

The University of Texas at Tyler  
Department of Kinesiology

Course Syllabus - ALHS 1300: Personal and Community Wellness  
Section 001 (Hybrid Course - 3 semester credit hours)  
Spring 2023

**Instructor:** Arturo A. Arce-Esquivel, M.D., Ph.D.  
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E-mail: [aarce@uttyler.edu](mailto:aarce@uttyler.edu) (Please always include "ALHS 1300-001" in subject line)  
**Office Hours:** Tuesday and Thursday from 11:00 am to 12:00 pm. All other times by appointment only. When needed, virtual office hours on Zoom, are also available.

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**Prerequisite:** N/A

**Course meeting times:** Tuesday (face-to-face) from 9:30 am to 10:50 am.

**Location of Classroom:** HPC 2255

**Required Textbook:** A Wellness Way of Life - 11th Edition (2017). Author: Gwen Robbins and Debbie Powers. Publisher: McGraw-Hill Professional Publishing. ISBN: 9780073523507.

**Important:** Please read this syllabus carefully and in its entirety before you do anything else in the course. Note important details, but especially take note of the categories of information in this syllabus. The syllabus is intended to provide key information at the outset of the course, as well as throughout the entire semester. I strongly recommend that you refer to the syllabus frequently throughout the course. After your initial reading of this syllabus, I recommend that you check the various links in the course (in Canvas) to start to familiarize yourself with "what is where."

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**COURSE DESCRIPTION, GOALS AND LEARNING OUTCOMES:**

**Course Description:** Study of individual, societal, and cultural considerations in health and wellness. Emphasis is on health-related factors that the individual can affect and on individual decision-making.

**Course Goal:** Personal and Community Wellness is an introductory course in the Department of Kinesiology. This course is designed to promote health, fitness, and wellness to the individual and the community.

**Course Objectives:** Upon successful completion of this course, students will be able to:

1. Identify the dimensions of wellness and the various factors that can affect wellness.
2. Identify and apply the principles of exercise and the ACSM guidelines of exercise.
3. Demonstrate and understand the relationship between exercise, disease, and health.
4. Identify ways to implement behavior modification.
5. Identify the recommended dietary guidelines for Americans and their implications for health and wellness.
6. Identify stress management methods.
7. Identify and explain the use and abuse of drugs, alcohol, and tobacco.
8. Assess current levels of health and fitness.

## INSTRUCTIONAL METHODS:

Classes will consist of a mixture of lecture, discussion, working of problems, and evaluation of cases. Student activities will include though may not be limited to: (a) textbook and articles readings; (b) completing assignments, including solving of problems; (c) participating in small-group and whole-class discussions; and (d) completing exams.

Students are ***expected to read assigned material before coming to class and must be prepared to discuss the previously assigned readings (including handouts)***. That is- READ beforehand! ***Active participation in the classroom is strongly encouraged!***

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## COURSE STRUCTURE:

This class will be delivered in a ***hybrid format***. What this means is that approximately half of the class will be delivered online, and the other half will be delivered ***face-to-face (F2F)***. Instead of meeting twice per week, we ***will only meet once per week (on Tuesdays)***. ***However, you are required to complete the individual and/or group online activities, prior to each week's class meeting.***

### **Online content:**

Within each area, you will find learning objectives, required reading assignments, and mini lectures. The mini lectures are intended to emphasize the concepts that I think are most important, organized in a sequence that facilitates learning. The textbook readings and lectures may overlap, but there is much information presented in the textbook that I do not present in the lectures, and vice versa. Therefore, it is important that you read and study the concepts presented in both the online lectures and the textbook.

Each reading and/or assignment must be completed prior to the F2F meeting. You will have a week to complete each online lesson prior to the next class. For example, for our F2F class meeting on Tuesday in Week 3, you will have from the end of class in Week 2 (our second meeting) until 9:30 am next Tuesday to complete the assignment.

### **In class:**

Our F2F meetings (on Tuesdays) will focus on **discussion** of the difficult concepts in the weekly assignments as well as applying those concepts. Additionally, class meetings may include, but are not limited to, short lectures, discussions, demonstrations, individual and small group quizzes, and/or individual and small group assignments.

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## COURSE POLICIES:

**Professionalism:** Students are expected to arrive on time for class. It is expected that students will display a professional attitude at all times, including being attentive during lectures and being respectful to the instructor and fellow classmates.

**Attendance:** Although attendance is not required, it is important because we will cover some information in class that will not be covered in the textbook or notes. Although you will not directly earn or lose points based on your attendance, your success in this class will depend on your attendance and the effort you put forth.

**Do not expect to do well if you do not attend class regularly.**

**Canvas:** It will be used in this class as a means to help you prepare for class meetings. Important class resources, including the syllabus, lecture notes, grades, announcements, external links, assigned readings, study guides, and other assignments or materials will be distributed through this site. You should consult it frequently. Please check your patriots e-mail account as this is where the instructor will send all announcements to.

**NOTE:** **Mozilla Firefox** is the recommended browser for Canvas. (URL: <http://www.mozilla.org/en-US/firefox/new/>)

**E-mail communication / feedback from me to you:** Instructors are required to use your Patriots account e-mail address for e-mail correspondence. Therefore, any e-mail message originating from me will be sent to your Patriots account. The instructor will not send and/or reply any e-mails to private accounts such as yahoo, Gmail, Hotmail, etc. You may want to set up your personal e-mail account so that it pushes your Patriots account e-mail to your personal inbox.

Due to teaching and research loads and the size of this class, it may take me a day or two to respond to e-mail; however, I will make every effort to respond to e-mail on the same day. Please note that emails received on the weekends (late Friday through early Monday) will generally be responded to on the following Monday. I realize feedback on your work is very important and I will strive to give timely feedback on all assignments. You should expect feedback on assignments within a week and feedback on papers and exams within 2 - 3 weeks (I will notify you if I expect feedback to take a little longer for a particular assessment).

**E-mail communication from you to me:** In all e-mail correspondence, you must 1) use your Patriot email account instead of a personal email (or it will end up in spam/junk emails). 2) Include the course name in the subject line (e.g., "ALHS 1300-001 question" or "ALHS 1300-001 assignment"). Please do not send me an e-mail with "class question" in the subject line - I'm teaching many classes this semester and I don't have time to try to find out which class you are asking about. 3) Use salutation and my professional credential (i.e., Dr. Arce-Esquivel). 4) Please note that I do not respond to emails between Friday late afternoon till Monday morning. Fail to follow these instructions may delay the response time.

**Netiquette Guide:** "Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (URL: <http://www.learnthenet.com/learn-about/netiquette/index.php>)

**Make-up:** Only for university-approved absences (flat tires, vacations, oversleeping, etc. are NOT valid university-approved absences). Unless you contact the professor ahead of time, late assignments will be penalized 50%. After one-week, late work will not be accepted at all and a **zero** will be given for that grade. Contact the professor before the due date if you will be unable to complete it and want to avoid a penalty. Please do not email the instructor group activities, assignments and/or projects unless otherwise asked to. A missed exam without a prior excuse receives an automatic zero. An excused, missed exam must be taken before the next class (arrange with professor).

**Technology:** Cellphones are not allowed in the classroom during lectures, assignments, quizzes, and/or exams. Cellphones must be turned to "OFF" or "SILENT" (not VIBRATE) during class. Place your cellphones inside your backpacks or in your pockets. If I see it or hear it, there will be an automatic deduction of 20 points off your total points at the end of the semester. If you need it in case of an emergency, please see me before class.

Laptops and iPads are okay to use in class, but only for taking notes. If I catch you browsing the internet, playing solitaire, or anything else un-related to the class, you will be asked to not bring it to class anymore and an automatic deduction of 20 points off your total points at the end of the semester.

**Class distractions:** Please do not participate in any activity in the classroom that may be a distraction to other students or the professor. This includes talking to neighbors during lectures or discussions, eating, texting, instant messaging, checking e-mail, surfing the web, etc. Finally, class will begin at 9:30 am. Please be on time.

**Copyright:** All handouts used in this course, including those delivered via Canvas, are copyrighted. The term "handouts" refers to all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, PowerPoint slides, outlines, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission.

**Library services:** UT Tyler's Muntz Library may be accessed via <http://library.uttyler.edu/>. A link to the Muntz Library is also available on UT Tyler's Home Page ([www.uttyler.edu](http://www.uttyler.edu)).

**Technical support:** Since I am unable to offer technical assistance, do not contact me if you have technical difficulties. Instead, contact CANVAS which provides technical support for this course. Information about technical support is available from the CANVAS global menu (Help).

UT Tyler's IT Support department provides technical support for this online course. Information about technical support for Canvas and this online course is available on your Canvas login page (<http://www.uttyler.edu/canvas/index.php>). You are welcome to inform me if you have technical difficulties, but I will not likely be able to assist with such difficulties.

**IMPORTANT: Thursday, March 23<sup>rd</sup> is last day to withdraw from class with automatic grade of W. (Disclaimer: My alerting to this date in this syllabus does not make this UT Tyler's official withdrawal date. You should check UT Tyler's official calendar to verify this date).**

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## **COURSE REQUIREMENTS AND EVALUATIONS:**

Some modifications may be necessary due to time, facility, and /or equipment constraints.

**Exams:** There will be 2 major exams (**Exam I = mid-term exam and Exam II = final exam**) given during the semester. Exams might consist of multiple-choice questions, true-false questions, short-answer (*i.e., at least one complete paragraph*) questions, short essay (*i.e., two to three paragraphs*) questions, and/or diagrams (drawing and/or labeling). The exams will be based upon material covered in the reading assignments, lectures, quizzes, discussions, and group work.

Be sure to arrive to class early on exam days. Exams will start no later than 9:30 am and will end no later than 10:50 am. If you arrive after an exam starts, you should take your seat quietly so as to not distract others. If you arrive after the first exam is completed and turned in by another student, you will not be allowed to take the exam.

**Exam II or Final Exam:** The final exam will be held during the scheduled final examination period and will be **cumulative (i.e., comprehensive)**. The final exam for this class is tentatively scheduled for **Thursday, April 27<sup>th</sup> from 9:30 to 11:30 am**. However, this date or time may change when the university releases its official exam schedule later in the semester.

**Make-up exams** will be given only for university-approved absences (flat tires, vacations, oversleeping, etc. are NOT valid university-approved absences). Since University-approved activities (*i.e., athletic events, performances, religious observance, etc.*) are generally known at the beginning of the semester, it is up to the student to notify the instructor during the first two weeks of class if there is a conflict with any of the scheduled exams. In such an event, a makeup exam will be given prior to the exam to be missed. If the absence is due to illness, the student should contact the instructor immediately and proper documentation (*e.g., doctor's note*) should be presented to the instructor upon their return.

**Short-answer quizzes:** The quizzes will include two or three short answer questions from the lectures and/or the reading assignments. **There will be several unannounced quizzes throughout the semester.** These quizzes will usually cover material presented in the previous lecture but may cover the previous two lectures. If you are not in class when the quiz is handed out, you will not be allowed to take it. Therefore, you should make every effort to attend class and to be in class on time. The quizzes will expose the students to the types of questions that may be asked of them on the exams.

**Journals:** The Journals require you to articulate the key concepts and ideas that have stood out during your reading of a particular chapter and discussion. These are concepts you deem important for you.

**Every journal should be explained well in at least 300 words and supported by a citation.** Every reference should also appear in the body of the essay. In your post, answer the questions "what did I learn? And why is it important?" Use citations, add a reference and indicate number of words used in the post.

**A. Examples for a citation in the posts using APA style:**

“Perfecting set-piece executions during practices and competition should be a top priority for coaches and players, as it can pay dividends in closely fought contests (Kuper, 2011). According to Kuper (2011), Sam Allardyce realized how vital set pieces were to his average team of Bolton Wanderers in the English Premier League.

**B. Examples for references as per citations using the APA style:**

- a. Kuper, S. (2011, November-December). A football revolution. *Soccer Journal*, 28–34.
- b. Referencing course text: Robbins, G., Powers D., and Burgess S. (2017). *A Wellness Way of Life*. New York: McGraw Hill Education: 11th edition.
- c. Citing course text: According to Robbins et al., (2017) or Wellness is defined as...(Robbins et al., 2017)

**Group Activities and/or Assignments:** All group activities and/or assignments will be given out during class times and are to be turned in on time. Some group activities and/or assignments will be turned in during class and/or online through Canvas. The details regarding completion and submission of these assignments will be given in class. I am particular regarding formatting of assignments; therefore, it is in your best interest to read the formatting and submission guidelines carefully and to complete your assignments accordingly.

**Quality of work:** All written work, including exams and assignments, must be written legibly or typed according to the assignment instructions. Spelling and grammar will be graded on all group activities, assignments, quizzes, and exams.

**Note very carefully:** I am a stickler regarding completing and submitting assignments as instructed, so please pay close attention to assignment instructions. Doing exactly what is instructed for a given assignment will greatly improve your chances of getting a good grade on the assignment. Close attention should also be paid to the method of submitting completed assignments. Different assignments will be submitted in different ways, including uploading (copying a file) in the Assignments area of the course, posting in a designated forum on the discussion board, and sending as an email attachment. Be sure to submit each completed assignment according to that assignment's instructions.

**Proctoring:** The assessments (*i.e.*, exams) in this course would be proctored using ProctorU. Beyond the cost of initial equipment needed (*e.g.*, a camera for your computer), there will not be any additional cost for proctoring. You will need to create a ProctorU account and install the ProctorU extension before attempting any assessment. To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

In order to use ProctorU, you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser and ProctorU extension installed
- Valid photo ID
- Quiet environment to take your assessment

**Note:** When using ProctorU, your activities are recorded while you are logged into or taking your exams. The recordings serve as a proctor and will be reviewed and used in an effort to maintain academic integrity.

## **EVALUATION: Total 300 points**

Exam I (= <i>Midterm Exam</i> )	75 points (25%)
Exam II (= <i>Final Exam - comprehensive</i> )	105 points (35%)
Quizzes	15 points (5%)
Group Activities / Labs / Assignments	70 points (23.33%)
Journals / Readings	35 points (11.67%)

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**TOTAL 300 points (100%)**

**Extra Credit:** Do not count on extra credit to be given in this class. It is not fair to the class as a whole to presume the instructor will give individuals opportunities to obtain extra credit points. Please do not ask for extra credit opportunities. Should any extra credit be given, these assignments must be turned in to me individually during my office hours (unless stated otherwise). You may not turn in someone else's assignments for them.

**Grading** will be based on the following modified scale:

- A:** 270 - 300 points (90 - 100%)
- B:** 240 - 269.97 points (80 - 89.99%)
- C:** 210 - 239.97 points (70 - 79.99%)
- D:** 180 - 209.97 points (60 - 69.99%)
- F:** ≤ 179.97 points (≤ 59.99%)

**Getting help:** If you find yourself struggling in the class (especially if you fail an exam or any quizzes), you should meet with me as soon as possible so that we can determine what steps you need to take to succeed in the class. I am available during my office hours or by appointment. I also have an open-door policy.

## **IMPORTANT DATES:**

January 9<sup>th</sup> (Monday): Classes begin for 15-week session  
January 23<sup>rd</sup> (Monday): Census Date  
February 1<sup>st</sup> (Wednesday): Registration for Summer 2023 begins  
March 1<sup>st</sup> (Wednesday): Final filling deadline for Spring 2023 Graduation  
March 13<sup>th</sup> to 18<sup>th</sup>: Spring break for faculty and students  
March 23<sup>rd</sup> (Thursday): *Last day to withdraw from one of more courses*  
**April 27<sup>th</sup> (Thursday): Final Exam (9:30 a.m. to 11:30 a.m.)**  
April 29<sup>th</sup> (Saturday): End of 15-Week session  
April 28<sup>th</sup> - 29<sup>th</sup>: Spring Commencement  
May 2<sup>nd</sup> (Tuesday): Final grades due in Faculty Center by 12:00 p.m.

**COURSE CONTENT - SPRING 2023: (some changes could be made during the semester):**

The following is a tentative schedule for the timeframe these areas will be covered.

<b>Week</b>	<b>Tuesday (F2F meetings)</b>	<b>ONLINE (Prior to Tuesday meetings)</b>
<b>1 (Jan 10)</b>	Introduction to Course and Overview of Syllabus	
<b>2 (Jan 17)</b>	<b>Discussion:</b> Understanding Wellness (Chapter 1) - Changing Behavior (Chapter 2)	Introductory Concepts: Understanding Wellness - Lab Activities 1-1, 1-2, 1-3
<b>3 (Jan 24)</b>	<b>Discussion:</b> Developing and Assessing Physical Fitness (Chapter 3)	Changing Behavior - Lab Activities 2-1, 2-2, 2-3 / Readings
<b>4 (Jan 31)</b>	<b>Discussion:</b> Maximizing Cardiorespiratory Fitness (Chapter 4)	Assessing Physical Fitness - Lab Activity 3-1, PAR-Q
<b>5 (Feb 7)</b>	<b>Discussion:</b> Maximizing Cardiorespiratory Fitness (Chapter 4) - Developing Flexibility (Chapter 5)	Cardiorespiratory Fitness - Lab Activity 4-1 - Group Activity: 4-2 and 4-4
<b>6 (Feb 14)</b>	<b>Discussion:</b> Developing Muscular Fitness (Chapter 6)	Flexibility - Journals (chapters 1 - 5) - Group Activities
<b>7 (Feb 21)</b>	<b>EXAM I</b>	Muscular Fitness - Lab Activity 6-2 Group Activities (chapter 7) - Readings
<b>8 (Feb 28)</b>	<b>Discussion:</b> Maximizing Heart Health (Chapter 9)	Readings
<b>9 (Mar 7)</b>	<b>Discussion:</b> Coping with Stress (Chapter 10)	Heart Health - Lab Activities 9-1, 9-2, and 9-4 Group Activities (chapter 8)
<b>10 (Mar 14)</b>	<b>SPRING BREAK</b>	
<b>11 (Mar 21)</b>	<b>Discussion:</b> Eating for Wellness (Chapter 11)	Stress - Lab Activities 10-1, 10-2
<b>12 (Mar 28)</b>	<b>Discussion:</b> Achieving a Healthy Weight (Chapter 12)	Eating for Wellness - Lab Activities 11-1, 11-2 Journals (chapters 6, 9, 10, 11)
<b>13 (Apr 4)</b>	<b>Discussion:</b> Substance Abuse and Addictive Behavior (Chapter 14)	Healthy Weight - Lab Activities 12-1, 12-2, 12-5
<b>14 (Apr 11)</b>	Group Activities / Readings	Group Activities - Lab Activities 14-2, 14-3, 14-6. Journals (chapters 12, 14)
<b>15 (Apr 18)</b>	Review for Final Exam	Readings
<b>16 (Apr 27)</b>		<b>FINAL EXAM (or Exam II = comprehensive): Thursday, April 27<sup>th</sup> from 9:30 to 11:30 am</b>

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.

*I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do*  
(The UT Tyler Honor Code)

## SELECTED UT TYLER STUDENT POLICIES

(From the *Handbook of Operating Procedures* and the UT Tyler Website)

### 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>

### Campus Carry

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>

### UT Tyler a Tobacco-Free University

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)

### Grade Replacement/Forgiveness and Census Date Policies

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. (For Fall, the Census Date is Sept. 12.) 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.

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.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

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

### State-Mandated Course Drop Policy

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).

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.

### Student Accessibility and Resources

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 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. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

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.

### **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.

### **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.

### **Emergency Exits and Evacuation**

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.

### **Student Standards of Academic Conduct**

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.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- 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;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor 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;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- 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;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- 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

- 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.
- ii. “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.
- iii. “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.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas.

**UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- 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.
- UT Tyler Counseling Center (903.566.7254) [www.uttyler.edu/counseling](http://www.uttyler.edu/counseling)