# The University of Texas at Tyler

## Criminal Justice Program

## CRIJ 4322.002 (3.0 Credit Hours)

## Research Methods

## Fall 2019



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Office Hours: Tuesdays from 10-11am and 1230-130pm

Thursdays from 10-11am (and by appointment).

I welcome you to contact me outside of class and during my student office hours. To leave a message, I prefer you email me. I check my email regularly and will return your emails promptly. I mention all emails will be returned within 48 hours, but generally I will respond shortly after I receive the email. You can also call my office or contact the Social Sciences department and leave a message.

# Course Description:

This course provides a basic introduction to the principles, methods, and techniques of empirical social research. Topics will include 1) the fundamentals of the scientific method and scientific inquiry, 2) ethical considerations in research, 3) basic methods of quantitative and qualitative data collection, and 4) strengths and weaknesses of various data collection methods. The course is designed to make students more informed consumers. Through discussion, analysis, and hands-on practice, this course will teach students how to make informed decisions about research findings.

# Prerequisite:

[CRIJ 1301](https://catalogs.uttyler.edu/2018-2019/Catalog/Courses/CRIJ-Criminal-Justice/1000/CRIJ-1301)

Writing is an essential component for any criminal justice professional and I have high expectations for your writing. Your writing must have clarity and be grammatically correct. You must also be competent with APA citation and reference style.

# Course Overview:

The purpose of this course is to expose you to understanding what research is and how to perform the basic requirements in research. You will become familiar with various concepts, understanding research, tools needed to conduct research, and how to write a research project or study. You will be able to intellectually discuss the role of the research methods, along with various aspects of research methodologies and techniques. This is especially relevant for you today as you prepare yourself for a career in the criminal justice or public administration system or as a student of the criminal justice or public administration.

# Textbook:

Rennison, C.M. & Hart, T.C. (2019). *Research Methods in Criminal Justice and Criminology* (1st ed.)*.* Los Angeles: Sage Publishing. ISBN 9781506347813 (Paperback) / 9781544317854 (E-Book)



# Other Reading Material:

The text(s) below are not required for the course, but are good resources for additional help with some of the material covered in this course.

Bowen, C. (2016). *Straightforward Statistics* (1st ed.). Los Angeles: Sage Publishing. ISBN 9781483358918 (Paperback) / 9781483358925 (E-Book). Access the free online Student Companion Website at <https://edge.sagepub.com/bowen>

I will also be providing you additional reading material that is considered “Open Resource Material” (OER). This material will be posting in Canvas and you are expected to read the documents as it will facilitate the learning in the classroom. You will also need this material for your reference to study for your exams and other assessments.

# Internet Access:

It is imperative you have reliable internet access. If you do not have it at your residence, you will be required to spend a significant amount of time in the Computer Lab. This is important because there will be important announcements being made in Canvas throughout the semester.

# Check Canvas and Your Email Daily:

I will be making important announcements in Canvas—so you may want to make sure you link Canvas to your email.

# Course Objectives: At the end of this course, you will be able to do the following:

By the end of this course students will become proficient in the following skills. Student proficiency will be assessed through testing and through a hands-on research project.

1. Ethics in research
2. Types and purposes of research and associated vocabulary
3. Conceptualization and operationalization
4. Instrument validation and reliability
5. Scientific sampling methods
6. Methods of data gathering
7. Experimental designs
8. Introduction to statistical analysis.
9. Reporting research results

# Attendance Policy:

You are expected to attend every class session. There will be important information being discussed in class that you will need to ensure your success in this course. It is important you read the reading assignments prior to class and come prepared ready to discuss the material. I recognize extenuating circumstances arise that can make it difficult to attend each and every class session. In other words, life happens! If a serious family emergency occurs, please let me know as soon as the event occurs or within 24 hours.

#  Class Participation:

I hope you actively participate in this course. I say this because I found it the best way to engage you in learning the material. It also makes the learning process more fun because everyone gets the opportunity to learn from each other. Thus, read and study the material before class!

# Missed Exams/Late Assignments:

Unfortunately, illnesses, deaths in the family, or other traumatic events are part of life. Such events are unwelcomed and because I understand how difficult these times are, if you contact me within 24 hours of the event **and** provide documentation, I will be happy to give you a make-up exam or extend an assignment deadline.

The general rule is I will not accept any late assignments. Please pay particular attention to the due dates for each assignment.

# Student Expectations:

You may be wondering what is expected of you? I have listed the minimum (basic) items that are in your best interests to adhere to because it will help you be successful in the course:

* Remain current with the course material.
* Attend each class session.
* Be familiar with the APA citation/reference style no later than the end of the first week of class.
* Read all the information prior to engaging in the learning activities. This means you must **read the material that is assigned**. Reading and being prepared is important for your success in this course.
* Complete all assignments, projects, and assessments.
* Submit all assignments on or before the due date.
* Check the course page every day for any announcements.
* Check your patriots email daily.
* Send emails in the subject line: CRIJ 4322-002 (*then list the item that is the subject)*
* If you need additional clarification, you should be contacting me as soon as practical. Do not wait until the end of the semester to ask for help.

# Instructor Expectations:

I believe teaching is a two-way street. Therefore, you should also have expectations of me. Here is what you can expect from me.

* I will return all of your written work in a timely fashion. This means I will provide you feedback (generally via a rubric) on each and every item that is graded **within one week** after the due date. (If you need additional feedback, please contact me asap).
* I will also return any emails I receive from you within 48 hours.

# How to Contact Me:

I am very approachable. I am here to help you understand the importance of ethical issues in criminal justice. Please ask if you are confused and remain engaged in the class discussions. If you have any questions or concerns please contact me at the earliest convenience possible.

Email me with any questions you may have through **my University email** account. My email is dscott@uttyler.edu Or, you may call my office phone at 903-566-7414. If I am not in, please leave a message. Also, just send a message through Canvas.

When sending an email, please write in the subject line CRIJ 4322-002 (*then list the item that is the subject of the email*)*.* If you send the message through Canvas this information about the class is already there, so you don’t have to worry about it.

# Evaluation Procedures:

Exams and assessments are necessary for me to determine your mastery of the core concepts of the course. You will be given multiple items throughout the semester that will be graded. Your final grade will be determined by your performance on all graded material.

# Examinations:

There will be two (2) examinations during this course.

# Evaluation:

1. Exams: 40%
2. Weekly Quiz and Discussion Question 10%
3. Polling Center Participation (or Alternative) 25%
4. Training Quiz 2%
5. Polling Quality 5%
6. Journal Assignment 8%
7. Analysis 10%
8. Semester Paper/Application Writing Exercise 25%

 100%

**A couple items to keep in mind:**

*Criminal Justice is a writing intensive field and your success and the success/reputation of your agency will be on the line based upon how you communicate in writing. Therefore, it is imperative you have the capability to communicate effectively in writing. This means your writing must be clear and informative. It must not be vague or informal. Write from the perspective of the reader.*

*So why must I use APA? It is so technical! Well, you are correct in your assessment that APA is technical and has numerous rules. The point I am making through requiring you to be proficient with APA is because it is very detail oriented. You may not use APA again after you graduate, unless you pursue graduate work. However, I am preparing you to focus on the details. Criminal justice practitioners must be detail oriented and prepare work that contains intimate details. Using APA will require you to focus on the minute details of your assignment and prepare you for success not only in this class, but in your future endeavors.*

# In-Class Assessments:

There will be a myriad of assessments throughout the semester. You must be in attendance to receive credit for the assessments. (Missing one or two will not severely impact your grade in a negative fashion but can be the difference between two grades at the end of the semester—thus, I strongly encourage you to attend class.) These assessments will be comprised of short one-minute papers at the beginning or end of the class session (or even in the middle of the class) so assess your comprehension of specific concepts. Thus, make sure you read the material and think about it before class. On some days the assessment may just be whether you are in attendance. There may also be some type of multiple-choice type of question(s) presented to you. Again, these assessments are designed to ensure you are comprehending the reading and are prepared for the discussion. You just do not know what type of assessment each day will bring (sometimes there may not be any), but these are designed to ensure you are grasping the important components of the course.

# Polling Center or Alternative Assignment

See below for the information in regard to the polling center and for your service learning credit. Your participation in the polling center will provide you a notation on your transcript that you engaged in service learning (along with the number of hours) during you time at UT Tyler. Your participation is also something you will be able to add to your resume. You also have the option of not participating in the polling center but you will be required to create an alternative assignment. The alternative assignment will require you to create an election-type voter guide assignment on the criminal justice (policing in particular, but must include all criminal justice issues), environmental, and social policy issues for all 2020 Presidential candidates (Republican—which will be one and all Democrat candidates that are in the field as of October 15, 2019). This is an elaborate assignment that will require you to include graphics, charts, figures, etc.

## IRB training and Certification- Grade: Successful completion on time.

The University of Texas at Tyler, requires certified researches to complete 9 units of research and ethics training.  The certification is given by the Institutional Review Board.  The professional training is provided by CITI.

To access the training [click here](http://www.uttyler.edu/research/compliance/irb/training/index.php).

Assignment:

1. Visit the link to the CITI Training and register an account using your @patriots.uttyler.edu email address.
	* You will select your organization affiliation by typing --> University of Texas at Tyler.
	* You can make your own username and password.
2. Complete the 9 units, they will require passing a quiz at each step
3. Upload your completion record to Canvas by entering the url for your record.
	* I was able to do this by clicking the "View-Print-Share" link on my account's page.  I then scrolled to the bottom and selected the last link (found after"To Share the Completion Certificate...").
	* Your page should look like [this](https://www.citiprogram.org/verify/?w564de6c5-a3c2-48b3-9e3f-6529824dfd20-21331614).

## CATI training – Grade: Participation and passage of proficiency quiz (points deducted for each round that is taken to achieve mastery).

As part of the class you will be trained to conduct telephone surveys by entering detailed information from each respondent into our Computer Assisted Telephone Interview (CATI) software. This training will occur in-person in the Polling Lab and be led by survey professionals and faculty.

Our goal will be to teach you the nuts and bolts of conducting a statewide survey and what to be mindful of as you ask questions to a respondent. You will see how details are collected and then compiled into a larger database to include the research of you and your peers.

The training will be complete upon passage of the proficiency quiz. Note: points will be deducted for each round that it takes to achieve mastery of each task.

## Polling work - Hours of participation and measured output of calls and successful completions.

The poll reflects a service learning activity to create real-world experience in the application of social science research and the skills you will be able to provide upon graduation. The poll will be in the field for two weeks, with the Polling Lab open for operation in the evenings between 5pm and 8:30pm on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, as well as a block of time from 1pm to 5pm on Saturdays and Sundays. You will be able to select shifts to work at one of the 20 stations during that time.

Your participation will be assessed based on the hours you work (minimum 9 hours). The quality of your participation will reflect a ratio of the quality of your participation that reflects the number of calls made and the number of calls successfully completed. You will also be evaluated through observation of how clearly you communicate with respondents and complete the assigned tasks.

## Journal of Polling Experience –

In this journal offer a daily reflection on the similarities and differences of respondent attitudes recorded during the surveys you completed. What combinations of views were unexpected? What is your assessment of the political knowledge of respondents you spoke with? What messages from the media or campaigns are being reflected back in the answers of the individuals you spoke with?

Upon submission of this daily journal of your polling experience add an introduction of the main themes you recognized and a conclusion about the value of these reflections as evidence of the larger themes you recognized. In your conclusion, you may also want to add reflections about topics respondents wanted to talk about beyond the survey and offer advice on how the next survey could address those concerns.

## Analysis, what policy views appear to have influenced the outcome of an election?

The knowledge you gain prior to the election about the views of Texans is crucial to in-depth explanations of how we can interpret whether candidates offer clear representation or are out of step with their constituencies. Given your experiences and analysis of other polling (or voting trends) offer an informed analysis of what policy views by the public influenced the outcome of an election. Where there policy issues that were driving the political engagement of independent voters? Are there any issues that allowed a candidate to attract support from voters that identify with the opposite party?

Remember these comparisons do not need to simply discuss what occurs on the margins. You can also explore policies that had significant support across the state to project whether the new leaders have a mandate to make a particular policy decision.

A typical analysis, described here, should be between 3 and 4 pages and make meaningful comparisons between regions of the state or identifiable voting groups (issue advocacy, ethnicity, religion, etc).

# Semester Paper/Application Writing Assignment:

This assignment will require you to create a research proposal on a topic that I will approve in advance. You will then apply the information from the text and discussions to the knowledge you have gained throughout the semester in regard to how all of it intersects within the construction of your research proposal.  Discuss the tools in research methods such as the type of research, literature review, conceptualization and operationalization of the variables, data gathering techniques, ethical considerations, sampling procedures, and analyzing the data. Be thinking about how the course materials, your outside research, and the text book can be aligned with your interests in your research.

This assignment will require you to apply the material you have read and learned this semester into a structured and coherent argument about the purpose and need of your study. Your paper must incorporate at least six (6) peer-reviewed sources (that you have not been assigned in this course) in addition to the text book. Your paper must be constructed within the parameters of APA (title page, running head, page numbers, intext citations, references, etc.).

Your paper must be uploaded no later than Thursday, November 21 by 5:00pm through Canvas.

# Grading Scale:

A=90% and above

B=80-89%

C=70-79%

D=60-69%

F=<60%

# Library Resource:

Check out the library resource page for assistance with this course and others you are taking within the Social Sciences Department. The resource page can be accessed through [http://libguides.uttyler.edu/sociology](https://webmail.uttyler.edu/owa/redir.aspx?C=75q6wHfGWk2KYXCxGwbRDFkkYq01btAIWia6OaopduskOcT-L76SaFTGYIkXwyb5uUdyBpl2K1Q.&URL=http%3a%2f%2flibguides.uttyler.edu%2fsociology).

What is Plagiarism?

Plagiarism is simply using someone else’s work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else’s facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else’s words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else’s work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.

**Are You Still Unsure about Plagiarism? Here is how the University articulates it.**

Statement Regarding Academic Dishonesty

**Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason therefore. In most cases, a written record of academic dishonesty or an instructor’s report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.**

**Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However quotations should only be used on rare occasions. Student papers should be written in the student’s own words; therefore excessive quotations will result in a failing grade.**

Make-up Tests: The *University Catalog* *does not* establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

Penalties for Cheating

Should I discover you have cheated on any assessment, you will receive a “zero” for the assessment and not be allowed to make the assignment up. The incident will be reported to the chair of the department and (more importantly) to Student Conduct.

Important Information:

Please refer to the course Canvas site on a frequent basis. You should be referring to the Canvas site prior to each class session because I may post an important announcement. Also, you must check your university email! **I do not tolerate the excuse, “I don’t check my patriots email or Canvas, so I never received the course announcement.”** Checking Canvas and your university email is your responsibility as a student.

Handguns in the Classroom:

The University of Texas at Tyler respects 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>.

# Tentative Course Schedule:

Week 1 August 26-30

 “Introductions and Getting Started”

 Reference material: Chapter 1

 Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class discussion

Week 2 September 2-6

 “Identifying a Topic, a Purpose, and a Research Question.”

 **September 2-**University is closed for Labor Day Holiday

 Reference material: Chapter 2

 Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class discussion

 **NO CLASS on September 5**-Career Success Conference

(Attend for an Assessment Grade)

Week 3 September 9-13

 “Conducting a Literature Review”

 Reference material: Chapter 3

Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

\*\*\*\*\*September 9 is Census Day

 ***IRB Training and Certification due by Thursday*, *Sep 12!***

 ***CATI Software and Survey Training due by Thursday, Sep 12!***

Week 4 September 16-20

 “Concepts, Conceptualizations, Operationalizations, Measurements, Variables, and Data”

 Reference material: Chapter 4

Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

 ***Turn in Research Topic due by Thursday, Sep 19!***

Week 5 September 23-27

 “Sampling”

 Reference material: Chapter 5

Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

Week 6 September 30-October 4

 “Research Using Qualitative Data”

 Reference material: Chapter 6

Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

Week 7 October 7-11

 “Survey Research”

 Reference material: Chapter 7

 Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

 ***\*\*\*Exam #1 on Tuesday, Oct 8 (Chapters 1-7)***

Week 8 October 14-18

 “Experimental Research”

 Reference material: Chapter 8

 Weekly Quiz

 Weekly Discussion Assignment

Learning Activities: Lecture and Class Activities

Week 9 October 21-25

 “Research Using Qualitative Data”

 Reference material: Chapter 9

Weekly Quiz

 Weekly Discussion Assignment

Learning Activities: Lecture and Class Activities

Week 10 October 28-November 1

“GIS and Crime Mapping”

 Reference material: Chapter 10

 Weekly Quiz

 Weekly Discussion Assignment

Learning Activities: Lecture and Class Activities

Week 11 November 4-8

 “Research Studies and the Polling Center”

“Research Studies and Philosophies” on Tuesday, November 5

 Reference material: TBD

 Learning Activities: Lecture and Class Activities

**No Class on Thursday November 7 due to Polling Center Assignments**

\*\*\*\*\*Last day to Withdraw from one or more classes is November 4

Week 12 November 11-15

 “Polling Center continued”

**No class this week due to your Polling Center Assignments**

Week 13 November 18-22

 “Evaluation Research”

 Reference material: Chapter 11

 Weekly Quiz

 Weekly Discussion Assignment

 Learning Activities: Lecture and Class Activities

 ***Polling Journal is due at beginning of class on Tuesday, Nov 19!***

***Polling Paper is due at beginning of class Thursday, November, 21!***

Turkey Week November 25-29

 **University Closed for Thanksgiving**

Week 14 December 2-6

 “Analysis and Findings”

 Reference material: Chapter 12

 Learning Activities: Lecture, Class Activities, and Speaker

 Weekly Quiz

 Weekly Discussion Assignment

***Paper is due: Submit your paper by 5:00pm on Thursday, December, 5!***

Week 15 December 10-13

 “Finals Week-***Exam with be according to the University Schedule***”

 Learning Activity: Final Exam (Chapters 8-12)

# UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

## 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://www.uttyler.edu/wellness/rightsresponsibilities.php>

## Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

## UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

## Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> . Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

• Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

• Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)

• Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)

• Being reinstated or re-enrolled in classes after being dropped for non-payment

• Completing the process for tuition exemptions or waivers through Financial Aid

## State-Mandated Course Drop Policy

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

## 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

Revised 05/19 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.

## Student Standards of Academic Conduct

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.

1. “Cheating” includes, but is not limited to:

• copying from another student’s test paper;

• using, during a test, materials not authorized by the person giving the test;

• failure to comply with instructions given by the person administering the test;

• possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

• using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

• collaborating with or seeking aid from another student during a test or other assignment without authority;

• discussing the contents of an examination with another student who will take the examination;

• divulging the contents of an examination, for the purpose of preserving questions for use by another, when the 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;

• substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

• paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

• falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

1. “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.
2. iii. “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.
3. iv. All written work that is submitted will be subject to review by plagiarism software.

## 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)

These policies are also available on the university website, please click the link <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> to confirm the policies are accurate as the university makes changes to the policies periodically. From experience, changes to these policies have occurred without faculty knowledge to ensure this syllabus is updated at the same time as the university makes policy changes. Thus, please verify through the university website. <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.**