



UT Tyler COLLEGE OF EDUCATION & PSYCHOLOGY

Department of Psychology and Counseling

COUN 5368.068 Assessment in Counseling

Summer 2026 Course Syllabus

Course Format: Asynchronous Online

Location: Online

Instructor: Zahide Sunal, Ph.D.

Instructor Office Location: HPR 220

Email: zsunal@uttyler.edu (preferred method of contact)

Office Hours: Tuesdays, 12:00 pm to 2:00 pm by appointment

Course Catalog Description

Examines the principles of educational, psychological, and vocational assessment in a counseling context, including concepts necessary for the selection, administration, scoring, and interpretation of individual and group tests.

Course Prerequisites

No course prerequisites are required for this course.

Rationale

Assessment is an essential part of counseling. Counselors regularly assess their clients through informal information-gathering, standardized testing, and as part of the diagnostic process. To effectively select, administer, and interpret formal and informal instruments, counselors must understand both ethical and cultural factors and fundamental concepts of reliability, validity, and applicability.

Learning Objectives

Students will describe, explain, discuss, and competently apply the use of assessment methods in counseling, including individual appraisal and diagnosis of emotional and psychological disorders in accordance with standards from the Council for the Accreditation of Counseling and Related Educational Programs and the State of Texas.

SLO 7.0 Assessment and Testing

Students will demonstrate knowledge and skills to competently apply the use of assessment in counseling including the diagnosis of mental and emotional disorders

Proficiencies for Counselors

Proficiencies that counselors-in-training must master are derived from two sources: the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the State of Texas, including the Texas Administrative Code (TAC) and Texas Education Code (TEC).

2016 CACREP STANDARDS ADDRESSED	
Standard	Outcome
Professional Counseling Orientation and Ethical Practice	

2.F.1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling	Quizzes
Assessment and Testing	
2.F.7.a. historical perspectives concerning the nature and meaning of assessment and testing in counseling	Quizzes
2.F.7.b. methods of effectively preparing for and conducting initial assessment meetings	Quizzes
2.F.7.c. procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide	Quizzes
2.F.7.d. procedures for identifying trauma and abuse and for reporting abuse	Quizzes
2.F.7.e. use of assessments for diagnostic and intervention planning purposes	Quizzes
2.F.7.f. basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments	Quizzes, Instrument Selection and Critique Papers
2.F.7.g. statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations	Quizzes
2.F.7.h. reliability and validity in the use of assessments	Quizzes, Instrument Selection and Critique Papers
2.F.7.i. use of assessments relevant to academic/educational, career, personal, and social development	Quizzes
2.F.7.j. use of environmental assessments and systematic behavioral observations	Quizzes
2.F.7.k. use of symptom checklists, and personality and psychological testing	Quizzes
2.F.7.l. use of assessment results to diagnose developmental, behavioral, and mental disorders	Quizzes
2.F.7.m. ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results	Quizzes
Clinical Mental Health Counseling	
5.C.1.e. psychological tests and assessments specific to clinical mental health counseling	Quizzes, Instrument Selection and Critique Papers

Texas Administrative Code: Texas State Board of Examiners of Professional Counselors (TAC, Title 22, §681.83 Academic Requirements for Licensure)	
(a) An applicant must complete at least one course in each of the following areas: (3) appraisal or assessment techniques - the principles, concepts, and procedures of systematic appraisal or assessment of an individual's attitudes, aptitudes, achievements, interests, and personal characteristics, which may include the use of both non-testing approaches and test instruments;	Quizzes, Instrument Selection and Critique Papers

Texas Administrative Code: State Board for Educator Certification: School Counselor Certification (TAC, Title 19, §239.15 Standards Required for School Counselor Certificate)	
b.5 assessment principles and procedures, including the appropriate use of tests, test interpretation, and test	Quizzes, Instrument Selection and Critique Papers

results;	
c. 7 participate in the selection, use, and interpretation of assessments and assessment results;	Quizzes, Instrument Selection and Critique Papers
Texas Education Code: State Board for Educator Certification: Service Program and Extracurriculars (TEC, Title 19, §33.006, School Counselor and Counseling Programs)	
b. The school counselor shall: (5) with the assistance of school staff, interpret standardized test results and other assessment data that help a student make educational and career plans;	Quizzes, Instrument Selection and Critique Papers

Required Texts and Readings

Whiston, S. C. (2017). *Principles and applications of assessment in counseling* (5th ed.). Belmont, CA: Brooks/Cole.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). ISBN: 9781433832161

* In addition to the required texts, extra readings will be assigned throughout the semester. These readings will be available on CANVAS.

** A student at UT Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Methods of Instruction

This is an asynchronous online course. It is expected that you will spend an average of 6+ hours working on the modules for this course each week. The course materials will be housed on Canvas. This class will consist of a collaborative learning community in which all participants share responsibility for the learning process. The instructor will facilitate learning by guiding students to sources of knowledge and promoting independent development and discovery of new knowledge. Online learning requires participation and leadership from each student. Lectures, videos, assigned readings, and online activities will provide a basis for discussion. Academic integrity is expected from each student and plagiarism from any source will not be tolerated.

As your instructor, I assume the responsibility for structuring both didactic and applied learning opportunities and for providing some of the conditions that allow or encourage your growth as a counselor in training. **The degree to which you perceive this experience as enhancing your personal and professional growth will largely be a function of your own goals for this experience and the responsibility and initiative you assume for implementing your choice of goals.** I look forward to our time together this semester and I hope you will look back on it as a truly valuable experience in your development as a counseling professional.

Canvas (<https://www.uttyler.edu/canvas/>)

Canvas will serve as the overall structure and launching pad for all our activities in this course. In Canvas, you will find announcements, assignments, course schedule, links to outside activities and so on. Within each module folder, the activities necessary to successfully complete that module are

described in great detail. It is students' responsibility to examine each module and get in touch with the instructor immediately if they are not clear about the requirements prior to assignment due dates.

Course Policies

There are 5 modules (1 for each week) to be completed for this class. Each module contains class content videos, additional readings, and a quiz which should be completed that week.

Due to the online nature of this course, it is essential that you remain acutely aware of the due dates for assignments and modules. **All modules module activities, assignments, and quizzes are due by 11:59 p.m. Central Time.** I understand that this "due date" may not be ideal for everyone, but I wanted to give you the full week to complete your assignments and allow those of you who work full time to have the option to complete the assignments during the week or on the weekend. You have the personal choice to submit the assignments or complete the modules anytime throughout the week. **Because of this flexibility, late assignments or late completion of modules and quizzes will not be accepted.** I will do my best to attend to all questions submitted via email (zsunal@uttyler.edu) within 48 business hours (anything received after 5:00 pm on Friday may not be responded until the following week). Because of this, I ask that you please be proactive in starting your assignments.

All assignments are submitted on CANVAS. Please DO NOT email or turn in hard copies of your assignments to the instructor. You are responsible for uploading the correct version of your assignment to the correct location on CANVAS. If you are having trouble logging onto Canvas or uploading assignments, please contact the Canvas helpdesk at (903)566-7439 or email them at itsupport@patriots.uttyler.edu. You can also receive help by using the Help tab located on the left side of your Canvas screen, using the Canvas guides, or contacting Canvas help at (844)214-6949.

Participation and Professionalism

Learning is a dynamic social process. In-class exercises are designed to provide practice and be a review of the material that will be covered in readings. They include a number of opportunities for the assessment of self and classmates. Active participation is required to gain practice with assessment and skills related to assessments reviewed in class.

Professionalism represents a way of being made up of appearance, manner, communication, interacting, attitudes, approach, skills, and openness to grow. As part of this class, students are expected to demonstrate professionalism during all interactions with their peers and the instructor.

You are expected to be fully engaged in the topic of assessment, invested in your own learning and the learning of others, and eager to participate. Concretely, active participation and professionalism means:

- Reading required materials and being prepared to work
- Demonstrating knowledge of reading assignment material
- Actively taking part in class activities
- Interacting well with peers
- Showing respect and courtesy toward peers and instructor
- Exhibiting a professional demeanor
- Actively engaging in learning opportunities
- Demonstrating critical thinking
- Exhibiting growth in content knowledge and skills
- Contributing to a professional climate

Course Assignments/ Requirements/Grading

During the semester you will have opportunities to earn up to 100 points for your final grade. Grading is on

the following scale: 100%-90% = A; 89%-80% = B; 79%-70% = C; 69% or less = F. You must receive an **A or B to receive credit for passing this course.**

Quizzes (4*10)	40 points
Instrument Selection Paper	20 points
Instrument Critique Paper	40 points
Total Points Possible	100 points

Quizzes (5*10 points)

One in each module, you will take five (5) quizzes in this course that will cover lecture material and reading assignments. The quizzes will review topics, vocabulary, and basic understanding and will be multiple choice, matching, and true/false in format. You can choose anytime to take the quizzes until Friday at 11:59 pm of the week they are assigned to. Make sure to give yourself enough time to complete quizzes as all quizzes will stop at 11:59 pm, regardless if you have completed it or not.

Your lowest scored quiz will be eliminated to give all of you a chance to get adjusted to the quizzes. In other words, there are 5 quizzes, but you will only be graded on highest scored 4 quizzes for you. If you receive full points from all 5 quizzes, while one of the quizzes will be removed, you will receive 0.5 extra credit.

You can take each quiz only once. Make sure to complete all the module materials before starting your quiz. There are no proctoring systems being used for the quizzes in this course, as such, I'm aware that you will have access to your class materials. Therefore, I'm limiting the time you have to complete each quiz. It will, therefore, be advantageous of you to complete all the module materials before taking the quizzes, because you will not have enough time to use your resources to help you with all items.

Please know, if I hear of students working together on the quizzes, sharing exam information, or being in contact with each other while taking the exam, you will earn an F in this course and not be permitted to take it for grade replacement.

Instrument Selection Paper (20 points)

This assignment is designed to assess your skills in identifying a standardized instrument of interest and finding resources.

In this assignment, you are expected to identify at least two instruments you are interested in completing your final paper on. For each instrument, you are to identify as many resources as possible. There are no minimum or maximum resource number limits, but if you have only a few articles or if the resources you selected do not have enough information that you will need for your presentation, this might require you to go back and find more resources. To give you a general estimate of a good number of resources needed for this assignment: if you have the instrument itself, the manual, the development article, revision articles (of any existing), MMY review, and at least two articles (within the last 10 years) it should be safe to say that you have all the information you need. Use APA 7 formatting (if needed, please review the APA Review Lecture one more time).

As part of this assignment, you will be submitting two documents: **(1) a PDF version of your paper, (2) a Word document version of your paper**

Instrument Critique Paper (40 points)

This assignment is designed to assess skill acquisition by finding necessary information about assessment instruments and critiquing them. Students will evaluate and critique the instrument they identified in the instrument selection assignment in a 5–10-page paper (not including the title page and references). Students are expected to use APA 7 formatting for this paper (except the abstract section) and include all of the following sections and information:

1. Test information
 - Test name
 - Test author
 - Publication
 - Publisher
 - Date of the initial publication and the most recent revision
 - The current total cost of the examination
 - Individual costs of examination (booklets, answer sheets, manuals, etc.)
2. Test description and use
 - Purpose
 - Target population **and** groups for which the test is not applicable
 - Age groups
 - Available forms
 - Item types
3. Test/scale development
 - Development history
 - Version changes
4. Administration details
 - Time required
 - Training required
 - Standardization procedure and administration format (e.g., large group, small group, individual, quiet environment, lighting, spacing, etc.)
 - Special materials needed
 - Other administrative details
5. Scoring procedures
 - Normative data
 - Initial norming group
 - Subsequent norming groups
 - Reliability
 - Test-retest
 - Alternate form
 - Internal consistency
 - Reviewer’s comments on reliability
 - Validity
 - Content, concurrent, predictive, and/or construct validity
 - Reviewer’s comments on the validity
6. General evaluation
 - Ethical and multicultural considerations
 - Special merits and strengths of the test
 - Criticisms and limitations of the test
 - Personal recommendation – do you think you would use this test in your future work? Why or why not?
7. References

As part of this assignment, you will be submitting two documents: **(1) a PDF version of your paper, (2) a Word document version of your paper**

Extra Credit Opportunities

- The final class evaluation and getting full points from all 5 quizzes are the extra credit opportunities for this class. Each option will reward student with 0.5 points. The quiz extra credit will be added to students’ grade point automatically. In order to receive credit for completing the final class evaluations, students are expected to submit a screenshot of the completion page in CANVAS by 7/3 11:59pm. More details will be discussed in class. I do not round up, so to ensure you are receiving the grade you are hoping for, please make sure to utilize every opportunity for extra credit.

Tentative Course Schedule*

<u>Module Due Date</u>	<u>Scheduled Topic</u>	<u>Due Assignments</u>	<u>Readings</u>	<u>CACREP Standard</u>
Module 1 (6/5)	Basic Assessment Principles Psychometrics: Reliability, Validity, & Item Analysis	Quiz 1	Ch 2, 3, & 4 Bardhoshi & Erford (2017) Lenz & Wester (2017)	2.F.1.i; 2.F.7.b, c, d, f, g, h, m; 5.C.1.e
Module 2 (6/12)	APA Review Navigating Electronic Resources Selecting, Administering, Scoring, & Communicating Assessment Results	Quiz 2	pp.120-122, Review APA 7 Manual Ch 7	2.F.1. f, g, h, i; 2.F.7.b, c, d, m; 5.C.1.e
Module 3 (6/19)	Ethical and Legal Issues in Assessment	Quiz 3 Instrument Selection Paper	Chs 5&6 ACA Code of Ethics Section E RUST	2.F.1.i; 2.F.7.c, d, m; 5.C.1.e
Module 4 (6/26)	Initial Assessment in Counseling Intelligence and General Ability Testing Achievement and Aptitude Assessment in Career Counseling	Quiz 4	Ch 8, 9, 10, & 11	2.F.7.i, j; 5.C.1.e; 5.C.2.j
Module 5 (7/3)	Appraisal of Personality Behavioral Assessment with Children & Adolescents Assessment in Marriage and Family Counseling Monitoring and Evaluating Counseling	Quiz 5 Instrument Critique Paper	Ch 12, 13, 14, 15 & 16	2.F.7.i, j; 5.C.1.e; 5.C.2.j

*The instructor reserves the right to make adjustments in the syllabus, assignments, activities, and the grading schedule as needed to meet course objectives and needs.

Course and Departmental Policies

Informed Consent Statement for Counseling Courses

Faculty members are dedicated to the educational, personal, and professional growth and

development of our students. Faculty members are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
- There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
- At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's *personal history*. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
- Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the *ACA Code of Ethics* (2014).
- Students often experience personal growth as they progress through the program. However, the courses are *not* meant to be a means of personal therapy. The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
- Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
- It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.

Psychology and Counseling Retention Policy

Faculty, training staff, supervisors, and administrators of the Psychology and Counseling graduate programs at the University of Texas at Tyler have a professional, ethical, and potentially legal obligation to: (a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well-being, interpersonal skills, professional development, and personal fitness for practice); and, (b) ensure, insofar as possible, that the student-trainees who complete our programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, and within the parameters of our administrative authority, our faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

As such, within a developmental framework, and with due regard for the inherent power

difference between students and faculty, students and trainees should know that the faculty, training staff, and supervisors of our programs will evaluate their competence in areas other than, and in addition to, coursework, seminars, scholarship, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which student trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal counseling/therapy in order to resolve issues or problems). [Adapted from the Comprehensive Evaluation of Student-Trainee Competence in Professional Psychology Programs statement developed by the Student Competence Task Force of the APA Council of Chairs of Training Councils (CCTC), (<http://www.apa.org/ed/graduate/cctc.html>), approved March 25, 2004. (2012-

2014 Graduate Catalog)

Evaluating Student Fitness and Performance

Members of the faculty, using professional judgment, continuously evaluate each student's fitness and performance. Students receive information related to their fitness and performance from faculty members, their advisors, and their supervisors. The criteria used by the faculty to make such judgments include instructor's observations of course performance, evaluations of students' performances in simulated practice situations, supervisors' evaluations of students' performances in practice situations, and the disciplines' codes of ethics. Students are formally evaluated at least annually by the program faculty.

Detailed information about procedures for student evaluations, progress review, retention, and for addressing concerns about student progress are available at the department website: <http://www.uttyler.edu/psychology/>.

Students who are not making satisfactory progress or who are not meeting program standards should consider withdrawing from the program. In this context, the term "unsatisfactory progress in the program" refers to an academic judgment made regarding the student's fitness and performance. It is a determination that the student has failed to meet academic and/or professional standards.

Other

Students are strongly encouraged to read The University of Texas at Tyler's Graduate Catalog especially regarding issues such as academic grievance, plagiarism and cheating, etc. The policies stipulated in the catalog will be strictly enforced.

Please turn all cell phones, pagers, and other electronic equipment to off, silent, or vibrate during face-to-face and synchronous classes. To create a respectful class environment, please refrain from texting, checking messages, etc. In the case of an emergency, please alert the instructor prior to class.

Papers and presentations are expected to follow APA 7 format. If you do not have a copy of the APA 7 Manual, *purchase one*.

Many assignments for this course will be electronically submitted through a plagiarism checker. It is strongly suggested that students check their papers for plagiarism and grammatical errors and make any necessary adjustments before submitting them. For help writing papers without plagiarism, please consult the *APA Publication Manual, 7th edition*, or visit the Writing Center. If you need more help on formatting, please review the additional videos on APA formatting and if you still need more help reach out to the instructor for clarification in at least a week ahead of the assignment due date.

University Policies

UT Tyler Honor Code

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.

Student 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.

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. 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 the 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 offers accommodations to students with learning, physical, and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you but have questions or concerns, please contact the SAR office. For more information or to set up an appointment, please visit the SAR office located in the University Center, Room 3150, or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

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 email) 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 dishonest, 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:
 - copying from another student’s test paper;
 - using during a test materials not authorized by the person administering 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, homework 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.
- 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 SafeAssign™, available on Blackboard.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

In this course, I expect all work submitted by students to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering the course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stage of the work process, including brainstorming. To monitor AI use, I will use the University's Turnitin platform, embedded in Canvas, to screen ALL assignments for AI. Any AI detection over 30% will result in a full rewrite for credit. For me to consider the rewrite for credit, it must result in an AI detection of 30% or less. Furthermore, if AI above 30% is detected for more than one assignment or more than once on the same assignment, I will follow the University's policies for reporting academic dishonesty. Please note that AI use is strictly forbidden in this course. Therefore, citing AI use will NOT protect AI use. Any required rewrite must be completed within a timeframe determined by the instructor.

Any deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic integrity policy and will result in an automatic failure of the course, regardless of your performance on other assignments or exams.

UT Tyler Resources for Students

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