University of Texas – Tyler

ART 4391-002/ ART 5390-002

THEORY AND RESEARCH METHODS IN ART HISTORY

Fall Semester, 2017

Class Location: ARC, Room 112
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:
An inquiry into the theory and practice of art history. Methodological issues and recent theoretical approaches to the discipline of art will be discussed.

COURSE OBJECTIVES:
This course examines a range of critical theories and theoretical strategies that are utilized in the study of art history. Both traditional methodologies and interdisciplinary theatrical approaches will be analyzed, critiqued, and employed. This course seeks to develop critical thinking skills through lectures, readings, writing assignments, presentations, and class discussions. Article responses, presentations, quizzes, and a paper will test students’ knowledge and comprehension of information gained from class lectures, discussions, and assigned texts. Students will also receive instruction in proper research methods and academic writing. There will be no exams in this course. Core course SLO’s are found below.

UNDERGRADUATE STUDENT LEARNING OUTCOMES:

- CRITICAL WRITING: Students will be able to write papers that demonstrate a thoughtful and critical approach to analysis of a work of art.
- CRITICAL THINKING: Students will be able to demonstrate critical thinking about works of art.
- SYNTHESIZE KNOWLEDGE: Students will write papers that integrate various critical theories and art historical scholarship in order to develop original scholarship of their own.
- ANALYSIS OF ART HISTORICAL THEORY: Students will be able to write a summation and a critical analysis of contemporary scholarly essays in order to compare and contrast and evaluate academic points of view.
- ANALYZE WORKS: Students will be able to critically analyze of works of art.
GRADUATE STUDENT LEARNING OUTCOMES:

- **CRITICAL THINKING:** Students will demonstrate critical thinking about works of art.
- **SYNTHESIZE KNOWLEDGE:** Students will write papers that integrate various critical theories and art historical scholarship in order to develop original scholarship of their own.
- **CRITICAL WRITING:** Students will write papers that demonstrate a thoughtful and critical approach to a work of art.
- **APPLY SCHOLARSHIP:** Students will write papers that integrate contemporary scholarship and critical theory into their own assessment of art and art history.
- **ANALYZE SCHOLARSHIP:** Students will review literature and analyze scholarly methodology and critical theory.
- **ORAL PROFICIENCY:** Students will present their original scholarship as part of the requirements for art history courses.

REQUIRED TEXTS:

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

COURSE REQUIREMENTS:

**ATTENDANCE AND PARTICIPATION:**

Attendance and active participation in class discussions are required. Class meets once 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.** These policies will be strictly enforced.

**Participation in class discussions is a crucial element of this course.** Students are required to complete each day’s readings in advance and be prepared to discuss and ask questions about the readings. Discussion and participation in class is a key component of the attendance and participation grade. **Students who do not participate in class will have five (5) points deducted from their total Attendance and Participation grade for each class in which they fail to participate (i.e. are silent).**

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 will receive a participation grade, which is 10% of the total grade for undergraduate students and 8% of the total grade for graduate students. 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.
READING ASSIGNMENTS:

All reading assignments should be completed before the lectures for which they are assigned. A course calendar with assigned readings will be handed out in class (and posted on Canvas). Students are required to read all the assigned articles and to actively participate in class discussions of the readings.

*At the beginning of each class, every undergraduate and graduate student must submit a typed sheet of paper that includes three (3) questions for each of the readings assigned for that class.* If two readings are assigned for a class, students will submit a total of six (6) questions (three questions for each reading). Students must submit hard copies of these questions as emails will not be accepted. These questions are part of the attendance and participation grade. Students will have five (5) points deducted from their total Attendance and Participation grade for each missing question sheet.

MODULES AND QUIZZES

Undergraduate and graduate students will complete a series of modules online and, after each module, students will take a quiz on important information and issues pertaining to aspects of proper research. These quizzes will be taken online via Canvas. Students will will be given a specific time period in which each module and quiz must be completed. Late modules and late quizzes will not be accepted.

THREE PRESENTATIONS (UNDERGRADUATE)/THREE PRESENTATIONS (GRADUATE):

Undergraduate students will give a total of three (3) presentations.

Graduate students will give a total of three (3) presentations.

TWO ARTICLE RESPONSE PRESENTATIONS

Two (2) undergraduate presentations will cover articles assigned to the class. Students will randomly be assigned the articles on which they will present. The reading presentations may cover one article or, if the articles are short, two articles.

Article response presentations will include the use of images via PowerPoint. At the beginning of class, students should turn in a hard copy of their slides. Students will introduce the author of the article(s) and explain/summarize the critical theory and the main points/arguments of the article(s) in question. Students will also offer an informed critique of the articles and theories. Students will also respond to questions about the articles from their fellow students. Students should be prepared to present at the beginning of the class period for which the reading(s) is/are assigned. A guidelines sheet will be handed out and uploaded to Canvas.

For undergraduate students, each article response presentation must be a minimum of ten (10) minutes long. The time allotted for questions does not count as part of this ten minutes.
Two (2) *graduate* presentations will cover articles assigned to the class. Students will randomly be assigned the articles on which they will present. The reading presentations may cover one article or, if the articles are short, two articles.

Article response presentations will include the use of images via PowerPoint. At the beginning of class, students should turn in a hard copy of their slides. Students will introduce the author of the article(s) and explain/summarize the critical theory and the main points/arguments of the article(s) in question. Students will also offer an informed critique of the articles and theories. Students will also respond to questions about the articles from their fellow students. Students should be prepared to present at the beginning of the class period for which the reading(s) is/are assigned. A guidelines sheet will be handed out and uploaded to Canvas.

For graduate students, each article response presentation must be a minimum of *fifteen (15)* minutes long. The time allotted for questions does not count as part of this fifteen minutes.

Undergraduate and graduate students who present should be prepared to answer questions about their presentations. Students who are not presenting that day should be prepared to actively engage in a scholarly discussion about the material. This class is discussion based so failure to engage in class discussions or to ask questions will negatively affect students’ grades.

*Late Presentations are Not Permitted.* If you are absent the day on which you are scheduled to present, you will receive a zero (0). You will not be allowed to give a make-up presentation.

**One Research Paper Presentation**

Undergraduate students will give one (1) presentation based on their research papers. This presentation will include the use of images via PowerPoint. Students will present their research to the class and will respond to questions from their fellow students. The days on which students will present will be randomly assigned. On the assigned date, students must come to class prepared to present. At the beginning of class, students should turn in a hard copy of their slides. A guidelines sheet will be uploaded to Canvas. For undergraduate students, each research paper presentation must be *fifteen (15)* minutes long. The time allotted for questions does not count as part of this fifteen minutes. Students’ grades will be negatively affected if the presentations are too short.

Graduate students will give one (1) presentation based on their research papers. This presentation will include the use of images via PowerPoint. Students will present their research to the class and will respond to questions from their fellow students. The days on which students will present will be randomly assigned. On the assigned date, students must come to class prepared to present. At the beginning of class, students should turn in a hard copy of their slides. A guidelines sheet will be uploaded to Canvas. For undergraduate students, each research paper presentation must be *twenty (20)* minutes long. The time allotted for questions does not count as part of this twenty minutes. Students’ grades will be negatively affected if the presentations are too short.

Undergraduate and graduate students who present should be prepared to answer questions about their presentations. Students who are not presenting that day should be prepared to actively engage in a scholarly discussion about the material. This class is discussion based so failure to engage in class discussions or to ask questions will negatively affect students’ grades.
*LATE PRESENTATIONS ARE NOT PERMITTED.* Students who are absent the day on which they are scheduled to present, will receive a zero (0). Students will not be allowed to give make-up presentations.

FIVE WRITING ASSIGNMENTS (UNDERGRADUATE)/FIVE WRITING ASSIGNMENTS (GRADUATE):

Undergraduate students will submit a total of five (5) writing assignments to the professor.

Graduate students will submit a total of five (5) writing assignments to the professor.

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.

* LATE PAPERS WILL NOT BE ACCEPTED.*

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

TWO Critical Response Papers

Undergraduate students will submit two (2) critical responses to the assigned readings on which they present. The specific dates of the assigned readings are listed on the course calendar. These readings will be posted on Canvas. 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.

The critical response papers are to be turned in as typed, hard copy papers and are due at the beginning of class on the due dates. A guidelines sheet will be handed out and uploaded to Canvas. The critical reading responses should follow these guidelines exactly. For undergraduate students, the critical response papers must be a minimum of three (3) full pages, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Papers that do not meet the length requirements will NOT be accepted. 2 ½ pages does not equal 3 pages. Undergraduate student critical response papers must be at least 3 full pages. No exceptions

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.

Graduate students will submit two (2) critical responses to the assigned readings on which they present. The specific dates of the assigned readings are listed on the course calendar. These readings will be posted on Canvas. 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.

The critical response papers are to be turned in as typed, hard copy papers and are due at the beginning of class on the due dates. A guidelines sheet will be handed out and uploaded to
Canvas. The critical reading responses should follow these guidelines exactly. For graduate students, the critical response papers 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. Papers that do not meet the length requirements will NOT be accepted. 2 ½ pages does not equal 3 pages and 3 ½ pages does not equal 4 pages. Graduate student critical response papers must be at least 4 full pages. No exceptions.

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.

AND

ONE 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). The research paper topic proposal must also include a proposed thesis statement. Students are not required to submit a cover page with their research paper topic proposal.

For undergraduate and graduate students, hard copies of the research paper topic proposal are due at the beginning of class on Monday, 2 October. Late submissions of the research paper topic proposal will not be accepted.

ONE First Draft of Research Paper

Undergraduate and graduate students will submit a first draft of their research papers. First drafts will be graded on grammar and syntax, originality of thought, cohesiveness of the argument(s) put forth, and quality of research.

First drafts of the research paper must still include proper citations using Chicago Manual of Style. Students must have footnotes and a works cited page. Only legitimate sources may be used. Sources, such as Wikipedia, that are not scholarly will not be accepted. One point will be taken off for each incorrect or missing citation. Five points will be taken off for each unacceptable or missing source.

For undergraduate students, the first draft of the research paper must be a minimum of four (4) full pages. A minimum of three (3) sources, including one (1) primary source, must be cited.

For graduate students, the first draft of the research paper must be a minimum of five (5) full pages. A minimum of three (3) sources, including one (1) primary source, must be cited.
The first draft of the research 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.

For undergraduate and graduate students, hard copies of the first draft of the research paper is due at the beginning of class on Monday, 6 November. Late submissions of the research paper topic proposal will not be accepted. Papers that do not meet the length requirements will not be accepted.

ONE Research Paper

Undergraduate and graduate students will write a research paper examining a work/works of art in light of the critical theories covered in class. Students may choose one critical theory, such as post-structuralism, or students may utilize a combination of theories, such as feminism combined with psychoanalysis. Students should not simply represent assertions and arguments made by other scholars. Research and claims must be original.

For undergraduate and graduate students, hard copies of the research paper are due Wednesday, 6 December. 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) to ten (10) full pages, double-spaced. The font must be Times New Roman in size 12. The margins must be 1-inch on all four sides. Papers that do not meet the length requirements will NOT be accepted. 7 1/2 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. 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 1/2 pages does not equal 10 pages. Graduate research papers must be at least ten (10) full pages.

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.

Students must have footnotes and a works cited page. For the research paper, a minimum of five (5) different sources are required. Two (2) must be primary sources. Any sources must be cited using Chicago Manual of Style. Students must use footnotes and must include a works cited page. Only legitimate sources may be used. Websites such as Wikipedia or personal blogs may NOT be used as sources; legitimate museum and gallery websites may be used. Sources that are not scholarly will not be accepted. One point will be taken off for each incorrect or missing citation. Five points will be taken off for each unacceptable or missing source.
**DO NOT PLAGIARIZE. ANYONE CAUGHT PLAGIARIZING WILL AUTOMATICALLY RECEIVE A ZERO (0) ON THE ASSIGNMENT.**

* LATE PAPERS WILL NOT BE ACCEPTED.*

*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 papers:**

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.

Graduate students must demonstrate a master’s level quality of writing and art historical research and analysis. Graduate papers must incorporate formal analysis, history, contemporary scholarship, and proper methodological considerations while also integrating students’ own assessment of art and art history.

Footnotes and a works cited page are mandatory and must adhere to the Chicago Manual of Style. Failure to properly cite authors is considered plagiarism. Students must not reference another author’s work without citing that author. If an author is paraphrased, 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:

http://www.chicagomanualofstyle.org/home.html

and

https://owl.english.purdue.edu/owl/resource/717/01/
**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. Students may be requested to upload electronic copies on Canvas, but students must still submit hard copies to the professor. 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 readings, assignments, and presentation due dates will be handed out in class.

**GRADING POLICY:**

Students will be evaluated by performance on graded assignments as follows:

### Undergraduate Percentage of Final Grade

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<thead>
<tr>
<th>Assignment</th>
<th>Percent of Final Grade</th>
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<tbody>
<tr>
<td>Modules &amp; Quizzes</td>
<td>8%</td>
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<tr>
<td>Critical Response Paper #1 (minimum 3 pages)</td>
<td>10%</td>
</tr>
<tr>
<td>Presentation #1 (PowerPoint – 15 minutes)</td>
<td>10%</td>
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<tr>
<td>Critical Response Paper #2 (minimum 3 pages)</td>
<td>10%</td>
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<tr>
<td>Presentation #2 (PowerPoint – 15 minutes)</td>
<td>10%</td>
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<tr>
<td>Research Paper Topic Proposal</td>
<td>6%</td>
</tr>
<tr>
<td>First Draft of Research Paper</td>
<td>8%</td>
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<tr>
<td>Research Paper (8 –10 pages)</td>
<td>14%</td>
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<tr>
<td>Research Paper Presentation (PowerPoint – 15 minutes)</td>
<td>12%</td>
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<tr>
<td>Attendance &amp; Participation</td>
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### Graduate Percentage of Final Grade

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<th>Assignment</th>
<th>Percent of Final Grade</th>
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<tr>
<td>Modules &amp; Quizzes</td>
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<tr>
<td>Critical Response Paper #1 (minimum 4 pages)</td>
<td>10%</td>
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<tr>
<td>Presentation #1 (PowerPoint – 15 minutes)</td>
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<tr>
<td>Critical Response Paper #2 (minimum 4 pages)</td>
<td>10%</td>
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<tr>
<td>Presentation #2 (PowerPoint – 20 minutes)</td>
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<tr>
<td>Research Paper Topic Proposal</td>
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<tr>
<td>First Draft of Research Paper</td>
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<tr>
<td>Research Paper (10 – 12 pages)</td>
<td>14%</td>
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<tr>
<td>Research Paper Presentation (PowerPoint – 20 minutes)</td>
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<td>Attendance &amp; Participation</td>
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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 that the professor did not receive your work. Contact Dr. Magnusen immediately if you think there is an error.
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>
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<tr>
<td>C</td>
<td>70 - 79</td>
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<td>D</td>
<td>60 - 69</td>
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<td>F</td>
<td>59 and below</td>
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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 \\

Plagiarize \pla-je-.riz also j -\l vb -rized; -riz-ing vt [plagiary]: to steal and pass off (the ideas or words of another) as one's own : use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source - pla·gia·riz·er 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.

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.utt Tyler.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. 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.

The dates, due dates, and specific information for assigned readings, assignments, and presentations will be on a course calendar that will be handed out on the first day of class. This course calendar will also be posted on Canvas. *No Final Exam*

This syllabus is subject to change.