

# The University of Texas at Tyler

## Soules College of Business

### Syllabus

Course: HRD5307	Instructor: Dr. Judy Yi Sun
Measurement and Evaluation	
Title: in HRD	Office: COB 315.18
Section: 060	Phone #: 903-565-5912
Semester: Spring, 2021	Preferred Contact: Email
Class Time: Online	Email: jsun@uttyler.edu

### Welcome

Welcome to the HRD online program at UT Tyler and to HRD5307, Measurement and Evaluation in HRD. I am your instructor, Dr. Judy Yi Sun; and I look forward to meeting with you in our virtual classroom. This course is designed to help students with various backgrounds to understand and practice measurement and evaluation (M&E) of learning programs in HRD.

This course is developed in a modular format to assist you in organizing your time and efforts in learning. Each module will describe a particular aspect of M&E and will provide resources for further studies. Each module will specify required reading, writing, and discussion requirements.

Please read through each section of the Syllabus carefully. If you have any questions, make a note of them and we will address them through our online interactions. Please refer back to the information contained in this Syllabus anytime you have a question regarding the basic course information. You may wish to print out the Syllabus for your future references along the learning process.

### Introduction

Designed as a web-based online course, there may not be face-to-face contact with your instructor and fellow participants. You may feel confused and anxious because you can't ask questions and receive immediate feedback.

Relax! You are not alone, and any anxiety you feel will go away as you become familiar with this environment. You may even begin to prefer this environment because of the flexibility that it affords you in managing your time and the learning materials.

I want to stress to both the experienced and inexperienced online learning participants that the key to successful completion of this online course, or any online course, is organization. This syllabus outlines in detail my expectations of you as participant, including required textbooks, grading policies, assignments, and projects, and a schedule of readings and assignment/project due dates. This is not a self-paced course. Deadlines exist because the course is offered within the UT Tyler course schedule and to help you complete the course successfully in a timely manner.

As mentioned earlier, the course has been designed in modules to assist you in organizing your efforts. There are five instructional modules that require you to read assigned text material, to respond to discussion questions, to prepare assignments, and to analyze cases or conduct projects.

### **Course Content:**

A study of HRD intervention measurement methods, evaluation procedures, and assessment criteria for learning that takes place in businesses and industries as well as in formal education environments.

### **Course Prerequisites**

To take this course, you need to be in graduate standing. If you are taking this course as part of the Master's of Science in Human Resource Development and have not completed a degree plan, please contact your program advisor for additional requirements and procedures.

### **Course Learning Objectives:**

Upon completion of this course, students should be able to:

1. Articulate the role of the HRD professionals in program evaluation
2. Discuss the evolution of, and challenges in, program evaluation methods
3. Specify context evaluation, implementation evaluation, and outcome evaluation and their roles in HRD.
4. Distinguish and discuss various program evaluation and measurement models
5. Identify advantages and disadvantages of current evaluation models and methods
6. Design and construct appropriate instruments in relation to learning program assessment
7. Perform major data collection approaches to performance improvement and program evaluation
8. Become familiar with current practices in performance analysis and evaluation
9. Conduct initial data analysis for HRD program evaluation
10. Plan, organize and prepare to conduct an evaluation and measurement project.
11. Describe the standards and ethical practices of evaluation and measurement

### **Textbooks**

Russ-Eft, D. and Preskill, H. (2009). *Evaluation in Organizations: A systematic approach to enhancing learning, performance, and change*. Philadelphia, PA: Perseus. ISBN: 978-0-465-01866-6 (Referred to as RP in reading assignments)

Wang, G. G. and Spitzer, D. (2005, Eds). *Advances in HRD Measurement and Evaluation: Theory and Practice*. [Special Issue] *Advances in Developing Human Resources*, Vol, 7, No. 1. Thousand Oaks, CA: Sage. (Referred to as WS in reading assignments)

All articles with the second textbook will be uploaded on Canvas under syllabus. Other related materials will be assigned online.

### **Grading Policy and Criteria to Determine Final Course Grade:**

The course is organized as an adult learning experience within the university semester frame. Students are expected to take responsibility for the learning, active participation of online discussion, and presenting information related to the learning subject. The following specific learning activities are designed as part of the curriculum. As a graduate course, students are expected to conduct research-based learning in addition to reading the required readings and course content. Such effort should be reflected in your completed assignments and online discussions. Students will be assessed on the basis of the quantity, quality, and timeliness of their efforts.

Assignment	Grade
Article Critique	20
Participation of Blackboard Discussion Forum (6 points for each module)	50
Final Project Paper	30
Total	100

#### **Grading Scale**

A	91 – 100
B	81 – 90
C	71 – 80
D	61—70
F	60 or below

#### **Date of Final Exam:**

This course will not have a close-book final examination. The equivalence of a final exam is your final project and the due date of your final project is Friday, April 23, 2021.

#### **Date to Withdraw without Penalty:**

Last day to withdraw the course without penalty is Jan. 25, 2021. Please check with the University Registrar's office for any deadline changes and on applicable penalty after that date based on UT Tyler policy.

### **Class Attendance and Make-up Policy**

There are NO make-up assignments; NO late assignments accepted if the instructor is not informed before the submission deadline. All assignments are due on the date posted in the syllabus unless changed by the instructor prior to the due date.

### **Use of Canvas**

Please use your UTT email ID and password to access the Canvas. All class information will be posted on Canvas for students to review. It is the students' responsibility to regularly check Canvas for assignments. It is the student's responsibility to read all correspondence and keep up with the due dates and deliverables for this course. The key to successful completion of this course, or any online course, is organization. Please keep up with all communications and deadlines, as deadlines exist because the course is offered within the UT Tyler course schedule and so that students can complete the course successfully in a timely manner.

### **Learning Schedule**

#### **Module 1: Introduction to M&E (Jan. 11—Jan. 31)**

Readings:

Russ-Eft and Preskill (RP): Chapters 1 and 3.

Additional readings are listed in the learning modules

Online discussion: Jan.31.

#### **Module 2: Models and Theories of Evaluation and Measurement (Feb. 1- Feb. 21)**

Readings:

RP: Chapters 2 and 17.

Online discussion and paper critique. due: Feb. 21

#### **Module 3: Evaluation Scope and Process (Feb 22—March 28)**

Readings:

RP: Chapters 5 and 15.

Online discussion due: March 28

#### **Week of March 8. Spring Break (No homework this week)**

#### **Module 4: Data Collection and Analysis (March 29—April 11)**

Readings:

RP: Chapters 6-13.

Online discussion due: April 11.

## **Module 5: Evaluation Reporting (April 11 – April 23)**

Readings:

RP: Chapters 4, and 14-16.

Final project paper due: April 23, 2021

\*\* Instructor reserves the right to revise the course outline and schedule.

It is the student's responsibility to locate the additional readings listed. Please take this as opportunities for literature search. All reference articles should be available online at UT Tyler library's periodical locator unless indicated otherwise.

To locate a journal on UT Tyler online library, go to <http://library.uttyler.edu> click on "Journals by Title". Type in the journal title, e.g., Advances in Developing Human Resources, in the box and click on "search". Once the journal link come up, click on it will bring up a page asking for your Patriot ID and password. Completing this step will take you to that journal website. You may chose year/volume/issue and download articles in PDF format.

### **Academic Honesty**

Making references to the work of others strengthens your own work by granting you greater authority and by showing that you are part of a discussion located within an intellectual community. When you make references to the ideas of others, it is essential to provide proper attribution and citation. Failing to do so is considered academically dishonest, as is copying or paraphrasing someone else's work. The consequences of such behavior will lead to consequences ranging from failure on an assignment to failure in the course to dismissal from the university. Because the disciplines of the Humanities value collaborative work, you will be encouraged to share ideas and to include the ideas of others in our papers. Please ask if you are in doubt about the use of a citation. Honest mistakes can always be corrected or prevented.

### **Requirements for All Written Assignments:**

All written assignments are to be completed in Microsoft Word or as Rich Text Format and submitted in a timely manner. Deadlines are listed in the course outline. Please note that all written assignments must be submitted by midnight central standard time on the due date. All written assignments should be submitted through Canvas. Failure to upload assignment in time will result in a zero for the assignment.

Technical issues do NOT warrant an excuse for submitting late. No assignments are accepted through e-mail. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that are used in your work. All written assignments (does not include discussion board posts) submitted for a grade must confirm to the following:

- Adhere to APA formatting and rules:
  - 1” margins on all sides
  - Times New Roman, 12-point font size
  - Double-Spaced with no extra spacing between paragraphs
  - Structured with headings and subheadings
  - Do not use first person (“I”) or directly address the reader (“you/your”)
  - Properly formatted in-text citations•
- Submitted as a Microsoft Word document.
- Submitted on time in the respective assignment link in Canvas.
- Deadlines are listed in the Modules as well as Assignments.
- On time means, on or before 11:59 pm (CST).

## **Article Critique**

### **Objectives**

This assignment is designed for students’ self-directed learning regarding the subject of program evaluation and analysis. Among others, the objectives include

1. Conduct research oriented learning
2. Practice analytical and critical thinking

### **Assignments**

You need to identify a peer-reviewed published paper on the subject of HRD measurement and evaluation and following the requirement below. You may choose any article in the reading list of this course. You may also select articles outside the reading list as long as they are relevant to the topic of this course. (Note: Please do not use articles from general or commercial websites. It has to have a journal title and volume/issue and page numbers.)

### **Requirements:**

1. Begin the Critiques with a complete bibliographic citation in proper APA style [Author, (year of publication). Article title. *Journal Title*, volume (issue), page range]. APA style is established by American Psychological Association for all psychology related fields. For detailed APA requirements, please visit [www.apastyle.org](http://www.apastyle.org).
2. Briefly summarize why the article is important for students measurement and evaluation (M&E) in HRD 5307. (e.g., How does it relate to M&E in HRD? Why is it important to enhance our understanding in M&E? How important is the article to the field of HRD?)
3. Summarize the article’s content: No more than 2 pages and use your own words to paraphrase. Please avoid copying from the article abstract.

4. Discuss the practical applications (if any) of the article for practitioners. What should they be able to do or to learn regarding M&E after reading the article?
5. Be sure to critique the article, discuss any weaknesses or any occasions when you think the author's theory, model, process or ideas won't work and explain why with literature support. Note that a major portion of your grade will depend on the quality of your critiques.
6. The paper should be at least 6 double-spaced typed pages in length excluding cover page.
7. You are strongly encouraged to reference additional research or articles for a quality paper. Please structure your writing with headings and subheadings.



## Evaluation Project

**Requirements:** The paper should be at least 12 double-spaced pages in length with at least 10 references from related journals and books. Required page length includes references but does not include appendices.

### Objectives

This assignment is intended to develop students' hand-on experience in learning HRD program evaluation. Among other things, the objectives include

1. Obtaining service learning-based experience
2. Gaining in-depth knowledge on real world evaluation and measurement project
3. Applying models and methods covered in the course
4. Practicing analytical and critical thinking

### Assignments

Identify an HRD program in an organization and conduct a program evaluation and measurement project. You may conduct any levels of evaluation per Kirkpatrick's taxonomy except for level one. In other words, no reaction level evaluation will be accepted. Ideally, your project report is to be a service for the host organization to improve the effectiveness of the program under evaluation.

The evaluation report should at least include the following:

1. Describe a chosen training or HRD program and the organization background. (Answer the question of "what is happening?")
2. Specify the evaluation question. (Answer the question of "what are you trying to do?")
3. Discuss the evaluation method. (Answer the question of "What approach is used?")
4. Explain the data collection process. (Answer the question of "where the data comes from?" and "how the data is collected?")
5. Describe your analysis and the findings/results. (Answer the question of "how do you analyze the data and what have you found?")
6. Discuss recommendations to the program, if any, based on the evaluation results. (Answer the question of "So what?")

You are encouraged to be creative in your evaluation report. However, you must include the above seven components in your final report. The following is a recommended structure for the report:

#### Program Evaluation Report -- Content Outline Guide

- a. Title page
- b. Executive summary (200 words or less)
- c. Table of Content
- d. Brief background on the program (2 pages or less)
  - Basic information about the organization and the program
  - Purpose and/or rationale of the evaluation

- Stakeholders of the program
- Audiences of the program evaluation
- e. Evaluation Design (2 pages or less)
  - Evaluation questions
  - Data collection methods and procedures
  - Variables or measures of success
  - Instruments for data collection
  - Sampling procedures
  - Data analysis procedures and statistics
- f. Results (3-5 pages)
  - Description of sample
  - Results of data analysis
- g. Discussions, Recommendations, and Implications
- h. Appendices if applicable

### **Reading Assignments**

- Each participant is responsible for completing the reading assignments in a timely manner.
- Deadlines are listed in the Module Outlines.
- Discussion and written assignments are made with the assumption that required reading assignments are completed prior to completion of discussion and written assignments.

### **Discussion Assignments**

- Discussion assignment should be submitted in the “group discussion board” area located under “groups”.
- Each participant is responsible for participating in the asynchronous discussions of each module within your group. The participation will include posting responses to prompts posted by the instructor as well as replying to other participants’ postings. All class participants are expected to engage in presenting their progresses as well as contributing insights to others’ postings.
- Discussion postings should be made in a timely manner. Deadlines are listed in each Module Outline. However, please try to avoid last minute postings because you may not receive any feedback from your peers.
- Please note that all discussion postings must be completed by midnight Central Standard Time on the due date.
- The quality of your discussion contributions is more important than the quantity. A participant’s comments should add value to the discussion. I will let you know individually if your contributions to class discussion are not meeting my expectations.
- Note: When posting to the discussion area, please enter your comments directly into the discussion board. **Do not attach documents** to the discussion board unless instructed, as this method is difficult for some students to access.

## **Completion Time**

You should expect to spend as much time on an online course as you do in a face-to-face course. The amount of time required for this course may vary from student to student, depending on your familiarity with the subject area. Keep in mind that your project must be completed in this one semester.

You will have access to all course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course. All assignments have set due dates. Due dates are as of midnight Central Standard Time on that date.

## **The Virtual Classroom**

A key benefit of the “cyber classroom” is that participants can come to class at their convenience. Asynchronous communication allows each of us to post questions and comments and to respond at times of our choosing. My lecture material for each module will be brief; for this course, I am primarily a facilitator.

Throughout the semester, I will ask you to post material relevant to your project. Other class members will give their input. Comments and questions from your peers can be an invaluable resource to help you through your project.

## **Participation**

As a graduate student, you are expected to read, review, reflect upon, and discuss a large amount of information regarding the content of a course. In addition to the required textbook readings, you are expected to make extensive use of digital library and other Internet resources. The difference that you will find in this course is the large amount of time that you will be working on your own. Compared with other courses, there is not a large amount of lecture or text reading. In this course, you will be putting your knowledge to work in your project.

A word about Discussion Board conversation:

Participants must be very clear about what they mean in their contributions to the discussion. In electronic communication, we do not have the advantage of body language as an aid in communication. We also do not have the advantage of instantly asking for and receiving clarification. Because some participants may not be able to access attachments, please post your comments directly to the Discussion Board, rather than attaching them as a Word or other document. Finally, in addition to using appropriate grammar, spelling, syntax, etc., always contribute to class discussion in a respectful, polite, and constructive manner.

Please also note that all chat room languages are prohibited in the discussion board, these include writings in the form of “lol”, “how r u?” ect. If you do need to use the expressions, spell them out as “laugh aloud” or “how are you?”

### Accessing Library Resources

Students enrolled in this course have several options to access library resources. You may visit your home campus library or you may access the UT Tyler Online Library. You may also use the Robert R. Muntz Library at the University of Texas at Tyler. Follow the link below, and then complete the instructions at those sites for accessing information from a distant site:  
(<http://library.uttyler.edu>)

Some links within the course lectures may refer to material located in the UT TeleCampus Digital Library: <http://supportcenteronline.com/ics/support/default.asp?deptID=688>. When you click on the link in the course, you will go to the UT TeleCampus Digital Library Proxy Login. You must login with your TeleCampus username and password. This is the same username and password you use to access your courses and the TeleCampus Information System (TIS). Once you enter your username and password, you will be directed to the material in the link. Please choose Full-PDF or Full-HTML version to view the contents. Adobe Acrobat is required to view PDF files.

### **Sending an Email to Professor:**

In order to ensure I get your email, it is important:

Send your email from the Patriot email account, and

Put “**HRD 5307.060**” in your email’s subject line.

The above information is needed to ensure your email not treated like spam and gets timely attention. Additionally, in order to protect the privacy of students, the university requires that all email communication with students be conducted through the university patriot email system.

### **Technical Support Information:**

If you experience technical problems with this course or Canvas, contact the 24/7 Canvas Support by phone or chat by clicking the Help button “?” in Canvas which is located at the bottom of the Canvas Global Menu on the left side of the window.

When you contact Canvas Support, be sure to include a complete description of your problem or question 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 can also search the Canvas Student Guide for useful information on using Canvas at <https://community.canvaslms.com/docs/DOC-10701>

If you are experiencing login/password problems or need support for other technical issues, contact Campus Computing Services located in the Business Building (BUS 101), by phone 903-565-5555, or by email at [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu)

### **ACADEMIC DISHONESTY STATEMENT:**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

### **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.

### **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.

- i. "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.
- ii. “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.
- 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.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

### **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)