



## **Expectations and Etiquette:**

It is expected that we will all retain respect for one another, both you (students) and me (the professor). I like to think of our classroom as my living room; if you are rude to someone in my living room, I would ask you to leave. The same is true for our classroom and incivility will not be tolerated.

I encourage you to form your own opinions about the topics that we will be discussing, but note that not everyone will share all of your sentiments. You can disagree with someone, but it should be done without insults or degrading.

These same policies apply to any online portion of our course. If your behavior has been deemed inappropriate you will be warned. Further offenses can impact your grade, your enrollment in the course, or may be forwarded to appropriate campus administrators.

## **Methods of Evaluation:**

Instead of exams, you will be completing weekly assignments and a research project you will present at the end of the semester. More information about each of these assignments will be available as the semester continues.

Make sure you log into Blackboard frequently because I will post grades and important announcements regularly. As university policy requires, I will communicate with you through your UT-Tyler email address, so make sure you check it.

- **Weekly Quizzes: 15% of Course Grade**

Each week, there is an online multiple choice quiz to check your understanding of the readings and videos posted. The quiz for each week opens on Tuesday at 3 pm and is available until Monday at 10 pm. Your quiz grade will be posted immediately after you complete it.

- **In Class Activities/Participation: 20% of Course Grade**

The purpose of this class is to work collectively to better understand history; without attending and participating in the face-to-face class, you will miss key information and activities to do well in this course.

- **Project: 65% of Course Grade**

The project is made up of the following activities. More information will be available as the semester continues. I will have the grades for each of your project assignments posted in Blackboard within one week of the assignment's due date.

1. Weekly Class Blogs: 25%
2. Group Peer Evaluations: 15%
3. End-of-Semester Presentation: 15%
4. Reflection Paper: 10%

## **Technology Assistance:**

There are two options to receive UT-Tyler technical assistance:

- **Phone:** 903.565.5555 or extension 5555 on campus
- **Email:** [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu)

When you call or email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for useful information or check out **On Demand Learning Center for Students** <http://ondemand.blackboard.com/students.htm>

## **Technology Requirements:**

As part of your online experience, we will utilize a variety of technology and you should be comfortable:

- Navigating Blackboard
- Sending and receiving email
- Browsing for, uploading, and downloading documents and computer files
- Navigating the Internet using a Web browser such as [Mozilla Firefox](#), [Internet Explorer](#), or [Chrome](#)
- Playing and viewing video and audio files

## **Minimum Technology Requirements:**

- Regular access to a computer (PC or Mac)
- Internet access (high-speed preferred; Blackboard and the videos may be slow to load on satellite or dial up)
- Microsoft Office or a Word and PowerPoint compatible program such as [Apple iWork](#) or [Apache Open Office](#) (free) to view handouts and presentations

## **Troubleshooting:**

UT-Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most up to date version for the browser you choose to access the online learning content.

- Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files
- Java Runtime Environment (JRE) allows you to use interactive tools on the web

- Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations
- QuickTime allows users to play back audio and video files
- Windows Media Player allows you to view, listen, and download streaming video and audio.

### **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.

### **Disability Services:**

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 office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply 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](mailto:cstaples@uttyler.edu)

### **Academic Honesty:**

You will be held to the highest academic standards in this course. It is expected that all of your course work will be completed by you and you alone. If you are caught cheating in this course, you will automatically receive a failing grade in the course. Additionally the Dean of the College of Arts and Sciences will be notified and steps will be taken as he sees fit.

Please note that academic dishonesty has gotten students removed from the university on their very first offense.

### **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 to the current Student Handbook](#).

### **State-Mandated Course Drop Policy:**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Student Absence Due to Religious Observances:**

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.