

University of Texas at Tyler
Department of Health & Kinesiology
Communication Sciences & Disorders
COMD 2358 Anatomy & Physiology of Hearing and Language
Spring 2023

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Office: 126 HPR
Class Meeting Time: Tuesday & Thursday 9:30-10:50 AM (Ratliff North 1007)

Office Hours: Tuesday & Thursday 8:15-9:15 AM; 3:30-4:30 PM
Wednesday by appointment (8:30-10:30 AM)

Office hours are first-come first-serve and do not require an appointment. In addition to these hours, I am available via email Monday through Friday. I make every effort to respond to emails as soon as possible and not later than 48 hours.

This syllabus is intended for use with the online resources that are available on Canvas. It is advisable that you download and retain a copy of this syllabus and assignment guidelines in case you need them in the future for graduate school purposes.

Course Description

This course provides undergraduate students of communication sciences and disorders with an in-depth exploration of the anatomy and physiology of the organs and brain systems dedicated to hearing and receptive language processing as well as the brain systems responsible for expressive language. The first part will focus on the anatomy of peripheral auditory system (including the outer ear, middle ear, and inner ear) and auditory central nervous system. Students will provide a comprehensive and sequential description of auditory transduction from the point a sound signal arrives at the pinna to the point the signal arrives and gets processed at the primary auditory cortex and related areas of the temporal lobe. The second part of the course will focus on brain regions and networks mediating the integration of perceptual, cognitive, emotional, and language functions. Students will describe the process and steps involved in expressive language production.

Learner Outcomes

Upon completion of this course students will be able to:

1. Describe the differences between receptive language and expressive language
2. Define basic scientific terminology pertaining to the anatomy of hearing and language
3. Identify anatomical structures and responsible for hearing, auditory perception, and central auditory processing
4. Explain the various functions of the peripheral and auditory central nervous system and the processes involved in auditory transduction and auditory processing
5. Identify brain structures involved in the processing and production expressive language (including verbal and written language)
6. Analyze the functions of brain structures responsible for language planning, programming, and expression
7. Develop a cohesive and comprehensive description of the neurocognitive processes involved in language reception and language expression
8. Describe the neurocognitive and neuro-emotional processes involved in social communication

Text (Required): Chapters 9, 10, 11, & 12 of Seikel, Drumright, & Hudock (2021). *Anatomy & Physiology for Speech, Language, and Hearing*, 6th Edition, Plural Publishing. ISBN-10: 1635502799; ISBN-13: 978-1635502794. Older editions are not acceptable, as all quizzes, exams, and assignments will be based on the assigned edition.

Additional Required Readings:

More than half of the content of this course comes from other textbooks and scholarly articles. This part of the content will be assigned on a weekly basis.

Teaching Method & Course Organization:

Students are required to read the assigned material and complete the assigned readings BEFORE coming to class. Students are expected to keep a notebook to write down questions that come up while they are studying as well as specific concepts that need to be explained. Class time will be dedicated to discussions and explanation of complex concepts. You Tube videos, videotaped presentations and individual and small group projects will be utilized. Because anatomy is like learning another language, it requires continuous exposure and frequent reviewing of the material on a DAILY basis. In addition to the new vocabulary, the class involves a lot of critical analysis and problem-solving. Be prepared to answer questions when called upon during class.

Note: *Not reading this syllabus and implementing course guidelines on a REGULAR basis could cause you to be overwhelmed and could very well mean the difference between passing and failing the course. Students are expected to show responsibility and to thoroughly follow all course guidelines provided in this syllabus and on Canvas.*

COURSE REQUIREMENTS:

UT Tyler University Email Address/Canvas Account

Students are expected to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas. It is the students' responsibility to be aware of information and announcements posted on Canvas. You will also receive course announcements via email.

Your first assignment is as follows:

Please read the syllabus thoroughly prior to the first class and bring any questions you may have to class.

Regular Attendance and Participation are Required and Expected:

This course is designed to provide a rich learning experience through in-class and online activities, assignments, quizzes, and exams. Students are required to read the assigned materials before coming to class. Class time will be dedicated to activities designed to deepen understanding of the content and consolidate learning. For this format to be successful, it is imperative that students come to class prepared and ready to participate. During classes **expect to be called upon by name to answer questions about the material.** Attendance and participation are integral to success in this course.

Attendance Policy:

Regular attendance in this course is mandatory. My classes begin exactly on time, and do not end a minute earlier. I am in class 10-15 minutes before class starts and you are expected to be there on time. Attendance will be taken 3 minutes before class starts, and the attendance file will be closed during the first 60 seconds of class. I will not interrupt class to open it again if you come in late. *Therefore, if you have an emergency and arrive a minute or two later, it is your responsibility to remind me after class to mark you present.* If you do not inform me, the absence will not be removed. The best way to avoid this is to be there on time.

Regular attendance is critical to your success in this course. Missing two classes during the semester

(without a WRITTEN proof of an emergency will lead to loss of 5% of the total course grade. Each additional class missed will lead to loss of an additional 5% of the total course grade.

- If you plan to be out for any reason, you do NOT need to notify me ahead of time. All you need is to bring in your written proof of an emergency the next time you come to class.
- *A legitimate excuse* is one that is due to an emergency (e.g., death in the family, car accident, illness, court appearance). *Students will be responsible for providing written proof of such absence (e.g., obituary, court summons, police report, doctor's letter).* I will not ask you for the proof. However, if you do not present one, your absence will NOT be excused.
- Habitual lateness or leaving before class ends will also result in lowering of the student's final grade. *Missing half of a class twice will be counted as 1 absence.* Arriving late/ leaving earlier is disruptive and shows lack of respect for your fellow classmates. Course content, in the form of group experiences and activities, cannot be made-up or copied from a classmate's notes under any circumstances.

Important: *If you are absent for any reason, please do not ask me what you missed. You will need to find out from one of your colleagues.*

No Texting or Internet Browsing while class is in session:

- In my classes I am very protective of class time. Every minute is precious. The only reason you are in this course is to LEARN, and the only reason I am here is to teach you and to make every class of the course worth your money, commuting, time, and effort. For this reason, engaging in texting, Internet browsing, or chatting is a very serious violation of class rules. I want you to succeed and will do everything I can to enable you to succeed, but you MUST do your part and follow class rules:
- **Laptops are NOT allowed during class, except for note taking.**
- Please silence your phones. If there is a situation where you must text, it is perfectly okay to step out of the room quietly and send your message or make your call.

Class Cancellation

In the event of class cancellation (due to inclement weather or an emergency), please refer to the UT TYLER website for announcements. In the event of an emergency campus closure, a video recording of the lecture will be available online. You will view it and take notes. Any assignments due during that week will NOT be affected by the campus cancellation, as all assignments are submitted online.

Cancellations will be determined by the UT TYLER policy, and I will make no special announcements. It is your responsibility to check the UT TYLER website for weather-related announcements.

Course Assignments:

Very important

- *You should download all course materials and save them to your computer. This will help you have uninterrupted access to the materials without being affected by any technical disruptions occur you will have uninterrupted access to the material. You may also need the syllabus in the future.*
- *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 credits.*

Completing Assignments PRIOR to class

Students are expected to read the assigned chapter and take the related CD quiz before coming to class. You are also required to view any recorded lectures or videos before coming to class. The class will focus on (a) expanding your understanding of the content, answering your questions about the material; and explaining complex concepts. You are responsible for the information in the textbook, any videotaped lectures, articles, material discussed in class, videos, cases, etc. All of these are content for exams. The Instructor reserves the right to assign additional reading materials during any point in the semester.

Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted online by the due dates, and in their designated folders.

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.

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.

- 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 Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>.
- **Late Assignment and Rewrite Policy:** This course involves a series of assignments that need to be submitted on time in order to get maximum credit. *If a student does not submit an assignment by the deadline, s/he will have 6 days to submit it; however, 21% will be taken off due to missing the deadline. Assignments that are more than 6 days overdue will NOT be accepted for credit.* The same policy goes for submitting the wrong assignment. If the submitted assignment does not meet the criteria, the student will be given the option to re-write it, but 21% will be taken off. The rewrite must be submitted within 6 days. Note: in this course (and other courses I teach) there is no work for extra credit.
- *Important: Please do not ask me to edit your work or “look it over” prior to submitting it. You are welcome to seek editing support help from the Writing Center. You are welcome to ask me any specific questions about the assignment, but I do not edit written assignments.*

Article Review and Class Presentation (125 Points):

This assignment consists of 2 parts: writing a research article review (100 points); and presenting the review in class during a 5-minute presentation (25 points). A list of articles will be assigned online. Each student will read the assigned article and write a summary/review about it. The review must include all important points. Detailed guidelines and a grading rubric will be provided in advance.

The class presentation is verbal. It should not be less than 5 minutes and should not exceed 7 minutes. Presentations will start after spring break. Each week 2 students will present their reviews. Presentation dates will be randomly assigned in class. Every student must provide a 1-page summary of the review to share with classmates. Additional guidelines and a grading rubric will be available in advance.

General Written Assignment Guidelines

- The writing must be clear, and the information must be paraphrased in your own words.

- Assignments must have paragraphs. Each paragraph should focus 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
- For this assignment, no abstract is needed.

Completing ONLINE Quizzes:

You are required to complete all ONLINE lessons and quizzes for chapters 9 through 12. First, you will complete some of them each week and post a screenshot on your DB forum that carries your name. Then, you will post a summary sheet that includes a list of the lessons and quizzes, the grade on each one, and the total grade as follows:

LESSON/QUIZ	GRADE
LESSON 9-01	
LESSON 9-02	
LESSON 9-03	
LESSON 9-04	
LESSON 9-05	
	CHAPTER 9 Total Lesson Grade: (Add up all lesson grades, divide by 5)
QUIZ 9-06	
LESSON 10-01	
LESSON 10-02	
LESSON 10-03	
	CHAPTER 10 Total Lesson Grade: (Add up all lesson grades, divide by 3)
QUIZ 10-04	
VIDEO 11-0	
LESSON 11-01	
LESSON 11-02	
LESSON 11-03	
LESSON 11-04	
LESSON 11-05	
LESSON 11-06	
	CHAPTER 11 Total Lesson Grade: (Add up all lesson grades, divide by 5)
QUIZ 11-07	
LESSON 12-01	
LESSON 12-02	
	CHAPTER 12 Total Lesson Grade: (Add up all lesson grades, divide by 5)
QUIZ 12-03	

	TOTAL LESSON GRADE: (Add up the total grades for all lessons and divide by 4)
	Total Quiz Grade: (Add up total grades for the 4 quizzes and divide by 4)
	TOTAL QUIZ & LESSON GRADE: (Add up Total lesson grade and total quiz grade and divide by 2)

Note: You are encouraged to retake the lessons and quizzes as many times as you can to get 100. You can do so even after submitting the individual grades.

Exams (500 points)

There will be 2-unit exams and a final. Each unit exam is worth 150 points. The final is worth 200, as it will address more content. Makeup exams are allowed only when there is WRITTEN proof of an emergency or court duty.

Exams will be taken on university iPads during regular class time. Each exam will consist of 2 segments (a) a multiple-choice segment and (b) a short answer segment. Students will start at the regular class starting time and time will NOT be extended for students who arrive late. Students will be able to work on both parts of the exam at the same time during the allocated time. Time will be adjusted for students with documented disabilities and choose to take exams with accommodations at the learning center. On exam day, students should arrive at least 10 minutes in advance. This gives you time to login and contact IT if you experience technical issues.

Accessing Course Materials on Canvas:

Class Power Point Slides and additional content and resources will be available online at least one day in advance. Please download them before you arrive in class. This will help you minimize note-taking and free more brain energy for taking in more new information.

Note: You are required to keep track of all of assignment grades, in case of any technology problems; and to keep electronic copies all written assignments that you submit throughout the duration of this course.

Grading: *This course is based on 900 points. This is to ensure that if you make a few mistakes in exams or assignments, your grade will not suffer as much. For example, if you miss 8 questions in one exam, you will still have the chance to score within the "A" range.*

Grade Distribution and Grading Key

<i>Final Grade Itemization</i>		<i>Grading Scale</i>	
2 Exams	300	A	100-90%
Final Exam	200	B	89.99-80%
Quiz grades	100	C	79.99-70%
Article Review & Pres.	125	D	69.99-60%
Pop-up class quizzes	75	F	<60%
Online Case Study	50		
Total	850		

Critically Important

Studying anatomy is like studying a foreign language. You will be fluent only through actual and frequent practice of the concepts that you learn. You must memorize a lot of new concepts and you must study the material regularly several times throughout the week. There is no other way around it! You are encouraged to form study groups.

Course TENTATIVE schedule

(Tentative means likely to change)

Week	Topic	Text Reading	Assignment Due Dates
Week 1 1/10 1/12	-Course Overview -Peripheral Aud System: outer ear and middle ear -Inner Ear & auditory nerve	Syllabus Chap 9 & 10	Read this syllabus before coming to class, and bring any questions about it to class
Week 2 1/17 1/19	-Inner Ear & Auditory Nerve -Auditory Central Nervous System	Ch 9 & 10 additional readings	Due by 11:59 PM Monday 1/16 Complete chapter 9 lessons and quiz online
Week 3 1/24 1/26	-Auditory Central Nervous system	Ch 9 & 10	
Week 4 1/31 2/02	-Pathologies and Disorders of the auditory system	Ch 9 & 10	Due by 11:59 PM Monday 1/30 Complete chapter 10 lessons and quiz online
Week 5 2/7 2/9	2/7 Exam 1 (on Auditory System) -Human Nervous System- Cellular Neuroanatomy	Ch 11 & 12 additional readings	Exam will be in class on university iPads
Week 6 2/14 2/16	-Human Nervous System- Structural Neuroanatomy	Ch 11 & 12 additional readings	Due by 11:59 PM Monday 2/13 Complete chapter 11 lessons and quiz online
Week 7 2/21 2/23	-Human Nervous System- Structural Neuroanatomy	Ch 11 & 12 additional readings	Due by 11:59 PM Monday 2/14 Complete chapter 10 lessons and quiz online
Week 8 2/28 3/2	-Neurobiology of Receptive and Expressive Language 3/02 Exam 2 (on Nervous System)	Ch 11 & 12 additional readings	Due by 11:59 PM Monday 2/27 Submit final lesson and quiz grade Exam will be in class using iPads
Week 9 3/7-3/9	SPRING BREAK		
Week 10 3/14 3/16	-Neurobiology of Receptive and Expressive Language	To be assigned	Due by 11:59 PM Monday 3/13 Article review
Week 11 3/21 3/23	-Neurobiology of Receptive and Expressive Language -Contributions of the RH Language	To be assigned	Student Presentations
Week 12 3/28 3/30	-Right Hemisphere Disorders -The Aphasias	To be assigned	Student Presentations
Week 13 4/4 4/6	Neurocognitive Functions Supporting Language- Working memory and Long-Term memory	To be assigned	Student presentations
Week 14 4/11 4/13	Neurocognitive Functions Supporting Language- Attention and Executive Functions	To be assigned	Student presentations

Week 15 4/18 4/20	Neurobiology of Social Communication	To be assigned	Student presentations
4/27	Final Exam		9:30-11:30 AM Exam will be in class using iPads

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.

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:

2. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
3. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
4. 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).
5. UT Tyler Counseling Center (903.566.7254)