

**University of Texas at Tyler**  
**Communication Sciences & Disorders Program**  
**COMD 2110 Introduction to APA and Research Writing in Speech Language Pathology**  
**Summer 2022**

**Instructor:** Ahmed M. Abdelal, Ph.D., DHS, CCC-SLP  
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**Office:** 126 HPR  
**Class Meeting Time:** Wednesday 5:40-6:35 PM (HPR 252)

**Office Hours:** ONLINE

*I am available by appointment and via email Monday-Friday. I make sure to respond to emails within 24-48 hours. I do not respond to emails after sent after 9:00 PM, and I have limited availability during weekends.*

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

**Important:** I do not give extra credit work in this course or in any of my courses. I provide all my students with every possible tool that, if used as directed, will lead to success in this course. Your chance to do well is the chance you have now. This syllabus is our contract. You should download/print it and refer to it regularly to keep up with assignments. At the end of the course, please do not try to negotiate your grade with me. I do not give you grades: the grade YOU EARN is the grade you get.

## **COURSE DESCRIPTION**

This course is designed to introduce students of communication sciences and disorders to the American Psychological Association style for writers of research. Students will learn about the foundations and phases of research writing from the point of selecting a research topic to the point of editing and submitting the research paper. These are critical skills that they will apply in every course in the major.

### **Course Goals and Purposes**

*Upon completion of this course students will:*

1. Describe the importance of APA style for research in speech-language pathology
2. Analyze the process of identifying a research topic, generating a title, and potential sources
3. Explain the process of writing an abstract and a research paper outline
4. Explain the process of developing subtitles and determining the appropriate placement of these subtitles in research papers
5. Analyze the process of text summarizing and paraphrasing and implementing this process in writing assignments
6. Implement the process of research writing by developing a research paper on a topic of their choice
7. Apply APA in-text citation of various types of sources
8. Develop reference lists according to APA style

### **Text (Required):**

*American Psychological Association (2020). Publication Manual of the American Psychological Association, 7th Edition, American Psychological Association.*

The textbook is essential for completing course requirements. You are expected to come to have access to the textbook prior to the first class. Absolutely no excuses will be given due to a “late textbook arrival, etc.” It does not matter what format you have it in (online, hardcopy, etc.). What matters is that you use the 7<sup>th</sup> edition, and that you access the material in this specific edition. No older editions of this text will be accepted.

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

This course is taught 100% online. All materials will be made available on Canvas. Students will be provided with Power Point slides for each class, accompanied with video-taped recordings and specific assignments. For each class, students will view the lecture and take notes, complete readings assignments and take notes, complete graded Discussion Board activities, and take a quiz. Discussion Board activities and assignments are meant to provide hands-on experience with the application of APA style and formatting.

### **How Classes Are Organized:**

COMD 2110 is a 1-credit course (meaning that it consists of 12 contact hours). Accordingly, there will be 2 classes each week. Each class will focus on one chapter/topic from the textbook. For every class, students are required to (a) read the assigned chapter, (b) view the recorded lecture, (c) take the chapter quiz, (d) complete Discussion Board assignments, and (e) submit any other assignments due that week. Assignments will not be accepted after Assignment folder closes. There are no exceptions.

The first class of the week opens at 8:00 am MONDAY and closes at 11:59 pm Wednesday. The agenda and materials for this class will be available at 8:00 am and the assignments (except for the first DB posting) will be due by 11:59 pm WEDNESDAY. For these Monday-to-Wednesday classes, the first DB posting will be due by 2:00 pm TUESDAY. This will give your colleagues the opportunity to read and respond to your posting by WEDNESDAY. More details are under the Discussion Board Assignments below.

The second class of the week starts 8:00 am Thursday and closes at 11:59 pm SUNDAY. Except for the first DB posting, assignments for this class are due by 11:59 pm Sunday. The first DB posting for Thursday-to-Sunday classes is due by 11:59 pm FRIDAY. The additional postings will be due by 11:59 pm SUNDAY. More details are under the Discussion Board Assignments below.

1. **Class Participation:** Class participation is essential to your success in this class. The following criteria comprise online class participation:
  - a. **Attendance:** Attendance for the purposes of this online course is defined as frequent and consistent logging in to the Canvas course site and regularly participating in online interactive activities such as discussion boards. If you do not regularly log into to the course you will not only miss important information that has been presented to the class, but you may also change the group dynamics by not being available to participate in a group activity. Students who fail to log into the course for more than 7 days will be considered absent for that entire week. Student who do not participate in the course for one week or longer will be reported to the Registrar and may be removed from the course, unless they produce written proof of EXTENDED EMERGENCY (i.e., Extended hospitalization, extended jury duty, or death of an immediate family member).
  - b. **Punctuality:** Punctuality for the purposes of this online course is defined as logging in to and participating in online discussions and other interactive activities in a timely manner. When you wait until the last minute to participate in online discussions and activities, you not only miss out on important learning opportunities, but you also disrupt the smooth flow of communication for other online participants. Frequent last-minute postings will be negatively reflected on your class participation grade. Once a Discussion Board forum closes, the discussion on that particular topic closes and the forum will not be reopened (even if you have evidence of an extended emergency). Discussion Board activities cannot be made up under any circumstances.

- c. **Engagement:** Active learning is essential for your success in this course. Students will participate in all online discussion topics by thoughtfully reading peer-contributions and by responding with relevant comments that support the ongoing discussion.
- d. **Preparation:** Due dates and times for all assignments are clearly stated in this syllabus and on Canvas and you must post all assignments to Canvas at the time that they are due. Extensions will NOT be considered except for EXTENDED EMERGENCIES. You must plan for assignments well in advance. Assignments will not be accepted past the due date.

### 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. 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 Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>. Also, there on CANVAS (course menu) you will find a folder titled “APA Resources.” In this folder you will find a videotaped lecture explaining step by step how to use APA. Following these steps will help you avoid losing points.

**Late Assignment & Rewrite Rule:** This course involves a series of assignments that need to be submitted on time in order to get maximum credit. *Students who fail to submit an assignment by the deadline will have 6 days to submit it; however, 21% will be deducted due to missing the deadline. Assignments that are more than 6 days overdue will NOT be accepted for credit.* Likewise, if the submitted assignment does not meet the basic criteria (or falls below 50%), the student will be given the option to re-write it, but 21% will be subtracted. The rewrite must be submitted within 3 to 6 days (depending on the situation and nature of the assignment). Again, please keep in mind that I do not give any extra credit work or any chance to retake exams. *The best way to avoid this scenario is to keep up with assignments, to plan ahead, and not to wait until the last minute.*

*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.*

### 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.

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. If you do, 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.

### Description of Assignments

Consistent with the purpose of this course, all assignments are meant as practical applications of APA Style. There is ONE major research project that consists of a series of activities that are spaced out throughout the course. You will be provided with a number of sources that you will use to write a paper. The main focus of this specific assignment is on paraphrasing and summarizing information in YOUR OWN words, citing references within the body of the text, and writing reference list entries. Detailed assignment guidelines will be available on Canvas by the start of classes.

To give students opportunities to develop critical analysis skills and apply course concepts, each part of the project will be submitted in TWO places: the Discussion Board, and the Assignment Folder. The first draft of each part is submitted on the Discussion Board and the student reads and critiques the work of 1 colleague. Students need to provide MEANINGFUL feedback to enhance the work and identify errors and solutions. The editing must reveal any errors in APA formatting, writing mechanics, ideas, etc. Students will then implement their colleagues' feedback and produce the final draft of each section. Then, they post the final draft in the Assignment folder dedicated to that section.

It is CRITICAL that you submit the CORRECT draft of your work in the Assignment folder. Wrong drafts/documents submitted will receive zero credit. A student who submits the wrong draft/file in the Assignment folder and requests to replace it by the correct draft will be given 1 chance to do so. However, the assignment will lose 10 points.

Once students complete this assignment, they will submit it to the Discussion Board AND edit the submission of at least 1 colleague. The editing must reveal any errors in formatting, citation of references in the body of the text, reference list, etc. and must reveal anything that is not following APA formatting. Students will read the editing feedback they receive from their colleagues and implement it within 2-3 days. Lastly, they will submit the final draft in the designated Assignment folder by the due date.

The paper should be 900-1000 words (NOT including the title page, abstract or reference list). The paper must be paginated appropriately according to APA style. Papers less than 900 words or exceeding 1000 words will not be accepted. The paper must consist of:

- A title page (with the paper TITLE centered on top of the page)
- An abstract page
- The body of paper itself. Here you MUST AGAIN center the title of the paper on top of the page.
- The paper must be written in paragraphs. A paragraph should focus on a SMALL idea and should range from 4-12 sentences. Paragraphs can exceed 12 sentences but CANNOT be shorter than 3 sentences. Lengthy blocks of writing that are not divided into paragraphs will receive a grade of zero.
- Reference list. This will ONLY include the references that you actually cite in your paper.

The paper must be in APA style. It must be double-spaced, and in a 12 Times New Roman font or another APA compatible format and font. It should include 1 title page, an abstract page, the body of the paper itself with the title centered on the top of the first content page, and a page for references. Ask me what the first content page is. Here is the link to APA style formatting: <https://owl.english.purdue.edu/owl/section/2/10/>

Following and implementing the guidelines and grading rubric is your best guarantee for earning the highest grade for this assignment.

### General Written Assignment Guidelines

- 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. Papers not consisting of paragraphs will receive a grade of Zero.
- 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 or another font compatible with APA. 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)

**Grading:** *This course is based on 650 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>	
DB Activities	225	A	100-90%
Quizzes	225	B	89.99-80%
Paper	200	C	79.99-70%
		D	69.99-60%
<b>Total</b>	<b>650</b>	F	<60%

### TENTATIVE

### CLASS SCHEDULE & ASSIGNMENT DUE DATES

**Note:** All assignments are due by 11:59 PM on Wednesday of every week

Week	Topic	Text Reading	Assignment Due Dates
<b>Class 1</b> 5/31 T-TH	Course Overview Types and Principles of Scholarly Writing	Syllabus Ch 1	<b>Due by 11:59 pm THURSDAY</b> <ul style="list-style-type: none"> <li>• Syllabus quiz</li> <li>• Self-Introduction</li> <li>• Quiz-1</li> </ul>
<b>Class 2</b> 6/02 FRI-SUN	Identifying your writing topic; Paper Elements and Formats	Ch 2	<b>Due by 11:59 pm FRIDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm SUNDAY</b> <ul style="list-style-type: none"> <li>• Quiz-2</li> <li>• 2 DB postings</li> </ul>
<b>Class 3</b> 6/06 M-W	Paper Elements and Formats	Ch 2	<b>Due by 11:59 pm MONDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm WEDNESDAY</b> <ul style="list-style-type: none"> <li>• Quiz-3</li> <li>• 2 DB postings</li> </ul>

<b>Class 4</b> 6/9 TH-SUN	Writing Style and Grammar	Ch 4	<b>Due by 11:59 pm THURSDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm SUNDAY</b> <ul style="list-style-type: none"> <li>• Quiz-4</li> <li>• 2 DB postings</li> </ul>
<b>Class 5</b> 6/13 M-W	Mechanics of Style	Ch 6	<b>Due by 11:59 pm MONDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm WEDNESDAY</b> <ul style="list-style-type: none"> <li>• Quiz-5</li> <li>• 2 DB postings</li> </ul>
<b>Class 6</b> 6/16 TH-SUN	Works Credited in the Text	Ch 8	<b>Due by 11:59 pm THURSDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm SUNDAY</b> <ul style="list-style-type: none"> <li>• Quiz-6</li> <li>• 2 DB postings</li> </ul>
<b>Class 7</b> 6/20 M-W	Works Credited in the Text	Ch 8	<b>Due by 11:59 pm MONDAY</b> <ul style="list-style-type: none"> <li>• First DB Post</li> </ul> <b>Due by 11:59 pm WEDNESDAY</b> <ul style="list-style-type: none"> <li>• Quiz-7</li> <li>• 2 DB postings</li> <li>• Paper First Draft and Critiques due on DB</li> </ul>
<b>Class 8</b> 6/23 TH-SUN	Reference List	Ch 9 & 10	<b>Due by 11:59 pm THURSDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm SUNDAY</b> <ul style="list-style-type: none"> <li>• Quiz-8</li> <li>• Interview Write-up</li> <li>• 2 DB postings</li> </ul>
<b>Class 9</b> 6/27 M-W	Reference List	Ch 9 & 10	<b>Due by 11:59 pm MONDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm WEDNESDAY</b> <ul style="list-style-type: none"> <li>• Quiz-9</li> <li>• 2 DB postings</li> <li>• Paper FINAL draft due in Assignment Folder</li> </ul>
<b>Class 10</b> 6/30 TH-SUN	Tables and Figures Bias Free Writing	Ch 7 Ch 5	<b>Due by 11:59 pm THURSDAY</b> <ul style="list-style-type: none"> <li>• First DB Posting</li> </ul> <b>Due by 11:59 pm SUNDAY</b> <ul style="list-style-type: none"> <li>• Quiz-10</li> <li>• 2 DB postings</li> </ul>

## 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

xii 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