

University of Texas at Tyler
Department of Health & Kinesiology
Communication Sciences & Disorders
COMD 1306 Introduction to Communication Disorders
Summer -I- 2023 (100% ONLINE)

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP
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Class Meeting Time: 100% ONLINE

Office Hours: ONLINE upon request

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. I am also available by appointment only on Zoom.

Note: **OPTIONAL ZOOM from 6:00 to 6:30 PM on 5/30 (first day of classes):** I will be available for a live Zoom session to answer any questions you may have about the course and course assignments. A Zoom invitation will be posted 30 minutes before the session.

This syllabus is intended for use in conjunction with the course's Canvas site.

Course Prerequisites: NONE

INTRODUCTION

Welcome to *Introduction to Communication Sciences and Disorders*. The purpose of this syllabus is to provide a detailed explanation about the content, course requirements, and course expectations. Please refer to it as your guide toward attaining the highest possible grade at the end of the course. Assignment due dates are listed at the end of this syllabus and are available on Canvas under the tab titled Course Schedule at a Glance. Students are responsible for regularly accessing assigned readings and assignment due dates and submitting assignments by the due date. **Summer courses are condensed by nature. Therefore, no assignments will be accepted under any circumstances after the due date passes and the assignment folder closes.** The only exception is if you produce written proof of an EXTENDED EMERGENCY (e.g., a hospital notes showing evidence being hospitalized for TWO or more days; EXTENDED jury duty). Students are expected to be proactive and not wait until the last minute to submit 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 resource that, if used as directed, will lead to success in this course. The chance you have to do well is the chance you have now. This syllabus is our contract, and you should refer to it on a regular basis to know about assignments and their due dates. 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 AND OBJECTIVES

Introduction to Communication Sciences and Disorders is designed to provide students who are preparing for careers in healthcare with information about the professions of speech-language pathology and audiology. Students will learn about certification and licensure requirements for both fields, and roles speech language pathologists (SLPs) and audiologists play as integral members of the healthcare community. The course provides a survey/overview of various speech, language, swallowing, and hearing disorders, and basic diagnostic, intervention and case management techniques used by SLPs and audiologists. This will include information

about the variety of services that these clinicians typically provide in educational and medical settings and in private practice.

Required Text:

Gillam, R.B. & Marquardt, T.P. (2021). *Communication Sciences and Disorders: From Science to Clinical Practice, 4th Edition*. Jones and Bartlett Learning: Burlington MA. Older editions of this textbook are not acceptable for this course. It does not matter if you have the print version or the electronic version.

COURSE OUTCOMES

Upon completion of this course, students will:

1. Provide detailed information about the nature of speech language pathology and audiology as health professions; various settings where clinicians provide services; and requirements for certification and licensure in both careers.
2. Explain basic concepts, terminology, and principles of practice in both fields.
3. Discuss the basic principles of normal speech, language, hearing, and swallowing processes.
4. Differentiate among commonly used methods for classifying and describing disorders of communication and swallowing.
5. Identify the etiologies, symptoms, and characteristics of the various disorders of communication and swallowing.
6. Describe typical treatment approaches for major disorders of communication.

Teaching Methods

This course is 100% online. The content will be organized into three major parts: overview of the professions of speech language pathology and audiology; normal processes of communication, speech, and language; and disorders of speech, language, cognition, and swallowing. A wide variety of teaching tools will be utilized including online Power Point presentations; weekly discussion forums; videos, websites; and individual assignments.

Class Participation: Class participation is critical 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 3 days will be considered absent for that week, and may be removed from the course, unless they produce written proof of being hospitalized or on jury during throughout that week.
- 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.
- 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 noted on Canvas and you must post all assignments to Canvas at the time that they are due. Extensions will not be considered except under extenuating circumstances that are documented by written evidence. You must prepare all readings and exercises prior to logging into discussion boards so that you are able to engage in a meaningful discussion of the material.
- c. **Grades and feedback** on assignments will be posted in the Canvas Grade Center. I will not transmit grades, scores or performance assessments through email due to privacy regulations. Please keep a personal copy of all assignments/projects/outlines that you have posted so your work can be resubmitted if there is a posting or transmission error. Students are not allowed to negotiate final grades with the professor. I do not give you grades: the grade you EARN is the grade you get. Students are expected to keep track of their own grades throughout the semester, and inform the professor about any errors in their grade book.

Teaching Methods

This course is 100% online. It deals with various topics pertaining to linguistics (the scientific study of language). A wide variety of teaching tools will be utilized including: online Power Point presentations; weekly discussion forums; videos, and websites, and individual assignments.

How Classes Are Organized:

The week will be divided into 2 parts (Monday-Wednesday and Thursday-Sunday). Accordingly, there will be 2 classes each week. Each class will focus on one unit/topic from the textbook. For every class, students are required to (a) complete the assigned readings, (b) view the recorded lecture, (c) complete Discussion Board activity, (d) take the class quiz, (e) and 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.

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. Students who may need technical assistance with Canvas or the CD, are advised to contact IT. Technicians are available 24/7. Providing such assistance is not part of the instructor's job.

Your first assignment is as follows:

Please read the syllabus thoroughly prior to the first class and take the syllabus quiz online.

Note: Students are responsible for keeping up with course announcements and accessing the course site on a regular basis. The system keeps login data, which will give the instructor a record of your level of participation and activities throughout the course. Failure to access materials for an extended period of time (I.e., one week

or longer) will result in removal from the course, unless the student produces WRITTEN evidence of an extended emergency during the inactive time.

Online Course Delivery and Assignment Submission:

This online course will NOT "meet" online at a particular time. Because the course condenses the work of a 15-week course into only 5 weeks. Therefore, students not contributing for a full week will be reported to the registrar to be considered for dismissal from the course.

Materials will be released (and will be due) 2 times per week: Monday & Thursday. Each class will have its own due date. Please refer to the class schedule grid below. Students are required to submit assignments within designated time frames, and in the correct folders. Because of the condensed nature of summer courses, **LATE submissions are NOT accepted. Please do not ask me if you may submit an assignment after its due date.** Accommodations to this policy will be made only in the case of an **extended illness** that is documented in writing by a physician; an extended jury duty; or death of an immediate family member.

I provide you detailed guidelines and grading rubrics for all assignments before the start of the course to give you the opportunity to plan ahead and submit assignments by their due dates. No excuses will be accepted unless there is an EXTENDED illness, an extended jury duty, or death of an immediate family member.

Additionally, no student should expect to receive:

- Special consideration for undocumented lack of participation
- Extensions on due dates, in the absence of a corresponding documented absence
- Extra credit work to make up for poor performance on assigned work
- Modification of grading policies to improve the student's grade
- A change in grade to address concerns regarding:
 - Progression in the student's program
 - Admission to an academic program
 - Expectations of the student of the student's family

Missed Discussion Board Assignments CANNOT be made up under any circumstances (i.e., even if the student has a perfectly legitimate excused absence). The purpose of DB activities is to stimulate discussions on course topics. Once a discussion forum closes, participation will be no longer relevant.

Important:

Please DO NOT send ANY assignments by email. If you do so, the assignment will NOT be opened and you will be wasting your time. Assignments can be graded only if they are posted in the designated folder. If you experience technical problems, and you email me ahead of the deadline, I will be available to help you post the assignment.

Before submitting an assignment, make sure to open the file and verify that this is the draft you want to submit. If a student submits the wrong assignment (while still within the due date) and then requests to resubmit the assignment, 5% of the assignment grade will be subtracted. Submissions after the due date are not accepted under any circumstances.

- Make sure to submit assignment via a PC and in Microsoft WORD format. Assignments that are not submitted in an accessible format will receive ZERO credits

Also, even though I allow you to submit assignments by 11:59 pm, I will not be available to help you after 10:00 pm. Plan accordingly.

COURSE ASSIGNMENTS:

1. Read this **syllabus** thoroughly and take the **syllabus quiz** by the due date.

2. **Self-Introductions Assignment:** (20 points)

The purpose of this assignment is to help course participants know one another and to identify their learning goals for this course. You will develop a PowerPoint presentation to fully address how key factors in your life history have influenced your career choice or have had an impact on your career goals. You will apply this information to your interest in learning more about the fields of speech-language pathology and audiology. You will post this assignment in the DB forum designated for it. After posting your self-introduction, you are required to respond to the introduction of at least 1 colleague. Here are main points you should address in your self-introduction:

- Your academic background, major and minor, current work, etc.
- What makes you interested in in this course and in studying communication disorders/speech-language pathology
- Your career goals
- From a professional standpoint, where you see yourself 4-5 years from now
- Include a picture, unless you prefer not to

Power Point and Prezi are the only acceptable formats for this introduction assignment. You are encouraged to include a picture of yourself in order to make it easier for your colleagues to relate to you.

3. **Online quizzes:** (360 points)

There will be a quiz for each assigned topic. Quizzes are based on information presented in text chapters, the lecture recordings, any assigned You Tube videos, and any content presented during classes. These quizzes are not meant as take-home quizzes: you are expected to thoroughly study the assigned chapter and related materials and be well-prepared before you take the quiz. As soon as you complete a quiz, your grade will be available in the grade book. These quizzes consist of multiple-choice and true-false questions, and the time it takes to read a question is the time to answer it. On average, most students should finish a quiz within 15 -20 minutes. However, to accommodate students who may have learning disabilities, the time is doubled for the whole class. Thus, the average quiz time limit is 25-35 minutes, depending on the lengths of individual quizzes. You are advised to make good use of your time. If you spend time flipping through the text and looking for answers, your time will expire before you finish, and your grade will be based on the number of items you finished. Under these circumstances there will be no makeups of any kind. The system keeps a detailed log on your activity and the number of seconds/minutes you spend on each question.

Quizzes will go offline after the submission deadline and will not be reopened. There will be no make-up quizzes if you miss the due date. *Note: The purpose of these quizzes is to help you understand and retain the concepts presented in the class. It is critical that you study the assigned readings and related materials prior to starting a quiz.*

4. **ASHA Website Search (70):**

Students will download a list of questions (posted on Canvas in the designated Assignment folder). Each student will access the website of the *American Speech Language Hearing Association* (www.asha.org) and related official sites (e.g., US News and World Report) to answer these questions. You can also access any other credible websites you want to answer these questions. For a student to get the maximum grade on this assignment, s/he must answer each question fully and accurately and must copy and paste the link of the page where the answer was found. Answers not followed by the weblink will receive zero.

5. **Interview Project: CHOOSE ONLY one of the following** (100 points)

Interview a Communication Disorders Patient OR Interview a Clinician (SLP or Audiologist)

Students choosing to interview a patient/clinician must follow specific guidelines that are available on Canvas. It is the students' responsibility to identify the clinicians or patients they wish to interview. Please do not ask me for suggestions or if I know someone. If you choose to interview a patient (child or adult),

that patient must be OFFICIALLY diagnosed with a communication or swallowing disorder. The student will then contact the interviewee and schedule an appointment for the interview. The interview can be online or in person. Upon conclusion of the interview, you will write the person's answers to the questions. **These answers must be written word by word** exactly as provided by the interviewee and submit the complete document on Canvas. Detailed guidelines and a grading rubric are available in the Assignment and Guidelines folder on Canvas.

It is the student's responsibility to find the person to interview. Please do not ask me for suggestions. You may refer to local school, private clinics, hospital websites, etc. to identify and reach out to professionals. If you choose to interview a patient, that person CANNOT be a sibling. If the person is a young child (i.e., up to 10 years old), you can interview the parent/caregiver with (or instead of) the child. The law requires strict protection of the patient's privacy. Therefore, if you choose to interview a patient, you can only refer to them by their initials or with a fake name.

6. Discussion Board Forums and Interactive Activities: (280)

Students will participate in an online discussion about the topic of each class. Thus, there will be 2 discussion forums each week. One forum will open on Monday at 8:00 am. The second will be available on Thursday at 8:00 am. It is critical that you thoroughly understand and follow the guidelines below. Not following these guidelines could lead to failing this assignment or getting a poor grade. Here are the guidelines:

DB Forum Assignment Guidelines: For each forum, you are required to post 3 SUBSTANTIAL comments. Your first/initial posting will respond directly to the forum prompt that I post and MUST be at least 150 words in length. Postings will be entered into a word count. Any posting that does not meet this basic requirement will automatically receive a grade of ZERO. This initial posting is worth 12 points. After that, each student will analyze and comment on the responses of at least 2 classmates. Each of these postings must be at least 100 words in length and is worth 7.5 points. Thus, the total grade for each forum is $12 + 7.5 + 7.5 = 25$ points.

Due dates for Monday-Wednesday postings: Except for the first week of classes, initial postings for Monday-Wednesday classes are due by 11:59 PM on Monday. The responses to a classmates' postings are due by 11:59 PM Wednesday. Because the first week of classes begins on Tuesday, the initial posting for the first class is due by 11:59 PM TUESDAY. The additional postings are due by 11:59 PM THURSDAY.

Due dates for Thursday-Sunday postings: Except for the FIRST WEEK, FOURTH, and FIFTH WEEKS of classes, the initial posting for Thursday-Sunday classes is due by 11:59 PM Friday. The additional postings are due by 11:59 PM Sunday. Word count rules for these postings are the same (i.e., 150 words for the initial posting ; and 100 words for each additional posting. Because the first and last weeks of classes are short weeks, the due dates for those classes is as follows:

- Week 1: the second class of the week starts 8:00 AM FRIDAY and ends 11:59 PM SUNDAY. Accordingly, the initial DB posting is due by 11:59 PM FRIDAY (6/01), and the additional postings are due by 11:59 PM SUNDAY (6/4).
- Week 4 (6/19-6/24): the initial DB posting is due by 11:59 PM THURSDAY (6/22), and the additional postings are due by 11:59 PM SATURDAY (6/24).
- Week 5: (6/25-6/30): First class for this week begins SUNDAY 6/25 and ends Tuesday 6/27. Accordingly, the initial DB posting is due by 11:59 PM SUNDAY (6/25), and the additional postings are due by 11:59 PM TUESDAY (6/27). The second class for that week begins 6/28 and ends 6/30. the initial DB posting for this class is due by 11:59 PM WEDNESDAY (6/28), and the additional postings are due by 11:59 PM FRIDAY (6/30).

Additional Guidelines for Postings:

- Your postings must show good understanding of the course content. You are encouraged to support the points you make by referring to scientific sources, and to cite your sources in APA at the end of your comments/responses.
- Postings containing spelling or grammatical errors will receive a lower grade. You are advised to type your postings first in WORD DOC. Then, you could copy and paste them INSIDE the DB forum window. To paste, you can use Ctrl+V. This will help you edit and see the word count before you posting.
- Postings CANNOT be submitted as attachments. Any comment that is not submitted directly INSIDE the discussion forum window will receive a grade of ZERO.
- Each posting is graded independently: i.e., if a posting is 300 words (which is more than what is required) and another posting is 100, the first posting will receive full credit, and the second will get a ZERO.
- Because the purpose of this assignment is to generate class discussions, discussion postings CANNOT be made up, even if the student has an excused absence. Please plan accordingly.

7. Course Reflections: (20 points)

At the end of the semester, students will be asked to write a reflection paper in which they reflect on what they have learned in this course, things they found to be eye-opening. Students also explain how the content they learned will help them in their future studies and careers. This is an informal assignment that does not require APA style or formatting. It can be single-spaced or double-spaced and can range from 500 words to 600.

Grades and Feedback on assignments will be posted in the Canvas Grade Center. I will not transmit grades or performance assessments through email due to privacy regulations. Please keep a personal copy of all assignments/projects/outlines that you have posted so your work can be resubmitted if there is a posting or transmission error. The grade of the course is based on an 900-point grading system distributed as follows:

Grade Distribution and Grading Key

| <i>Final Grade Itemization</i> | | <i>Grading Scale</i> | | | |
|--------------------------------|------------|----------------------|-----------|---|-----------|
| Syllabus quiz | 10 | A | 100-90% | A | 100-90% |
| Introductions | 20 | B | 89.99-80% | B | 89.99-80% |
| ASHA website search | 70 | C | 79.99-70% | C | 79.99-70% |
| Interview | 100 | D | 69.99-60% | D | 69.99-60% |
| Online Quizzes | 360 | | | | |
| Discussion Boards | 280 | | | | |
| Course Reflections | 20 | | | | |
| Total | 900 | | | | |

CLASS SCHEDULE & ASSIGNMENT DUE DATES

| Date | Assigned Readings | Assignment Due Dates |
|-----------------------------|--|---|
| Class 1 5/30-6/01 | <ul style="list-style-type: none"> • Chapter 1: Introduction to the Disciplines | <ul style="list-style-type: none"> Due by 11:59 PM TUESDAY • Initial DB posting Due by 11:59 PM THURSDAY • 2nd DB posting • Self-Introductions and DB posting related to it • Quiz on Chapters 1 |

| | | |
|------------------------------|---|---|
| Class 2 6/2-6/4 | <ul style="list-style-type: none"> Chapter 2: Communication Across the Lifespan | <p>Due by 11:59 PM FRIDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM SUNDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 2 <p>Submit ASHA Website Search</p> |
| Class 3 6/5-6/7 | <ul style="list-style-type: none"> Chapters 15 Hearing Disorders | <p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 15 |
| Class 4 6/8-6/11 | <ul style="list-style-type: none"> Chapter 5: Developmental Speech Disorders | <p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM SUNDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 5 |
| Class 5 6/12-6/14 | <ul style="list-style-type: none"> Chapter 6: Voice Disorders | <p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 6 |
| Week 6 6/15-6/18 | <ul style="list-style-type: none"> Chapter 7: Cleft Lip and Palate | <p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM SUNDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 7 |
| Class 7 6/19-6/21 | <ul style="list-style-type: none"> Chapter 8 Fluency Disorders | <p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 8 <p>Submit Interview Paper</p> |
| Class 8 6/22-6/24 | <ul style="list-style-type: none"> Chapter 9: Motor Speech Disorders Chapter 11 Dysphagia | <p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM SATURDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 11 |
| Class 9 6/25-6/27 | <ul style="list-style-type: none"> Chapter 12 Language Impairment in Children | <p>Due by 11:59 PM SUNDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM TUESDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 12 <p>Submit Reflections Paper</p> |
| Class 10 6/28-6/30 | <ul style="list-style-type: none"> Chapter 13 Acquired Neurogenic Language Disorders | <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> Initial DB posting <p>Due by 11:59 PM FRIDAY</p> <ul style="list-style-type: none"> 2nd DB posting Quiz on Ch 13 |

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, guidelines, 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:

1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), 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)

