University of Texas at Tyler
Communication Sciences & Disorders Program
COMD 3318 Acquisition of Com Abilities in Children
Summer 2021

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Class Meeting Time: ONLINE, with 2 live Zoom session (TBD)

I am available 5 days a week via email, and I make sure to respond to emails within a short time frame, except
    when I am in classes, meetings, or traveling to conferences. I am also available during limited times
    during the weekend, but my responses will be inconsistent.

Please make sure to download and save a copy of this syllabus and all course materials. Please refer to the
syllabus regularly to keep up with assignments.

Please Keep in Mind:
I am here to help and support you in every way that I possibly can. I will be available for you as many times
as you need. I will work with you to reach your academic goal and achieve your utmost potential. So, please
do not feel that you are inconveniencing me if you write too many emails or ask too many questions. I
encourage you to ask questions, no matter how small they may be. It is by your questions and inquiries that I
can understand you better and provide you with the help you need.

We will achieve the best learning outcomes when each of us (you as a student and myself as a faculty) does
and takes responsibility for his/her part as they should.

Important: I do not give extra credit work in this course or in any of my courses. I provide all my students
with every possible tool that, if used as directed, will lead to success in this course. The chance you have to do
well is the chance you have now. This syllabus is our contract. You should download/print it and refer to it
regularly to keep up with assignments. At the end of the course, please do not try to negotiate your grade with
me. I do not give you grades: the grade you EARN is the grade you get.

COURSE DESCRIPTION
This course focuses on normal language acquisition and development through the life span. It describes
acquisition of speech, language, perceptual, motor, and cognitive milestones during the prenatal, postnatal,
and early childhood stages. It also discusses the factors influencing the nature language acquisition and
development throughout the lifespan and describes the various stages of development. The course also
addresses the interrelationships among linguistic, neurophysiological, physical, cognitive, social, and cultural
factors as they affect language acquisition and development. Students will become familiar with 5 parameters
of language (phonology, morphology, syntax, semantics and pragmatics (social communication) stages of
language acquisition and development, and techniques for collecting and analyzing a language sample.

Learner Outcomes:
By the end of this course, students will
1. Describe terminology, theories, and principles related to language acquisition and development.
2. Construct a foundation of language acquisition processes in neurotypically developing children.
3. Analyze language-related behaviors and cognitive milestones and functions to develop the critical and
clinical skills required for courses on the disordered processes of communication.

3. Engage in hand-on activities that promote critical observation of language behavior and social communication.
4. Analyze children's language production and learning strategies.
5. Conduct language sample analyses that show accurate language sample elicitation and calculation processes that can facilitate the prediction of receptive and expressive language developmental levels in children under 6 years of age.
6. Integrate knowledge about sensory, motor, cognitive, and language functions in children.

Textbook: Required:
Singleton, N.C., & Shulman, B.B. (2020). *Language Development: Foundations, Processes, and Clinical Applications*, 3rd Edition. Burlington MA: Jones & Bartlett Publishing. You do NOT need to subscribe to any websites or by any additional materials for this course.

The textbook is essential for completing course requirements. It does not matter what format you have it in (online, hardcopy, etc.). What matters is that you use the 2020 (3rd Edition), and that you access the material in this specific edition. No older editions of this book will be accepted.

How the Course is Organized
COMD 3318 is a 3-credit course (meaning that it consists of 36 contact hours). Accordingly, there will be 2 classes each week. Each class will focus on one chapter/topic from the textbook. For every class, students are required to (a) read the assigned chapter, (b) take the chapter quiz, (c) complete Discussion Board assignments, and (d) submit any other assignments due that week. Assignments will not be accepted after Assignment folder closes. There are no exceptions.

The first class of the week opens at 8:00 am MONDAY and closes at 11:59 pm Wednesday. The agenda and materials for this class will be available at 8:00 am and the assignments (except for the first DB posting) will be due by 11:59 pm WEDNESDAY. For these Monday-to-Wednesday classes, the first DB posting will be due by 2:00 pm TUESDAY. This will give your colleagues the opportunity to read and respond to your posting by WEDNESDAY. More details are under the Discussion Board Assignments below.

The second class of the week starts 8:00 am Thursday and closes at 11:59 pm SUNDAY. Except for the first DB posting, assignments for this class are due by 11:59 pm Sunday. The first DB posting for Thursday-to-Sunday classes is due by 11:59 pm FRIDAY. The additional postings will be due by 11:59 pm SUNDAY. More details are under the Discussion Board Assignments below.

1. **Class Participation:** Class participation is essential to your success in this class. The following criteria comprise online class participation:

    a. **Attendance:** Attendance for the purposes of this online course is defined as frequent and consistent logging in to the Canvas course site and regularly participating in online interactive activities such as discussion boards. If you do not regularly log into to the course you will not only miss important information that has been presented to the class, but you may also change the group dynamics by not being available to participate in a group activity. Students who fail to log into the course for more than 7 days will be considered absent for that entire week. Students who do not participate in the course for one week or longer will be reported to the Registrar and may be removed from the course, unless they produce written proof of EXTENDED EMERGENY (i.e., Extended hospitalization, extended jury duty, or death of an immediate family member).

    b. **Punctuality:** Punctuality for the purposes of this online course is defined as logging in to and participating in online discussions and other interactive activities in a timely manner. When you wait until the last minute to participate in online discussions and activities, you not only miss out on

important learning opportunities, but you also disrupt the smooth flow of communication for other online participants. Frequent last-minute postings will be negatively reflected on your class participation grade. <u>Once a Discussion Board forum closes, the discussion on that particular topic closes and the forum will not be reopened (even if you have evidence of an extended emergency). Discussion Board activities cannot be made up under any circumstances.</u>

c. **Engagement:** Active learning is essential for your success in this course. Students will participate in all online discussion topics by thoughtfully reading peer-contributions and by responding with relevant comments that support the ongoing discussion.

d. **Preparation:** Due dates and times for all assignments are noted on Canvas and you must post all assignments to Canvas at the time that they are due. Extensions will NOT be considered except for EXTENDED EMRGENCIES. You must plan for assignments well in advance. Assignments will not be accepted past the due date.

Teaching Method:

<u>Online Course Delivery and Assignment Submission:</u>
Note: This online course will NOT be subject to emergency campus closures. If classes are canceled due to bad weather or an emergency, the schedule for this class will NOT be changed.

With the exception of the 2 ONLINE LIVE meetings, there is no specific "meeting" time for classes. Instead, students will read and view the assigned materials for every class, complete the assigned quiz and the Discussion Board activity, and submit written assignments within designated time frames. Assignment DUE DATES are available on Canvas and at the end of the syllabus. LATE submissions are NOT accepted. So, please do not ask me if you may submit an assignment after its due date. Accommodations to this policy will be made only in the case of an EXTENDED illness that is documented in writing by a physician, an EXTENDED jury duty, or death of an immediate family member. Guidelines for all assignments are available on Canvas.

1. Moreover, no student should expect to receive:
    - Special consideration for undocumented absences
    - Extensions on due dates, in the absence of a corresponding documented absence
    - Extra credit work to make up for poor performance on assigned work
    - Modification of grading policies to improve the student's grade
    - A change in grade to address concerns regarding:
        o Progression in the student's program
        o Admission to an academic program
        o Expectations of the student of the student's family

Important:
- <u>Please do not send ANY assignments by email.</u> If you do so, the assignment will NOT be opened and you will be wasting your time. Assignments can be graded only if they are posted in the correct folder. If you experience technical problems, and you email me ahead of the deadline, I will be available to help you post the assignment.

- <mark>Important</mark>: Before submitting an assignment, make sure to open the file and verify that this is draft you want to submit. If a student submits the wrong assignment (while still within the due date) and then requests to resubmit the assignment, 5% of the assignment grade will be subtracted. Submissions after the due date are not accepted under any circumstances.
- Make sure to submit assignment via a PC and in Microsoft WORD DOC format or Power Point (where applicable). Assignments that are not submitted in an accessible format will receive ZERO credits

- Also, even though I allow you to submit assignments by 11:59 pm, I will not be available to help you after 10:00 pm. Plan accordingly.

Course Policies:

Note: *It is essential that you read this syllabus thoroughly and refer to it REGULARLY. Not doing so could cause you to miss some very important deadlines, and you certainly do not want to be overwhelmed. Students are expected to show responsibility and to thoroughly follow all course guidelines outlined in this syllabus.*

Course Assignments:
Very important
- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.*
- Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).

- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to Purdue OWL: https://owl.english.purdue.edu/owl/section/2/10/. Also, there on CANVAS (course menu) you will find a folder titled "APA Resources." In this folder you will find a videotaped lecture explaining step by step how to use APA. Following these steps will help you avoid losing points.

- **Late Assignment:** This course involves a series of assignments that need be submitted on time in order to get maximum credit. *If a student fails to submit an assignment by the deadline, s/he will have one week to submit it; however, 21% will be taken off due to missing the deadline.* Assignments that are more than 1 week overdue will NOT be accepted for credit, but 21% will be taken off. The rewrite must be submitted within 1 week. It will not be accepted after 7 days. Note: in this course (as well as other courses I teach) there is no work for extra credit, and no chances for retaking any quiz.

- *Important:* **Please do not ask me to edit or your work or "look it over" prior to submitting it**. *You are welcome to seek editing support help from the Writing Center (at the Student Success Center). You are welcome to ask me any specific questions about the assignment, but I do not edit assignments or read them before grading them*.

Submitting Assignments:
Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder. If the folder is not visible or accessible for any reason, please inform me and I will look into it immediately.

All assignments must be submitted online and are expected by the due dates, unless a student has an EXTENDED emergency (including hospitalization, death in the family, court duty, accident). In that case, the student MUST present written evidence.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste. If you do, this will change your format and may make your entire assignment unreadable. Also, before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

Self-Introductions Assignment*: (25 points)
The purpose of this assignment is to help course participants to get to know one another and to identify their learning goals for this course. You will develop a PowerPoint presentation to fully address how key factors in your life history have influenced your career choice or have had an impact on your career goals. You will apply this information to your interest in learning more about the field of speech-language pathology and audiology. You will post this assignment in TWO places: the Discussion Board and in the Assignment Folder dedicated to this assignment. The DB copy will remain posted throughout the semester so that you will be able to refer to each other's presentations while the course is in session. You will respond to at least 1 colleague's self-introduction.
Here are main points you should address in your self-intro:

-Your academic background, major and minor, current work, etc.
-What makes you interested in in this course and in studying communication disorders/speech-language pathology
-Your career goals
-From a professional standpoint, where do you see yourself 4-5 years from now
-Include a picture, unless you prefer not to

Power Point and Prezi are the only acceptable formats for this introduction assignment. You are encouraged to include a picture if yourself in order to make it easier for your colleagues to relate to you.

Online quizzes*: (300 points)
For each class there will be a quiz that focuses on the assigned chapter and any assigned materials assigned for that class. These quizzes are NOT meant to be take-home quizzes: you are expected to read the assigned chapter and related materials and thoroughly understand the content before you take the quiz. As soon as you complete a quiz, your grade will be available in the grade book. For the most part, these quizzes consist of multiple-choice and true-false questions. The time it takes to read a question is the time to answer it. On average, most students should finish a quiz within 15 -20 minutes. However, to accommodate students who may have learning disabilities, the time is doubled for the whole class. Thus, the average quiz time limit is 25-35 minutes. You are advised to make good use of your time. If you spend time looking for answers in the text, your time will expire before you finish and your grade will be based on the number of items you finished. Under these circumstances there will be no makeups of any kind.

Quizzes will go offline after the submission deadline and will not be reopened. There will be no make-up quizzes if you miss the due date. *Note: The purpose of these quizzes is to ensure that you thoroughly understand the content of the course. It is critical that you read the text and any assigned materials PRIOR to taking a quiz.*

2. **Language Sample Analysis:** (150 points)
   You are required to find a verbal child (anywhere between 30-months and 5 years, 11 months), and obtain a language sample of AT LEAST 100 utterances. If the sample is less than 100 utterances, the entire assignment will receive a grade of ZERO. The definition of an utterance, and specific instructions are in Appendix D of your textbook.

   Procedures for obtaining the language sample:
   o   Play a game with the child and obtain an oral sample of the child's language.
   o   Make an audio recording of what the child says (without using real names)
   o   Write down everything sentence/utterance the child says on one line
   o   Write what you say (in different color)
   o   Perform a language sample analysis on the child's utterances. You will use language sample analysis guidelines provided in the textbook, and any professional website that provides similar information. Whatever sources you use, you must document them. If you use a website, you must site the link in the references section at the end of the assignment.

o   Provide diagnostic impressions. Here you compare the child's utterances to the developmental data in the textbook. You must say if the child is developing language normally or has a language delay/disorder. You MUST provide evidence from the textbook or any scientific source you wish to use to prove what you say. A grading rubric will be available online.

Additional guidelines and a grading rubric will be available online at least 2 weeks prior to the due date.

Discussion Board Forums and Interactive Activities: (225)
Students will participate in weekly discussion board forums about the current subject matter that is being studied. Students will be provided with discussion prompts, a video-clip, an assigned reading, and questions that encourage dialogue through which a topic can be explored on a personal dimension. You are required to post 3 times during each class. Here are the guidelines:

- Your first posting will respond directly to the forum's prompt and MUST be at least 150 words in length. Postings will be entered into a word counter. A post that does not meet the word count rule will receive ZERO. The initial posting for MONDAY classes will be due by 11:59 pm MONDAY. This posting is worth 10 points. The 2 additional postings are worth 7.5 points each. The minimum word count for EACH of these is 100 words. Postings not meeting this condition will receive a grade of ZERO. The initial posting for classes that start THURSDAY will be due by 11:59 pm FRIDAY. The additional 2 postings will be due by 11:59 pm SUNDAY.

  Your postings must show good understanding of the course content (textbook, assigned readings, videos, etc.). In your postings, you should substantiate the points you make with reference to the textbook and/or any other research-based sources (journal articles, documentaries, books, etc.). Then, you must document any sources you use according to APA guidelines. For step-by-step information on how to use APA style, go to Purdue OWL:
  (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

  Important: To form a well-thought posting, you should first type it as a word document, use the word counter to make sure it meets the minimum word count. You can then copy and paste it directly to the forum. Postings that are entered as an attachment are not considered discussion and will receive ZERO credits. You must use the reply button and enter your response directly into the discussion window. Each posting will be graded INDIVIDUALLY, and the word count for one posting will not carry to the word count of another. If any individual posting does not meet the required word count, it will automatically receive a grade of zero.

  Missed Discussion Board Assignments CANNOT be made up under any circumstances (i.e., even if the student has a perfectly legitimate excused absence). The purpose of Discussion Board assignments is to stimulate discussion on topics pertaining to the course content. Therefore, once a discussion ends, contributing to it will be totally irrelevant. Once a DB forum closes, it will not be reopened under any circumstances.

How to Post Your Forum: Responses:
Your DB postings/comments must be typed (or pasted) INSIDE the DB forum window itself. Discussion comments CANNOT be posted as attachments. Posts not placed directly INSIDE the allocated window will receive a ZERO. More details under DB Assignments below.
All other assignments need to be submitted as WORD DOC ATTACHMENTS. Use the "Browse" feature, locate your written assignment on your computer/USB, select the CORRECT folder, and post it. It is your responsibility to verify that you submit the correct file. Not doing so will affect your grade

You Tube Video Analysis (75 points)
A number of short videos will be assigned or analysis. These videos will feature children at different stages of

development. Students will observe the child's behaviors and identify specific communication, cognitive and motor developmental behaviors. They will compare these behaviors and compare them with research findings pertaining to developmental milestones. The purpose of this assignment is to provide a practical way to observe language development in action, and to help students understand the nature of specific skills and developmental milestones.

Course reflections: (25 points)
During the last week of classes, students write a short (1-2 page) paper reflecting on the content of the course and what they have learned. The paper should answer these questions: What facts and research findings about language acquisition and development stand out for you? In what ways will the material you learned enhance your role as a graduate student and as a professional? This is simple, informal task that requires no grading rubrics. All you need to complete this assignment are these basic guidelines.

Grading: *This course is based on 800 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. Meanwhile, if you earn a fraction of a point, it will be added to your grade.*

Grade Distribution and Grading Key

Final Grade Itemization		*Grading Scale*	
Self Intro	25	A	100-90%
Quizzes	300	B	89.99-80%
Language Sample	150	C	79.99-70%
Discussion Board	225	D	69.99-60%
Course Reflections	25	F	<60%
Video Analysis	75		
Total	**800**		

TENTATIVE COURSE SCHEDULE

ASSIGNMENT DUE DATES
Monday-Wednesday Class Assessments: First Discussion Board Forum response is due by 11:59 pm Monday. All other assignments for this part of the week are due by 11:59 pm each Wednesday.
Thursday-Sunday Class Assignments: First Discussion Board response for this part of the week is due by 11:59 pm FRIDAY. All other assignments for this part are due by 11:59 pm SUNDAY.

Date	Topic Explored	Readings	Assignment Due Dates
Class 1 7/05	Course Introduction The 5 Components of	**Syllabus PPt. Slides**	**Due by 11:59 pm MONDAY** First DB Response **Due by 11:59 pm WEDNESDY** Self-Introduction Online Quiz 2 Discussion Board comments
Class 2 7/08	Development of Language	**Ch1**	**Due by 11:59 pm FRIDAY** First DB Response **Due by 11:59 pm SUNDAY** Online Quiz 2 Discussion Board comments
Class 3	Neurobiology of Language	**Ch 12**	**Due by 11:59 pm MONDAY**

7/12			First DB Response **Due by 11:59 pm WEDNESDAY** Online Quiz 2 Discussion Board comments
Class 4 7/15	Hearing and Auditory Development	**Ch 3**	**Due by 11:59 pm FRIDAY** First DB Response **Due by 11:59 pm SUNDAY** Online Quiz 2 Discussion Board comments
Class 5 7/19	Early Semantic Development	**Ch 7**	**Due by 11:59 pm MONDAY** First DB Response **Due by 11:59 pm WEDNESDAY** Online Quiz 2 Discussion Board comments
Class 6 7/22	Morphological and Syntactic Development	**Ch 8**	**Due by 11:59 pm FRIDAY** First DB Response **Due by 11:59 pm SUNDAY** Online Quiz 2 Discussion Board comments
Class 7 7/26	Speech Sound Development and Disorders	**Ch 9**	**Due by 11:59 pm MONDAY** First DB Post **Due by 11:59 pm WEDNESDAY** Online Quiz 2 Discussion Board comments Language Sample Analysis Due
Class 8 7/29	Comprehension of Language	**Ch 4**	**Due by 11:59 pm FRIDAY** First DB Post **Due by 11:59 pm SUNDAY** Online Quiz 2 Discussion Board comments
Class 9 8/02	School-Age Language Development	**Ch 11**	**Due by 11:59 pm MONDAY** First DB Post **Due by 11:59 pm WEDNESDAY** Online Quiz 2 Discussion Board comments
Class 10 8/05	Social and Emotional Bases of Language	**Ch 6**	**Due by 11:59 pm THURSDAY** Online Quiz Course Reflections No DB Activities for this class

UNIVERSITY POLICIES

A. **UT Tyler Honor Code**: 1. 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://www.uttyler.edu/wellness/rightsresponsibilities.php

B. **Campus Carry**: 1. 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

C. **UT Tyler a Tobacco-Free University**: 1. 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.

D. **Academic Honesty Policy:** Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. Student Standards of Academic Conduct 1. Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

a. "Cheating" includes, but is not limited to:
  i copying from another student's test paper;
  ii using, during a test, materials not authorized by the person giving the test;
  iii failure to comply with instructions given by the person administering the test;
  iv 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;
  v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  vi collaborating with or seeking aid from another student during a test or other assignment without authority;
  vii discussing the contents of an examination with another student who will take the examination; viii divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors 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; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  x paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii 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
  xii 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 plagiarism software.

Additional Examples of academic dishonesty and plagiarism:
-Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.
-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.
-Copying, printing or sharing online quizzes
-Submitting assignments that were previously used for another course.
-Sharing information about exams and/or quizzes with other students
These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action. Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.

2. **The U-T Tyler Writing Center** provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.
Location: BUS 202. Appointments: 903-565-5995.

3. **Disability/Accessibility Services**:
a. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application.

b. **The Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of 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.

4. **Grade Replacement/Forgiveness and Census Date Policies**:
a. 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.

b. 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.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

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

5. State-Mandated Course Drop Policy: a. 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). b. 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.

6. **Student Absence due to Religious Observance**: a. 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.

7. **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.

8. **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. 10. Emergency Exits and Evacuation: a. 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.

F. **UT Tyler Resources for Students**:
1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. 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).
4. UT Tyler Counseling Center (903.566.7254)

1. Demonstrates professional demeanor and a passion for their chosen profession.
2. Receptive to constructive feedback and reflects on his/her work, behavior, and/or practice.
3. Exhibits personal integrity and professional conduct with all members of the learning community