University of Texas – Tyler

ART 4339-001/ART 5391-002

EXHIBITION PRACTICUM

Spring Semester 2019

Class Location: ARC, Room 114
Class Meeting Times: Monday & Wednesday 11:00 a.m. – 12:20 p.m.
Instructor: Kaia L. Magnusen, Ph.D., Assistant Professor of Art History
Office Location: ARC-117
Instructor Contact Information: phone number: 903-566-7398
E-Mail: kmagnusen@uttyler.edu (preferred)
Office Hours: Monday & Wednesday 12:30 p.m. – 2:00 p.m. or by appointment

COURSE DESCRIPTION

This course will provide students with a general understanding of all aspects of preparing a fine art exhibition. Students will research art objects; prepare information for labels, catalogs and other didactic exhibition materials; gain a basic knowledge of curatorial methodologies and fine art exhibition design; and apply this knowledge in the creating of an exhibition. The practicum will involve: choosing objects (artworks or cultural artifacts) for an exhibition, researching chosen objects, possibly transporting object(s), installation of exhibition, creation of labels and wall text, gallery opening reception talk, and taking down of exhibition.

COURSE OBJECTIVES

Students will learn research and interpretive methodologies for exhibiting art objects, including the sharing of historic, cultural and technical knowledge. Theories will be applied that encourage intellectual discourse about artworks in the exhibition setting. Students will develop written and oral communication skills through discussions, presentations, writing assignments and practical experience. Core course SLO’s below.

By the end of this course, students should be able to:

- **THINK CRITICALLY:** Critical thinking skills include (but are not limited to) creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
  - Students will learn to critically analyze works of art. They will learn how to analyze form (composition, technique, color, light/shadow) to determine how these elements work together to create meaning in art. Critical thinking skills will be assessed through in-class writing assignments, in-class discussions, and presentations.
**WORK IN TEAMS:** Teamwork skills include (but are not limited to) the ability to consider different points of view and to work effectively with others to achieve a common goal.

- Students will be organized into groups to compare and contrast works of art and demonstrate their understanding of the formal elements and historical context. Teamwork skills will be assessed through in-class assignments and peer assessment.

**COMMUNICATE ABOUT ART USING ART HISTORICAL METHODOLOGIES:** Communication skills include (but are not limited to) the effective development, interpretation and expression of ideas through written, oral, and visual communication.

- Students will analyze works of art, current scholarship, and contemporary methodologies through assigned readings and class discussion. Students will be assessed through graded assignments.

**BE SOCIALLY RESPONSIBLE BY UNDERSTANDING ART WITHIN CULTURAL AND HISTORICAL CONTEXTS:** Social responsibility skills include (but are not limited to) recognizing the historical importance of an object, building, or place and the necessity of its preservation and developing intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

- Students will develop a knowledge base of multiple cultures and understand how ethnic, racial, cultural, and gender issues are present within works of art. Students will be assessed through class discussions and written assignments.

**REQUIRED TEXT:**

There is no required textbook for this class. Assigned readings will be uploaded to Canvas in PDF form.

**RECOMMENDED TEXTS:**


**COURSE PREREQUISITES:**

ART 1301, ART 2303, ART 2304 or consent of instructor
COURSE REQUIREMENTS:

ATTENDANCE AND PARTICIPATION:

Attendance and active participation in class discussions are required. Class meets twice per week. **Class attendance is mandatory.** Excessive tardiness will count as absenteeism. **Each absence will count off 10 points out of 100 point total for attendance grade.** Students who are late or who leave early will be given half credit for attendance. Students who are caught using their phones or other electronic devices, reading other materials, sleeping, etc. during class will be marked absent for that day. These policies will be strictly enforced.

In the event of an absence the student is responsible for obtaining class lecture notes from a classmate. If a student knows he/she is going to be late or absent, the student should inform the instructor in person or via email prior to class.

Students are expected to attend class, to complete the readings and assignments, and to participate in class discussions. The professor may ask questions in class on assigned readings. If the professor feels that students are not keeping up with the reading assignments or with the discussion, pop quizzes may be given.

With regard to attendance and participation, students will be graded on the following:

- Attendance and Participation in Class Discussions, Planning, and Demonstrations (10% of final grade)
- Selection of Objects for Exhibition (10% of final grade)
- Installation of Exhibition (including preparing and transporting objects, hanging works, installing wall text and object labels, installing the title text, adjusting lighting, etc.) (10% of final grade)
- Deinstallation of Exhibition (including preparing and transporting objects, patching and painting walls, removable of wall text and object labels) (10% of final grade, etc.)

The specific dates on which the installation, deinstallation, demonstrations, etc. will occur can be found on the Course Calendar which will be uploaded to Canvas.

READING ASSIGNMENTS:

All reading assignments should be completed **before** the lectures for which they are assigned. A course calendar with assigned readings will be posted on Canvas. Be prepared to discuss and answer questions about the readings in class.

EXAMINATIONS:

There will be no examinations in this class.

PRESENTATIONS
**Presentation of Objects**

Undergraduate and graduate students will present on the two (2) works of art on which they write explanatory object labels. Students should not simply read their object labels. Students should address the subject matter, style, medium, etc. Students will present for five (5) minutes on each object; the total length for the presentation of both objects will be ten (10) minutes.

The presentation of the objects will occur on Monday 15, April and Wednesday, 17 April. Students will draw numbers to randomly determine the day on which they will present.

**WRITTEN ASSIGNMENTS:**

All written assignments are to be turned in as typed, hard copy papers and are due at the beginning of class on the due date. Students will also submit written assignments to TurnItIn on Canvas prior to class on the day on which the assignments are due.

**Object Labels**

Undergraduate and graduate students will write an object label for two (2) works of art. The text of these labels will include the name of the artist, the title of the artwork, and the medium of the artwork. These labels must be uniform so they will conform to a specific template that will be provided. Students will be responsible for affixing the printed labels to matboard and cutting the labels out into equally sized wall labels. Students will also be responsible for installing these labels.

For each work, students will write a brief explanatory label that will be a maximum of seventy-five (75) words in length. A cover page is not required for the Object Labels; the two explanatory object labels should be written on two separate pieces of paper. The informational object labels and the longer, explanatory labels will be submitted as hard copies on Wednesday, 6 March. Students should also upload the explanatory labels to TurnItIn on Canvas before 11:00 a.m. on Wednesday, 6 March.

A guidelines sheet will be uploaded to Canvas.

AND

**Museum Exhibition Review**

Undergraduate and graduate students will submit a review of a museum exhibition. Students may choose the exhibition to be reviewed. Students will not review the permanent collection. On a separate sheet of paper, undergraduate and graduate students should include an image of themselves in the gallery/exhibition or in front of a work of art in that exhibition. This will serve as proof that the student attended an exhibition. Students must follow gallery/museum guidelines with regard to taking photographs. If an exhibition does not permit photography, students should choose another exhibition that does. This page will NOT count toward the page count of the paper.

For undergraduate students, the Exhibition Review must be a minimum of four (4) full pages, double-spaced. The font must be Times New Roman in size 12. The margins
must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. Exhibition reviews must have a cover page. This cover page should include the name of the class, the professor’s name, and the student’s name. This information should not be repeated on the first page of text. The cover page does not count towards the page count of the paper. Ten (10) points will be deducted if the cover sheet is missing. Papers that do not meet the length requirements will NOT be accepted. 3½ pages does not equal 4 pages. Undergraduate Exhibition Reviews must be at least four (4) full pages. No exceptions.

For graduate students, the Exhibition Review must be a minimum of five (5) full pages, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. Exhibition reviews must have a cover page. This cover page should include the name of the class, the professor’s name, and the student’s name. This information should not be repeated on the first page of text. The cover page does not count towards the page count of the paper. Ten (10) points will be deducted if the cover sheet is missing. Papers that do not meet the length requirements will NOT be accepted. 4½ pages does not equal 5 pages. Graduate Exhibition Reviews must be at least five (5) full pages. No exceptions.

A guidelines sheet will be uploaded to Canvas.

The Exhibition Review is due at the beginning of class on **Monday, 1 April**. Late submissions of the research paper topic proposal will not be accepted. In addition, undergraduate and graduate students must also upload their Exhibition Review onto TurnItIn on Canvas by 11:00 a.m. on Monday, 1 April. If the student submits a hard copy but fails to upload the Museum Exhibition Review onto Canvas, ten (10) points will be deducted from the assignment. In such cases, the student has twenty-four hours to upload the assignment or ten (10) additional points will be deducted.

**AND**

**Exhibition Layout Proposal**

Both undergraduate and graduate students will submit proposals for the layout of the exhibition. These proposals should include some sort of drawing or diagram indicating the location of the works on the walls of the proposed location. The proposal should contain some kind of images (hand drawn, photographs, etc.) indicating the different works. Students should also write an explanation of why they choose to arrange the exhibition in the proposed manner. In this explanation, students should address the theme of the exhibition, the purpose of the exhibition, how they want the viewers to perceive the exhibition, and what they want the viewers to learn from or “take away” from the exhibition. In addition, students should include a proposed title for the exhibition.

A guidelines sheet will be uploaded to Canvas.

The text portion of the Exhibition Layout Proposal should be at least two (2) full pages in length. The text portion of the Exhibition Layout Proposal should use Times New Roman
font in size 12. The margins must be 1-inch on all four sides. The Exhibition Layout Proposal should also include a cover page.

The Exhibition Layout Proposal is due at the beginning of class on **Monday, 25 March**. The text portion of the Exhibition Layout Proposal must be uploaded onto TurnItIn on Canvas by 11:00 a.m. on Monday, 25 March. If the student submits a hard copy but fails to upload the text of the Exhibition Layout Proposal onto Canvas, ten (10) points will be deducted from the assignment. In such cases, the student has twenty-four hours to upload the assignment or ten (10) additional points will be deducted.

AND

**Exhibition Announcement Materials**

Students will be divided up into two groups. One group will be responsible for writing the press release for the exhibition. The other group will be responsible for creating the design for the posters/flyers that will be printed out and hung around campus in order to advertise the exhibition.

The press release must be approved by Dr. Magnusen before it is submitted to Gallery Coordinator, Michelle Taff. The design for the exhibition posters/flyers must also be approved by Dr. Magnusen prior to being submitted for printing.

Hard copies of both the press release and the exhibition poster/flyer design must be submitted at the beginning of class on **Monday, 18 March**. In addition, both the press release and the exhibition poster/flyer design should also be provided to Dr. Magnusen in electronic form. Students should bring a USB device to class in order to provide Dr. Magnusen with electronic copies of the press release and the exhibition poster/flyer design.

A guidelines sheet will be uploaded to Canvas.

AND

**Research Paper Topic Proposal**

Undergraduate and graduate students will submit a proposed topic for their research papers. The topic must be approved by the professor in order for the student to conduct research for the paper. If the topic is not approved, the student must meet with the professor in order to discuss another topic. The research paper topic proposal must be a minimum of one paragraph (three to six complete sentences) and it must contain a proposed thesis statement. Students are not required to submit a cover page with their research paper topic proposal.

The research paper topic proposal is due at the beginning of class on **Wednesday, 20 February**. Late submissions of the research paper topic proposal will not be accepted. In addition, undergraduate and graduate students must also upload their Research Paper Topic Proposal onto TurnItIn on Canvas by 11:00 a.m. on Wednesday Paper Topic
Proposal onto Canvas, ten (10) points will be deducted from the assignment. In such cases, the student has twenty-four hours to upload the assignment or ten (10) additional points will be deducted.

A guidelines sheet will be uploaded to Canvas.

AND

**Research Paper**

The final research paper for both undergraduate and graduate students will be turned in the last day of class (Wednesday, 24 April) and uploaded onto TurnItIn Canvas by 6:00 p.m. on Wednesday, 24 April. If the student submits a hard copy but fails to upload the paper onto Canvas, ten (10) points will be deducted from the paper. In such cases, the student has twenty-four hours to upload the paper or ten (10) additional points will be deducted.

Undergraduate and graduate students will write a research paper pertaining to prints. Students may write on a specific print (or prints), a print series, or a printmaker (or printmakers). The prints or artists in question should be legitimate (i.e. Do not use prints or artists you saw on Etsy, Deviant Art, etc.).

A guidelines sheet will be uploaded to Canvas. The research paper should follow these guidelines exactly.

For undergraduate students, the research paper must be a minimum of eight (8) full pages, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. Papers that do not meet the length requirements will NOT be accepted. 7 ½ pages does not equal 8 pages. Undergraduate research papers must be at least eight (8) full pages.

For graduate students, the critical response papers must be a minimum of ten (10) to twelve (12) full pages, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Ten (10) points will be deducted if the margins are incorrect. Graduate students are expected to write papers that are longer and more in-depth. Papers that do not meet the length requirements will NOT be accepted. 9 ½ pages does not equal 10 pages. Graduate research papers must be at least ten (10) full pages. No exceptions.

For the research paper, a minimum of five (5) different sources are required. One (1) must be a primary source. **Any sources must be cited using Chicago Manual of Style.** Students must use footnotes and must include a works cited page. Websites such as Wikipedia or personal blogs may NOT be used as sources. Websites such as Wikipedia or personal blogs may NOT be used as sources.

Papers must have a cover page. This cover page should include the name of the class, the professor’s name, and the student’s name. This information should **not** be repeated on the first page of text. The cover page does **not** count towards the page count of the paper.
* LATE PAPERS WILL NOT BE ACCEPTED.*

**DO NOT PLAGIARIZE. ANYONE CAUGHT PLAGIARIZING WILL AUTOMATICALLY RECEIVE A ZERO (0) ON THE ASSIGNMENT. **

PAPERS THAT DO NOT FOLLOW THE GUIDELINES WILL NOT BE READ AND WILL, THUS, RECEIVE A ZERO (0).

*IMPORTANT FORMATTING NOTE*

If students use programs other than Word, such as Pages or GoogleDocs, their papers must still conform to the above guidelines. Programs other than Word tend to have formatting issues that result in documents not conforming to the Word template (and, thus, to the above requirements) when printed out. Thus, students must make sure that, when printed out, their papers are still meet the above requirements for each paper. Papers must meet minimum page requirements. Papers must be double-spaced. Font must be Times New Roman in size 12. Margins must be 1-inch on all four sides. Students must be aware of these issues and take them into account when writing and printing out papers.

Expectations for the assignments:

Student papers will be graded both for content and for grammar. Students should proofread their papers to ensure grammatical correctness and coherence of thought. Papers must contain a thesis statement and supporting arguments. Students’ papers should contain original ideas, opinions, and arguments. Students should not simply quote or paraphrase the research of other scholars.

The guidelines for the assignments must be followed exactly. These guidelines are detailed on assignment sheets that will be posted on Canvas.

The guidelines for the Group Assignment must be followed exactly. Students will be divided into groups by the professor. Students must complete the assignment as a group. More specific information about Group Assignment will be provided closer to the due date.

Footnotes and a works cited page/bibliography are mandatory for the Appropriation Paper and any other paper in which outside sources are used. Students should use the Chicago Manual of Style format for their papers. Failure to properly cite authors is considered plagiarism. Students must not reference another author’s work without citing that author. If you paraphrase an author, students must cite this author or it is plagiarism.

For citations, students MUST use Chicago Manual of Style. All papers, including Critical Response Papers, must have footnotes and a works cited page. Student papers will be marked down for incorrect citations. Students may consult the following websites for assistance with proper citations.
Papers also be submitted to SafeAssign on Canvas. Plagiarism will not be tolerated and will automatically result in a zero (0) on the assignment.

Grades will be posted on Canvas and written on returned papers. Students are responsible for checking online to ensure that their grades have posted and are correct. If a grade is missing that means the professor did not receive your work. Contact Dr. Magnusen immediately if you think there is an error.

All dates for assigned readings, assignments, and exams will be on a course calendar handed out the first day of class

SUBMISSION OF ASSIGNMENTS:

Students are expected to keep an extra hard copy of all assignments turned in to the professor. The professor will only accept HARD COPIES of written assignments. In addition to submitting hard copies, students should also upload electronic copies of their written work to TurnItIn on Canvas. Late assignments will NOT be accepted. Hard copies of papers must be turned in at the beginning of class on the date on which they are due. Please do not e-mail any assignments to the professor. No papers will be accepted via email.

A course calendar with exam and assignment due dates will be handed out in class.

GRADING POLICY:

Undergraduate and graduate students will be evaluated by performance on graded assignments as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td>Selection of Objects for Exhibition</td>
<td>8%</td>
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<tr>
<td>Installation of Exhibition (including preparing and transporting objects, hanging works, installing wall text and object labels, adjusting lighting)</td>
<td>8%</td>
</tr>
<tr>
<td>Deinstallation of Exhibition (including preparing and transporting objects, patching and painting walls, removable of wall text and object labels)</td>
<td>8%</td>
</tr>
<tr>
<td>Creation of Object Labels</td>
<td>8%</td>
</tr>
<tr>
<td>Presentation of Objects</td>
<td>8%</td>
</tr>
<tr>
<td>Museum Exhibition Review</td>
<td>10%</td>
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<tr>
<td>Exhibition Layout Proposal</td>
<td>12%</td>
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<tr>
<td>Exhibition Announcement Materials</td>
<td>10%</td>
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<tr>
<td>Research Paper Topic Proposal</td>
<td>6%</td>
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<td></td>
<td>Percentage</td>
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<td>--------------------------</td>
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<tr>
<td>Research Paper</td>
<td>14%</td>
</tr>
<tr>
<td>Attendance and Participation in Class Discussions, Planning, and Demonstrations</td>
<td>8%</td>
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</table>

**CONVERSION CHART FROM PERCENTAGES TO LETTER GRADES:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Score</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
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<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
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**E-MAIL POLICY:**

Students may direct questions to the professor via her University email address. Feel free to email the professor if you have a question, would like to set up an appointment, etc. All e-mails should be addressed to Dr. Magnusen, who will respond to emails in a timely fashion but this does not mean one should expect an instantaneous reply; the professor will respond as quickly as possible. Be sure to identify yourself and the course if you email the instructor. Emails are a form of professional correspondence. Be polite and respectful.

Students should also ensure they are able to receive emails via Canvas. Please note that grades are not sent to students via e-mail (this includes the final grade for the course). Grades are posted on Canvas.

Students who have questions or concerns about grades may visit the professor during office hours or make an appointment. If an email requires a long response, a student may be instructed to speak with the professor in person.

**CLASSROOM ETIQUETTE:**

NO LAPTOP COMPUTERS, IPADS, CELL PHONES ALLOWED TO BE ON DURING CLASS. (If you are unable to take notes by hand you must speak with Dr. Magnusen to get permission to bring a laptop, Ipad or Tablet.)

Turn off all cell phones during class. Students are expected to be attentive and to not engage in unnecessary chatter or texting. Do NOT text or answer your phone during class. Put your phone on silent mode or turn it off. Putting your phone on vibrate does NOT count as turning it off. Put your phone away and keep it out of sight during class. Students will be reprimanded and marked absent if they use their phones in the classroom. For the first offense, a student will be marked absent for the day. For the second offense, a student will be told to leave the classroom and will be marked absent for the day.
If there is some kind of emergency situation which requires a student to keep his or her phone on, he or she must consult with the professor prior to class and receive the professor’s express permission to keep a phone on.

Do not pack up your things before the end of class. It is distracting and rude. You will not be kept late so wait until the instructor is finished.

Do not photograph or record (visual or audio) the professor. Students do not have permission to visually record or to record the audio of any lectures during or outside of class. Students do not have permission to photograph the instructor without consent.

Course material is copyrighted and may not be re-used by students without the express written consent of the professor. The professor will upload course material onto Canvas but students may not upload course material onto other websites. Students may not provide or sell course material to any third party.

Be respectful of your instructor and your fellow students in the classroom. Inappropriate behavior in the classroom shall result, minimally, in a directive to leave class or being reported to the Dean of Students for disciplinary action in accordance with university policy.

**ACADEMIC INTEGRITY:**

All cheating and/or plagiarism will be treated with the utmost severity as per UT Tyler policy. Please consult A Student Guide to Conduct and Discipline at UT Tyler (available in the Office of Student Affairs) for university regulations regarding academic dishonesty: “3.22 Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is 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.”

**Plagiarize** \(\text{\textbackslash{}plagiary\textbackslash{}riz}\) also \(j -\backslash v\) -\textit{rized}; \(-\textit{riz}\cdot\textit{ing}\) \(v\) [\textit{plagiarize}]: to steal and pass off (the ideas or words of another) as one's own : use (a created production) without crediting the source \(v\)\(i\): to commit literary theft: present as new and original an idea or product derived from an existing source - \textit{plagiary•zier n}


Students must always cite their sources. Copying any material from a book, newspaper, journal, website, or any printed source without citing the source. Students must not under any circumstances simply copy any material word for word or copy and paste the material. Even copying one sentence is unacceptable. If you use a source, you must place it in quotes and cite the source.

**DO NOT PLAGIARIZE. ANYONE CAUGHT PLAGIARIZING WILL AUTOMATICALLY RECEIVE A ZERO (0) ON THE ASSIGNMENT.**
If students paraphrase another individual’s words or idea, this must be cited or it is considered plagiarism. The paraphrased material does not need to be in quotation marks but the author and source must be properly cited.

**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.

**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://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

**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](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 that students need to be aware of. 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.

**DISABILITY/ACCESSIBILITY SERVICES:**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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.uttyler.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.
**CAMPUS CARRY:**

We respect the right and privacy of students 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

**TOBACCO**

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.

**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)

**IMPORTANT DATES:**

Monday, 28 January 2019  Census Day: last day to withdraw from class and not receive a “w” on your transcript.

Monday, 1 April 2019  Last day to drop class (no refund of tuition or fees)

*This syllabus is subject to change.*