignment Folder. Through this assignment, you will learn from your article and from the article reviewed by your

colleague. In addition, you will improve your research writing by editing and implementing APA style formatting.

Detailed guidelines and a grading rubric will be available on Canvas.

## 2. Writing Assignment #2: EBP Journal Article Review (Adults) (100 points)

Each student will locate and write a review on one Evidence-Based Practice (EBP) Journal Article focusing on Adults. The same process for reviewing and submission used for Assignment # 1 will be used for this assignment. This review also must be 1800-2000 words and must be fully in APA style. Papers less than 1800 words or more than 2000 words will not be accepted.

## 3. Writing assignment #3: (100 points)

The 3<sup>rd</sup> writing assignment is to write a paper focusing on professional issues in SLP or AUD. This paper should be 1800-2000 words. Papers less than 1800 words or more than 2000 words will not be accepted. The paper is an exploration of a specific professional issue of your choice. You will start by identifying the specific issue or problem and then use a MINIMUM of 4 scholarly references to describe and address that issue. This assignment will follow the same editing/reviewing, and submission steps as assignments 1 & 2. Here is a list of suggested professional areas/issues (This is an incomplete list)

1. Medicare and insurance coverage for SLP services
2. Counseling in communication disorders (SLP)
3. Multidisciplinary and interdisciplinary intervention
4. Best practices in service delivery (SLP)
5. Reading and literacy intervention by SLP
6. Research needs in communication disorders (SLP).
7. Ethics in speech-language pathology
8. The role of the SLP in end-of-life care

## General Written Assignment Guidelines

**Note:** Not following these rules will have a huge negative impact on your grade in this course.

- The writing must be clear and information must be paraphrased in your own words.
- Assignments must have paragraphs. Each paragraph focuses on a single idea. Papers consisting of long blocks of words will lose 10% of the total assignment grade.
- If you take 2 words or more that are attached to each other from a reference, you must use quotation marks and cite the source and page number at the end of what you take. Failure to do so will imply that the wording is your own, which will be an act of **plagiarism**.
- Your paper should be double-spaced, and in a 12, Times New Roman font. This is the standard font for academic research.
- Please refer to Purdue OWL website (<https://owl.english.purdue.edu/owl/resource/560/01/>) for details on how to write in APA style. Also, an example paper in APA style is available at: [https://owl.english.purdue.edu/media/pdf/20090212013008\\_560.pdf](https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)
- For this assignment, no abstract is needed.

## Completing the Observation Hour Record Form

Every week after completing 2 hours of observation, you will record the hours in the Observation Record form. The form and detailed instructions for completing and submitting it are on Canvas.

**Completing the Objectives and Procedures Form with Each Observation:** (400 points)

In order to complete the 25 guided observation hours, students must view 120 minutes of diagnostic and/or treatment sessions. While observing, you must pay attention to every little detail and must take good notes. As soon as you finish viewing one video, you need to use your notes to complete the Objectives and Procedures form. Detailed step-by-step instructions are on the form (which is available on Canvas). You need to download this and all other forms and save them to your computer, in case of any Internet or technical interruptions. The completed form will be submitted in a DB form specifically designated for you. The form must be submitted in the assignment folder no later than the deadline.

- On Thursday of every week, students will drop off their observation log at the beginning of class no later than 5:00 pm. You can then pick them up at the end of class and use them for the following week. Once an observation log is started, it cannot be modified or changed in any shape or form. Therefore, you must be very careful when you document the hours each week. Forms and detailed observation guidelines will be available online.

**Weekly Written Summaries of Reading Assignments:** (240 points)

Every week there will be assigned readings (textbook chapters and/or assigned articles). Instead of quizzes and exams, you will write summaries of these reading assignments. Detailed guidelines and a grading rubric will be available online. The summaries must be submitted no later than the deadline.

**Two Online Quizzes:** (60 points)

There are 2 open-book quizzes in this class. One quiz focuses on the ASHA Code of Ethics, and the other focuses on the Scope of Practice.

**Grading:** *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. Meanwhile, if you earn a fraction of a point, it will be added to your grade.*

**Grade Distribution and Grading Key**

<i>Final Grade Itemization</i>	<i>Grading Scale</i>	
Observation Logs	A	100-90%
Article Reviews	B	89.99-80%
Paper	C	79.99-70%
Chap summaries	D	69.99-60%
Quizzes	F	<60%
<b>Total</b>		

**Tentative Class Schedule**

Week	Topic	Text Reading	Assignment Due Dates
<b>Week 1</b>	Overview of Course and Course Requirements Academic dishonesty & plagiarism	Syllabus	Access Master Clinician Network <b>Due by 10:00 PM Thursday</b>

	guide to writing observation summaries Ethical Practice & ASHA Code of Ethics Writing Behavioral Objectives	Ch 2	-Ethics Quiz -Chapter 2 Summary -Approval for Assignment # 1 article
<b>Week 2</b>	SLP scope of practice  Principles of Observation  Videos #1 &2	-ASHA Scope of Practice Doc -Ch 12	<b>Due by 10:00 PM Friday</b> 2 <sup>nd</sup> Quiz Objectives & Procedures Form <b>Due by 10:00 PM Thursday</b> -Chap 12 Summary -Objectives & Procedures form -Drop off Observation Record Log
<b>Week 3</b>	Evidence-Based Decision making  Videos#3&4	Ch 3 & Assigned articles	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Written Assignment # 1 due on DB
<b>Week 4</b>	Principles of Assessment Videos 5&6	Ch 4	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Written Assignment # 1 Final Draft
<b>Week 5</b>	Communication Intervention: Principles and Procedures Videos 7&8	Ch 6	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log -Approval for Assignment # 2 article
<b>Week 6</b>	Communication Sampling Procedures principles of intervention Videos 9&10	Ch 5	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log
<b>Week 7</b>	Clinical Service Delivery and work Settings Videos 11 &12	Ch 9	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Assignment # 2 Due on DB

<b>Week 8</b>	Professional Clinical Communication Videos 12 &13	Ch 7	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Written Assignment # 2 Final Draft
<b>Week 9</b>	Issues of cultural and linguistic Diversity ASHA Position on Clinicians Linguistic Diversity  Videos 14 &15	Ch 10 ASHA Position Paper	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Approval for Assignment # 3
<b>Week 10</b>	Public Policies Affecting Clinical Practice  Videos 16 &17	Ch 8	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log
<b>Week 11</b>	Technology in Communication Disorders Videos 18 & 19	Ch 11	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log
<b>Week 12</b>	Dysphagia assessment & intervention with children and adults Videos 20 &21	Assigned Articles	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Written Assignment # 3 due on DB
<b>Week 13</b>	Case Studies in CSD & Issues in CSD Videos 22 & 23	Assigned Articles	<b>Due by 10:00 PM Friday</b> Summary Objectives & Procedures Form Observation Record Log <b>Due by 10:00 PM Thursday</b> -Objectives & Procedures form - Drop off Observation Record Log Written Assignment # 3 Final Draft
<b>Week 14</b>	Case Studies in CSD & Issues in CSD  Videos 23&24	Assigned Articles	<b>Due by 10:00 PM Friday</b> Chapter Summary Objectives & Procedures Form Observation Record Log

			<p><b>Due by 10:00 PM Thursday</b>          -Objectives &amp; Procedures form          - Drop off Observation Record Log</p>
	Videos 25&26 Finalize Observation Hours		<p><b>Due by 10:00 PM Friday</b>          Chapter Summary          Objectives &amp; Procedures Form          Observation Record Log  <b>Due by 10:00 PM Thursday</b>          -Objectives &amp; Procedures form          - Drop off Observation Record Log</p>

### UNIVERSITY POLICIES

A. **UT Tyler Honor Code:** 1. 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>

B. **Campus Carry:** 1. 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>

C. **UT Tyler a Tobacco-Free University:** 1. 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](http://www.uttyler.edu/tobacco-free).

D. **Academic Honesty Policy:** Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a “0” for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker’s or writer’s indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. Student Standards of Academic Conduct 1. 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.

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

- i copying from another student’s test paper;
- ii using, during a test, materials not authorized by the person giving the test;
- iii failure to comply with instructions given by the person administering the test;
- iv 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;

v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

vi collaborating with or seeking aid from another student during a test or other assignment without authority;

vii discussing the contents of an examination with another student who will take the examination; viii 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; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

x 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;

xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii 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

xiii 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.

b. "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.

c. "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. d. All written work that is submitted will be subject to review by plagiarism software.

#### Additional Examples of academic dishonesty and plagiarism:

-Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.

-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.

-Copying, printing or sharing online quizzes

-Submitting assignments that were previously used for another course.

-Sharing information about exams and/or quizzes with other students

These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action.

Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.

**2. The U-T Tyler Writing Center** provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.

Location: BUS 202. Appointments: 903-565-5995.

### **3. Disability/Accessibility Services:**

a. 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.

b. **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.

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

a. 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.

b. 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.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

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

5. **State-Mandated Course Drop Policy:** a. 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). b. 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.

6. **Student Absence due to Religious Observance:** a. 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.

7. **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.

8. **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. 10. Emergency Exits and Evacuation: a. 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.

**F. UT Tyler Resources for Students:**

1. UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
2. UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
3. 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).
4. UT Tyler Counseling Center (903.566.7254)
  1. Demonstrates professional demeanor and a passion for their chosen profession.
  2. Receptive to constructive feedback and reflects on his/her work, behavior, and/or practice.
  3. Exhibits personal integrity and professional conduct with all members of the learning community