

**University of Texas at Tyler**  
**Communication Sciences & Disorders Program**  
**COMD 2310 Introduction to APA and Research Writing in Speech Language Pathology**  
**Summer 2025 (100% ONLINE)**

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**Office:** 126 HPR

**Class Meeting Time:** 100% ONLINE

**Office Hours:** ONLINE upon request

I am available via email Monday through Saturday. I make every effort to respond to emails as soon as possible and not later than 24 hours. I am also available by appointment only on Zoom.

**Note:** LIVE ZOOM session on 7/07 (6:30 PM to 7:15 PM) to provide course overview and answer questions. A Zoom invitation will be posted in an announcement 15-30 minutes before the session.

Please make sure to download and save a copy of this syllabus and all course materials. Please refer to the syllabus regularly to keep up with assignments. The syllabus is intended for use in conjunction with the course's Canvas Site.

**Please Note:** Summer courses condense the 3 credit hours (i.e., 45 classroom hours) of a regular 15-week semester into 5 weeks. As a result, summer courses move at a faster pace and will require students to closely follow the assignment schedule and to plan ahead for assignments. To help you do so, I provide you with all the resources needed to complete assignments, assignment guidelines, and due dates by the first day of classes.

Students are expected to plan for major assignments from the beginning of the semester. You are advised to make a timeline for completing assignments in stages to avoid being overwhelmed. All due dates are in the syllabus grid, which is also available on Canvas in the "Assignment Due Dates at a Glance" folder. Moreover, you will receive an agenda for each class.

**IMPORTANT: The Final Exam is Cumulative**

### **COURSE DESCRIPTION**

This course is designed to introduce students of communication sciences and disorders to basic research methods, and the research writing process mechanics as prescribed by 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. Explain research design, and discuss the major differences among quantitative, qualitative and mixed research approaches
2. Describe the importance of APA style for research in speech-language pathology
3. Analyze the process of identifying a research topic, generating a title, and potential sources
4. Explain the process of writing an abstract and a research paper outline
5. Explain the process of developing and formatting subtitles, section titles, and headings
6. Analyze the process of text summarizing and paraphrasing and implementing this process in writing assignments
7. Demonstrate effective summarizing and paraphrasing skills through hands-on classroom activities
8. Differentiate between main and secondary ideas and integrate multiple ideas into cohesive paragraphs
9. Consolidate research writing knowledge and skills through peer reviews and editing
10. Implement the process of research writing by developing a research paper on a topic of their choice
11. Apply APA in-text citation of various types of sources
12. 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 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.

**COURSE POLICIES:****COURSE POLICIES:****Academic Integrity:**

All students at UT Tyler are responsible for knowing and adhering to the institution’s academic integrity policy. There is zero tolerance for academic dishonesty, including cheating and plagiarism. Please read the detailed UT Tyler Academic Dishonesty Policy below.

Examples of academic dishonesty/plagiarism:

- Submitting an article written by Artificial Intelligence (AI)
  - Copying part or all of a classmate’s assignment and submitting it as if it were your own work. In this situation both students will be penalized.
  - Including 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
  - AI generated content is not permitted for this class and will be considered as plagiarized content
- These are just examples of dishonesty that will lead to failing the course and further disciplinary action.

-Assignments will be submitted via the Unicheck anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there.

### **Accommodations for Students with Learning Disabilities**

Students who are eligible to receive accommodations are required to provide a letter from the from the Office of Disability listing the specific accommodations they are entitled to. Please do so by June 3<sup>rd</sup>, to ensure that you receive all accommodations throughout the duration of the course. The University's policy for disability and the application for accommodations are available at <https://hood.accessiblelearning.com/UTTyler> .

### **5.14.3 Student Pregnancy and Parenting Nondiscrimination Policy**

The purpose of this policy is to maintain a learning environment that is free from discrimination of pregnant or parenting students, in accordance with the [Texas Education Code, Title 3, Section 51.982: Protections for Pregnant and Parenting Students](#) and other applicable laws. This policy entitles pregnant and parenting students to academic accommodations, including flexible attendance and extended dates for assignments. If you are a pregnant or parenting student, please complete the [Self-Reporting Form](#) and the UT Tyler Parent and Family Programs will contact the professors to provide the necessary accommodations. Detailed information about this policy are available at: <https://uttyler.smartcatalogiq.com/uttyler/ut-tyler-hop/series-500-student-success/5-14-3-student-pregnancy-and-parenting-nondiscrimination/>

**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 class. Missing a whole week would be equivalent to missing 9 hours of instruction and doing so without a legitimate/excused absence may to dismissal from the course.
- b. **Punctuality:** For the purpose of this online course, punctuality is defined as regularly logging in and completing and submitting class assignments on time. When you wait until the last minute to participate in online discussions and activities, you miss out on important learning opportunities and disrupt the smooth flow of communication for other online participants.
- 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:** All assignments for this course are known prior to the start of the semester. Students are expected to plan for assignments in advance, and to submit them by their due dates. Detailed assignment guidelines and grading rubrics are also available before the course starts, to help the students break lengthy assignments into smaller segments that can be completed between the beginning of the course and the due date. 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 or feedback via 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; recorded lectures, weekly quizzes, weekly discussion forums; homework, You Tube videos, websites, and individual assignments.

### How Classes Are Organized:

There are 2 self-paced classes each week. The first class of the week will go from 8:00 AM MONDAY to 11:59 PM WEDNESDAY. For this class all assignments are due by 11:59 PM on WEDNESDAY, except for the initial Discussion Board posting (more details under Discussion Board Assignments).

The second class goes from 8:00 AM THURSDAY until 11:59 PM SATURDAY. For this class all assignments are due by 11:59 PM on THURSDAY, except for the initial Discussion Board posting (See under Discussion Board Assignments).

### Typical Plan for Each Class:

- The class module opens at 8:00 AM on MONDAY and THURSDAY.
- The module will include the class agenda, class slides, recorded lecture video(s), and any specific assignment instructions.

Typically, each class will focus on one unit/chapter from the textbook. For each class, students are required to do the following:

- (a) Read the assigned chapter and class slides
- (b) View the recorded lecture and take notes
- (c) Respond to the Discussion Board forum
  - The initial response is due on the same day, and the second is due by end of the class
- (d) Take the class quiz
  - Quizzes are timed
  - Quizzes are available from 8:00 AM until 11:59 PM on WEDNESDAY and SATURDAY
- (e) Submit any other assignments that are due during a specific class

### **Very Important:**

- Due to the tight summer schedule, assignments will not be accepted after the due date, unless the student produces written evidence of a documented emergency.
- Assignments must be submitted only in their designated folders AND in the required format.

Assignments will not be accepted if: (a) sent via email, (b) if uploaded to the wrong folder, or (b) if sent as shared documents.

## **COURSE REQUIREMENTS:**

### **UT Tyler University Email Address/Canvas Account**

Students are required to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas, and all announcements are only available on Canvas. Students are responsible for accessing announcements and all related course materials on Canvas. The system will automatically email you copies of course announcements.

Students who may need technical assistance with Canvas (e.g., passwords, Internet issues) are advised to contact IT. I can help you if a module or parts of a module are not accessible.

### **Online Course Delivery and Assignment Submission:**

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 or take a quiz after its due date, unless you have written proof of an extended emergency.** An excused absence is one that is due to a serious situation (e.g., an extended illness documented in writing by a physician; extended jury duty; or an emergency resulting in extended consequences, etc.).

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 no longer be relevant.

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.

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.

## **GENERAL INSTRUCTIONS FOR COURSE ASSIGNMENTS:**

- 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.

### DESCRIPTION OF INDIVIDUAL ASSIGNMENTS

Please read the syllabus thoroughly and take the syllabus quiz by 12:00 PM on the first day of classes. Please prepare any questions you may have for the live Zoom session on MONDAY 7/07 (6:30-7:15 PM).

Consistent with the purpose of this course, all assignments are meant as practical applications of APA Style. There is ONE short research paper that is completed in small segments over the duration of the course. The primary focus of this assignment is to teach you how to piece information from multiple sources, into a cohesive paper that is phrased in your own words. You will learn how to identify the main ideas, how to paraphrase and summarize information, how to integrate your own voice into the paper, how to cite your sources within the body of the text, and how to make reference list entries of various reference types in the References section. Detailed assignment guidelines are available on Canvas by the first day 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 classmate. 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 classmate's feedback and produce the final draft of each section. Then, they post the final draft in the Assignment folder for final grading.

**Research Paper** (230 points): Detailed guidelines and a grading rubric are available on Canvas

Each student will write a short paper on a topic related to a communication disorder or a swallowing disorder. The paper should be 1200-1500 words (NOT including the title page, abstract or reference list). The paper must be paginated appropriately according to APA style. Papers less than 1200 words or exceeding 1500 words will not be accepted for credit. The paper must strictly adhere to APA style and formatting:

- A title page (Should include the title of the paper PLUS the RUNNING HEAD)
- An abstract page
- The body of the paper itself. Here you MUST AGAIN include the title of the paper and make it centered on top of the page. ALL pages must have the RUNNING HEAD.
- 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 thoroughly follow all APA formatting and style requirements. 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.

The first step in the writing process is to decide on your topic and develop your paper title. Then, you will submit a 1-page document showing the title and the headings for the paper. Once the title and headings have been approved, you will proceed with the writing process.

**Online Quizzes: (325 points)**

This course includes 9 quizzes and a final exam. The quizzes have different time limits, depending on the nature of the material and skill evaluated by each quiz. Thus, quizzes 1, 5, 6, and 7 have a time limit of 30 minutes. Quiz 9 has a 40-minute limit. Quiz 2 has a 2-hour time limit. Quiz 3 is untimed. Quiz 4 has a 4-hour time limit. Quiz 8 has a 3-hour limit. The final exam is cumulative and untimed and will be available for an entire day.

Quizzes are based on information presented in the textbook, the recorded lectures and any additional materials assigned during a given class. Prior to each quiz, students are expected to read the assigned material thoroughly, view the recorded lecture and take good notes, and complete any assigned readings BEFORE taking a quiz. This is why quizzes are released on Wednesdays and Saturdays.

All quizzes are multiple-choice, ranging from 15 to 45 questions, depending on the nature of the content. As soon as you complete a quiz, your grade will be available in the grade book. Because some students may need accommodations, the time has been doubled for all students. For example, quizzes 1, 5, 6, and 7 can be typically completed within 15 minutes, and you are given 30 minutes for each.

**Quizzes will go offline after the deadline and will not be re-opened. There will be no make-up quizzes, unless the student produces written proof of an extended emergency.**

**Note:** *The purpose of these quizzes is to ensure that you master course content. Being well prepared and taking each quiz by the due date will give you the best chance to do very well.*

**Final Exam: (200 points)**

There will be one final exam in this course, and it is CUMMULATIVE. It will address all the content from the beginning to the end. The purpose of this exam is to ensure that you have acquired the principles of APA Style and formatting AND that you can implement the skills fully and consistently. The exam will be untimed and open-book. It will consist of 100 multiple-choice questions, and you will have 2 days to complete it. It will be available on 8/08 at 8:00 AM until 11:59 PM on 8/09.

**Discussion Board Forums and Interactive Activities: (250 points)**

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 open on Thursday at 8:00 am. It is critical that you thoroughly understand and follow the guidelines below.

Word Count: NONE

DB Forum Assignment Guidelines: For each forum, you are required to do the following:

- Complete the forum exercises, and post them by the due date
- Read and edit the submission of one classmate, and provide substantial editing feedback

Due dates for Monday-Wednesday Class postings: Initial postings (in response to forum prompts) are due by 12:00 PM on TUESDAY. Then, you will have until 11:59 PM on WEDNESDAY to edit the submission of 1 classmate's and provide detailed feedback.



Due dates for Thursday-Saturday Class postings: Initial postings (in response to forum prompts) are due by 11:59 PM on FRIDAY. Then, you will have until 11:59 PM on SATURDAY to edit the submission of 1 classmate's and provide detailed feedback.

To ensure that each student gets at least 1 response from a classmate, you cannot respond to a classmate who has already received a response. Also, every time make sure you respond to a different classmate.

Planning forum responses: Responding to a classmate will require that you read the response and then prepare what you want to say. What if you plan to respond to a specific classmate and then when you are ready to post, you find out another student has already responded? To make convenient for you, I have opened a forum titled: **"Planning Forum Responses."** You will use this forum to notify everyone else that you plan to respond to a specific classmate. Meanwhile, everyone should refer to that forum before responding to ensure that no one else plans to respond to that classmate.

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, use Ctrl+V. This will help you edit and see the word count before posting.
- If the posting needs to be posted as an attachment, mark your responses in a BOLDFACE font.

**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.
- If you must quote a phrase, sentence, or more, you must use quotation marks and cite the source (with the page number). Failure to cite your sources will count as act of plagiarism.
- Your paper should be double-spaced, and in a 12, Times New Roman font or another APA-compatible font.
- 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 1055 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. If you have reached this point, you have earned twenty bonus points that you may use as needed. However, you must email me no later than twelve noon on the seventh of July to claim these points.

**Grade Distribution and Grading Key**

<i>Final Grade Itemization</i>		<i>Grading Scale</i>	
Syllabus Quiz	25	A	100-90%



Quizzes	325	B	89.99-80%
Paper	200	C	79.99-70%
DB Activities	275	D	69.99-60%
Final Exam	200	F	<60%
Title, Abstract & Headings	30		
<b>Total</b>	<b>1055</b>		

### CLASS SCHEDULE & ASSIGNMENT DUE DATES

Date	Topic Discussed	Assignment Due Dates
<b>Class 1</b> 7/07- 7/09	Live Zoom Session: Course Overview and Q&A Read the Syllabus Chapter 1: Scholarly Writing and Publishing Principle	Due by 12:00 PM Monday 7/07 -Read the syllabus and take syllabus quiz by 12:00 PM -Bring any questions to the live Zoom session (6:30-7:15 PM) • Self-Introductions <b>Due by 11:59 PM WEDNESDAY</b> • Class 1 Quiz (on Ch 1) • Respond to the self-introduction of 1 classmate
<b>Class 2</b> 7/10- 7/12	-Chapter 2: Paper Elements and Format-Part A -Writing an Outline	<b>Due by 12:00 PM FRIDAY</b> • Complete DB forum Exercises • <b>Post Research Paper TITLE in DB Forum</b> <b>Due by 11:59 PM SATURDAY</b> • Comment on classmate's exercises and provide corrections • Class 2 Quiz
<b>Class 3</b> 7/14- 7/16	Chapter 2: Paper Elements and Format-Part B -Paraphrasing and Integrating Information from Multiple Sources -How to write an introduction	Due by 11:59 PM MONDAY • <b>Post Title Page, Abstract, and Outline to DB forum</b> <b>Due by 11:59 PM WEDNESDAY</b> • <b>Edit Classmate's submission and Provide Feedback</b> • Class 3 Quiz
<b>Class 4</b> 7/17- 7/19	Chapter 4 Writing Style and Grammar- Part A	<b>Due by 12:00 PM FRIDAY</b> • Complete DB forum Exercises • <b>Submit Title Page, Abstract, and Outline to Assignment folder</b> <b>Due by 11:59 PM SATURDAY</b> • Comment on classmate's exercises and provide corrections • Class 4 Quiz
<b>Class 5</b> 7/21- 7/23	Chapter 4 Writing Style and Grammar- Part B	Due by 11:59 PM MONDAY <b>Submit Paper Introduction in DB Forum</b> <b>Due by 11:59 PM WEDNESDAY</b> • <b>Edit Classmate's Introduction and Provide feedback</b> • Class 5 Quiz
<b>Week 6</b> 7/24- 7/26	Chapter 6: Mechanics of Style- Part 2- Part 1 & 2	<b>Due by 12:00 PM FRIDAY</b> • Complete DB forum Exercises <b>Due by 11:59 PM SATURDAY</b> • Comment on classmate's exercises and provide corrections • <b>Submit Body of Paper PLUS Reference List in DB forum</b> • Class 6 Quiz
<b>Class 7</b> 7/28- 7/30	Chapter 6: Mechanics of Style- Part 3	Due by 11:59 PM MONDAY <b>Edit Classmates Paper and Provide Feedback</b> <b>Due by 11:59 PM WEDNESDAY</b> • Class 7 Quiz

<b>Class 8</b> 7/31- 8/02	Chapter 8: In-Text Citations- Parts 1 & 2	<b>Due by 12:00 PM FRIDAY</b> <ul style="list-style-type: none"> <li>• Complete DB forum Exercises</li> </ul> <b>Due by 11:59 PM SATURDAY</b> <ul style="list-style-type: none"> <li>• Comment on classmate's exercises and provide corrections</li> <li>• Class 8 Quiz</li> <li>• <b>Research Paper Due in Assignment folder</b></li> </ul>
<b>Class 9</b> 8/04 8/06	Chapter 8: In-Text Citations-Part 3  Chapter 9: Reference List	<b>Due by 11:59 PM MONDAY</b> <ul style="list-style-type: none"> <li>• Complete DB forum Exercises</li> </ul> <b>Due by 11:59 PM WEDNESDAY</b> <ul style="list-style-type: none"> <li>• Comment on classmate's exercises and provide corrections</li> <li>• Class 9 Quiz</li> </ul>
<b>Class 10</b> 8/07- 8/09	<b>FINAL EXAM</b> (100 Questions, 2 points each= 200 points)	<b>Due by 12:00 PM FRIDAY</b> <ul style="list-style-type: none"> <li>• Final Exam Opens (cumulative, untimed and open-book)</li> </ul> <b>Due by 11:59 PM SATURDAY</b> <ul style="list-style-type: none"> <li>• <b>Final Exam closes</b></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 classmate'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