

# The University of Texas at Tyler Public Administration Program

PADM 5336-060 (3.0 Credit Hours)  
Administrative Ethics  
Fall 2020  
Online



Richard C. Helfers, Ph.D.

Phone: 903-566-7399

Office: CAS 136

email: rhelfers@uttyler.edu

Office Hours: By virtual appointment since the course is online (or I'll be in my office on Tuesdays and Thursdays from 11pm-12:30pm, immediately following my on-campus undergraduate course). Anytime you have questions or need assistance with the course, please send me a message and we can arrange a time to meet via Zoom.

I welcome you to contact me outside of class and during my student office hours. You may email me, call my office, or contact the department and leave a message, or schedule a meeting via Zoom.

I have recently found the best way to contact me, which is preferable, is to send me a message through Canvas!

## Course Description:

A study of ethical issues facing public administrators. Issues include the development of value systems, the nature of public duty, and the formulation of value-based decision making strategies, the importance of professional ethical standards, and the dangers of public corruption.

## Prerequisite:

There are not any specific prerequisite courses listed in the University catalog. However, this is a graduate course and you are expected to communicate orally and in writing as a graduate university student.

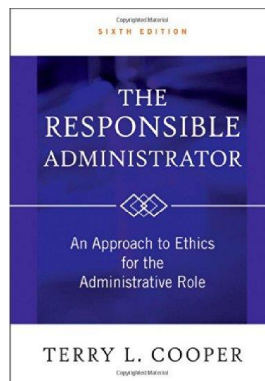
## Course Overview:

The purpose of this course is to expose you to the complex issues public managers' experience. You will become familiar with the considerations that determine ethical thought and how it pertains to decision making in public sector entities.

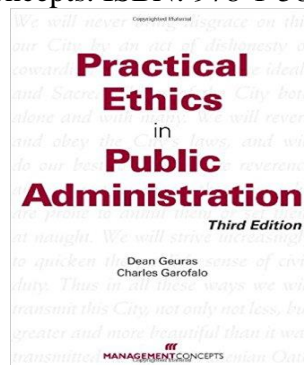
## Textbook:

### Required:

Cooper, T.L. (2012). *The responsible administrator: An approach to ethics for the administrative role* (6<sup>th</sup> ed.). San Francisco, CA: John Wiley & Sons. ISBN: 978-1-118-18054-9.



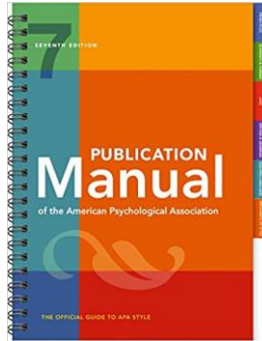
Geuras, D., & Garofalo, C. *Practical Ethics in Public Administration* (3<sup>rd</sup> ed.). Vienna, VA: Management Concepts. ISBN: 978-1-56726-295-7



When I considered books for this course, I examined several different books and found these to be the best for your learning as a graduate student.

Recommended:

APA. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8



## Important Covid-19 Information for Classrooms and Laboratories:

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

## Recording of Class Sessions:

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

## 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 time in the Computer Lab. This is important because this is an online course, which will require you to complete numerous activities every week online. I will also be making important announcements in the course Canvas site and

sending you emails. Furthermore, I will post your grades in Canvas so you will have an “at a glance view” of your current standing in the course.

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

1. Describe the importance of ethical awareness for the public administrator.
2. Justify an ethical decision-making model for the public administrator.
3. Summarize the ethical challenges that encompass the environment for the public administrator.
4. Summarize how public administrators can effectively administer within public organizations without compromising the public trust.
5. Apply administrative ethical principles when recommending solutions to ethical dilemmas in public sector organizations.

Overall “Big Question” we will be focused on all semester: How can public sector administrators develop a personal and organizational ethical climate to minimize ethical violations for themselves and organizational members?

#### **Attendance Policy:**

Each student is expected to be present during each class session (ok, it is online so this means you must be engaged each week). You must participate in all assignment and complete the work by the due date.

#### **Class Participation:**

You are expected to fully engage in the course. This is a graduate seminar course and a lot is expected of you. This is a graduate seminar course. A seminar is student-directed rather than instructor-directed. Students are significantly more responsible for their own learning than in a traditional instructor-centered class. Many students bring public agency experience into the classroom. Students also bring critical insights from organizational life and life experiences that are very instructive for all students. Students also contribute by reinforcing course concepts. Therefore, passive participation (attendance and a few critical comments throughout the semester) will not benefit your learning. Each student must be an active participant in the learning environment via our virtual classroom.

#### **Missed Exams/Late Assignments:**

There are No make-up examinations for this course. All assignments and the examination are expected to be submitted on or before the due date/time. I recognize that “life” does occur, so if something is going on that results in you being unable to submit your work on time or miss a deadline, you must contact me as soon as reasonably practical. *There is no excuse for a graduate student to turn in a late assignment.*

The general rule is I will not accept any late assignments. Please devote particular attention to the due dates for each assignment. All due dates are specified in the course schedule.

## 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. **Relevant learning activities will follow and will consist of ethical scenario based discussions which you are expected to base your reasoning on material you learned (by reading and studying).**
- **Be proficient with the APA citation/reference style by the end of the first week of class. This is the style you will use for all assignments (this includes discussion boards because they require citations/references).**
- Read all the information prior to engaging in the learning activities. This means you must **read the assigned material for the week**. I have heard many students do not read the material prior to class, but it is in your best interest to do so because the online activities are related to the reading material. Reading and being prepared is important for your success in this course.
- You are expected to participate in all activities associated with this course. Details for your participation will be articulated in the instructions for each assignment.
- Complete all assignments, projects, and assessments.
- Submit all assignments on or before the due date.
- Check the “Announcement” page regularly in Canvas.
- Check your patriot email (that is the email account the university provides to you and all my correspondence with you via email will be sent to your university email account).
- Send emails in the subject line: PADM 5336 (*then list the item that is the subject*). Remember it is preferable for you to send me correspondence through Canvas (so use the inbox in Canvas and the course will automatically be populated).
- 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.

- You should expect me to communicate important events with you as they arise.
- I will return all of your written work in a timely fashion. This means I will provide you feedback on each and every item that is graded within 2 weeks.
- 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 administrative ethics in our society today. Please ask questions in class and be engaged in the discussion. 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 (if you send correspondence through Canvas, I will be notified via my University email account).

My email is [rhelfers@uttyler.edu](mailto:rhelfers@uttyler.edu). Or, you may call my office phone at 903-566-7399. If I am not in, please leave a message.

When sending an email, please write in the subject line PADM 5336 (*then list the item that is the subject of the email*).

### Evaluation Procedures:

Exams and assessments are necessary for me to determine your mastery of the core concepts of the course. Your final grade will be determined by your performance on the exams, written assignments, discussion boards, and other learning activities.

I acknowledge there is a significant degree of reading material associated with the course, but after all, this is graduate school and in the social sciences reading and writing is a major aspect for most courses. The reading is not overwhelming, but you will need to be organized and remain current. I recommend you develop a reading schedule early in the semester to ensure you can complete all the reading.

### Grading Rubric:

A grading rubric will be provided to you in Canvas for each written assignment. Please review the rubric prior to each assignment and prior to submission. This will help ensure you maximize your points.

### Evaluation:

1. Discussion Boards:	10%
2. Exam (Final):	20%
3. Flipgrid:	10%
4. Semester Paper:	25%
5. Quizzes:	10%
6. Writing:	<u>25%</u>
	100%

### Discussion Boards:

There will be numerous discussion boards during the semester. Each of these will require you to think and apply the material you learned in your reading. Each discussion board will require you to make a post that is 250 words or greater. You must also use evidence to support your position. This will require you to use the APA documentation style. You must also reply to other students, along with commenting on any posts to your original posting. The **initial post** to your discussion board is due no later than **11:59pm on the Thursday** of the week when a discussion board occurs. All replies to the discussion board will be due by 11:59pm each Saturday of the week a discussion board occurs. Follow the specific instructions associated with each discussion board.

### Examinations:

There will be one (1) essay examination during the semester.

### Flipgrid Assignments:

There will be numerous assignments using a third party tool called “Flipgrid.” Don’t worry the assignments are linked to Flipgrid in Canvas. These are similar to a discussion board, but they require you to complete a video to engage the class. You will also respond to other students’ videos. Students have found these videos a fun and worthwhile alternative to a discussion board. The **initial video** must be posted no later than **11:59pm on the Thursday** of the week when a flipgrid assignment occurs. All replies to other students’ videos will be due by 11:59pm each Saturday of the week a flipgrid assignment occurs. Follow the specific instructions associated with each discussion board.

### Padlet Assignments:

Similar to the Flipgrid assignments, we will also have assignments in Padlet. These are also linked in Canvas. These are another type of alternative to discussion boards. You will first be exposed to this in the “Getting Started” module. Make sure you make an introduction of yourself on the padlet.

### Paper/Written Assignment: (Semester Paper)

Your paper for this semester is aligned with a case study approach. You are tasked with implementing the ethical decision making models presented in *The Responsible Administrator: An Approach to Ethics for the Administrative Role* and *Practical Ethics in Public Administration* by analyzing a real ethical dilemma related to public administration practice. This may be either a dilemma that you personally have experienced, or one confronted by someone who works in a public sector agency who is willing to discuss her or his situation with you. If the latter, you will need to conduct an interview with the person involved but change names and incidental facts to protect the identities of persons or organizations involved (this also holds true if using your personal experience).

The paper will include the following elements:

1. Brief description of the dilemma, including pertinent factual background information.
2. Identification of all conceivable alternatives for resolving the dilemma.
3. Probable positive and negative consequences of each alternative.
4. Selection of one alternative on the basis of an explicit ethical principle, or set of principles, and the probable consequences.
5. Justification for adopting that particular principle.
6. Describe the characteristics of the organization involved that would encourage or impede the implementation of your chose alternative.
7. Discuss the changes that would be necessary to make the organization more supportive of this alternative.
8. Describe a management strategy to accomplish these changes.

\*\*do not neglect to discuss how the unified ethic and how Cooper’s model would be used in your recommendation(s).

The structure of the paper will be as follows:

1. Use APA format. Use all requirements, refer to the APA Manual (7<sup>th</sup> edition) for assistance, direction, and guidance.
2. One inch margins.
3. Double space.
4. Times New Roman with 12 point font.
5. A minimum of six peer reviewed sources.
6. A thorough and complete discussion of the elements detailed in the assignment instructions.
7. Upload in a Word document (file ending in .doc or .docx)

Generally, when writing an academic paper you will not use the same informal type language you use during your daily conversations. Informal, conversational language, will negatively impact your grade.

### Quizzes:

There will be a syllabus quiz that you are required to complete. It is located in the “Getting Started” module and quizzes you on your comprehension of the material. This quiz also ensures you have understood the course expectations (hint: for more courses the expectations of the course are stipulated in the syllabus-give it a try and read the syllabus—if you are reading this keep reading). You can retake the quiz as many times as necessary—so everyone should receive 100% on this quiz.

There will also be quizzes embedded in the weekly lectures. Therefore, you must watch the lectures and answer the questions when they “pop-up” during the lecture. These quizzes are due by Tuesday at 11:59pm each week.

### Writing:

There will be several short writing assignments during the semester. These are generally reflection papers for you to demonstrate your knowledge and ability to apply the material you have read and we discuss in class. The instructions for each is located in the module for the week. There is not a minimum page limit, but the paper must be thorough and complete. Also, you must provide evidence using APA to support your argument.

### 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>.



## Technology within the Classroom:

This is an online course, and the entire structure of the course occurs in a virtual classroom. Therefore, you must use technology to be successful.

## 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.

## Penalties for Plagiarism

Should I discover that you have committed plagiarism, you will receive a grade of 'F' in the course and the matter will be referred to Judicial Affairs for possible disciplinary action. Any subsequent occurrences of plagiarism will result in you receiving a grade of "F" for the course.

## 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.

**Tentative Course Schedule:** (the expectation is that all reference material will be read on or before the week the material will be covered. Thus, the reading is not listed as an assignment—it is a given for a graduate student that the reference material will be read)

Week 1      Aug 24-29  
“An Introduction to Ethics”  
Reference material: Cooper, Chapter 1; Geuras & Garofalo, Chapter 1  
**Assignments:** 1. Watch the video lecture.  
2. Read Chapter 1 in the Cooper text.  
3. Read Chapter 1 in the Geuras & Garogalo text.  
4. Video response to ethics and the public administrator prompt in Flipgrid along with at least two responses to other students’ videos. The assignment is due no later than Saturday, August 29 at 11:59pm.

Week 2      August 30-September 5  
“Ethical Decision-making”  
Reference material: Cooper, Chapter 2; Geuras & Garofalo, Chapter 2  
**Assignments:** 1. Watch the video lecture.  
2. Read Chapter 2 in the Cooper text.  
3. Read Chapter 2 in the Geuras & Garogalo text.  
4. Writing assignment on a public manager ethical scenario case study. Due no later than Saturday, September 5 at 11:59pm.

*Census Day is September 4<sup>th</sup>*

Week 3      September 6-12  
“Ethics and Today’s Public Administrator”  
Reference material: Cooper, Chapter 3; Geuras & Garofalo, Chapter 3  
**Assignments:** 1. Watch the video lecture.  
2. Read Chapter 3 in the Cooper text.  
3. Read Chapter 3 in the Geuras & Garofalo text.  
4. Video response in regard to ethically administering in the post-modern society using Flipgrid along with at least three responses to other students’ videos. Due no later than Saturday, September 12 at 11:59pm.

*UT Tyler is closed on Monday, September 7 for the Labor Day Holiday*

- Week 4            September 13-19  
                          “Ethics is Paramount for the Public Administrator”  
Reference material: Cooper, Chapter 4; Geuras & Garofalo, Chapter 4  
**Assignments:** 1. **Watch the video lecture.**  
                          2. **Read Chapter 4 in the Cooper text.**  
                          3. **Read Chapter 4 in the Geuras & Garofalo text.**  
                          4. **Discussion (in Canvas) regarding the actions of former FBI Director, James Comey. Due no later than Saturday, September 19 at 11:59pm.**
- Week 5            September 20-26  
                          “Ethical Dilemmas”  
Reference material: Cooper, Chapter 5; Geuras & Garofalo, Chapter 5 & 6  
**Assignments:** 1. **Watch the video lecture.**  
                          2. **Read Chapter 5 in the Cooper text.**  
                          3. **Read Chapter 5 & 6 in the Geuras & Garofalo text.**  
                          4. **Writing assignment in regard to Conflict. Due no later than Saturday, September 26 at 11:59pm.**
- Week 6            September 27-October 3  
                          “Addressing Ethical Situations”  
Reference material: Geuras & Garofalo, Chapters 7 & 8  
**Assignments:** 1. **Watch the video lecture.**  
                          2. **Read Chapters 7 & 8 in the Geuras & Garofalo text.**  
                          3. **Writing assignment (thorough and complete) in regard to recommending a solution to a Case Study ethical incident. Due no later than Saturday, October 3 at 11:59pm.**
- Week 7            October 4-10  
                          “Setting the Ethical Tone”  
Reference material: Cooper, Chapter 6  
**Assignments:** 1. **Watch the video lecture.**  
                          2. **Read Chapter 6 in the Cooper text.**  
                          3. **Writing assignment-reflection paper on applying external and internal controls in a public organization. Due no later than Saturday, October 10 at 11:59pm.**
- Week 8            October 11-17  
                          “Thinking Through Ethical Issues”  
Reference material: Geuras & Garofalo, Chapter 9  
**Assignments:** 1. **Watch the video lecture.**  
                          2. **Read Chapter 9 in the Geuras & Garofalo text.**  
                          3. **Video and responses in Flipgrid regarding your ethical style. Due no later than Saturday, October 17 at 11:59pm.**

- Week 9            October 18-24  
                      “An Acceptable Approach”  
Reference material: Geuras & Garofalo, Chapter 10  
**Assignments:** 1. Watch the video lecture.  
                      2. Read Chapter 10 in the Geuras & Garofalo text.  
                      3. Pre-class assignment: Posting and response on the legislative process and moral burdens for public organizations. Due no later than Monday, October 19 at 5pm.  
                      4. Post-class assignment: Discussion (in Canvas) in regard to the Unified Ethic. Due no later than Saturday, October 24 at 11:59pm.
- Week 10           October 25-31  
                      “The Integration of Ethics in the Organization”  
Reference material: Cooper, Chapter 7; Geuras & Garofalo, Chapter 11  
**Assignment:** 1. Watch the video lecture.  
                      2. Read Chapter 7 in the Cooper text.  
                      3. Read Chapter 11 in the Geuras & Garofalo text.  
                      4. Discussion (in Canvas) in regard to Moral Agency. Due no later than Saturday, October 31 at 11:59pm.
- Week 11           November 1-7  
                      “Setting the Standard”  
Reference material: Cooper, Chapter 8; Geuras & Garofalo, Chapter 12  
**Assignments:** 1. Watch the video lecture.  
                      2. Read Chapter 8 in the Cooper text.  
                      3. Writing assignment for you to reflect upon the readings and our class discussion on whistle-blowing. Due no later than Saturday, November 7 at 11:59pm.
- November 2 is the last day to withdraw with a “W”*
- Week 12           November 8-14  
                      “Ethics and Performance”  
Reference material: Geuras & Garofalo, Chapters 13 & 14  
**Assignment:** 1. Watch the video lecture.  
                      2. Read Chapters 12 & 13 in the Geuras & Garofalo text.  
                      3. Video and responses in Flipgrid in to ethically administering in the “reinvention” of government era. Due no later than Saturday, November 14 at 11:59pm.

Week 13      November 15-21  
                  “Being the Moral Model”  
                  Reference material: Geuras & Garofalo, Chapter 15  
                  **Assignment:** **1. Watch the video lecture.**  
                                  **2. Read Chapter 15 in the Geuras & Garofalo text.**  
                                  **3. Semester Paper is due and must be submitted no later than**  
                                  **Saturday, November 21 at 11:59pm.**

*November 22-28*  
*“Thanksgiving”*  
*University is Closed*

Week 14      November 29-December 5  
                  “Being Responsible”  
                  Reference material: Cooper, Chapters 9 & 10  
                  **Assignment:** **1. Watch the video lecture.**  
                                  **2. Read Chapters 9 & 10 in the Cooper text.**  
                                  **3. Discussion in Canvas on ethical decision-making models.**  
                                  **Due no later than Saturday, December 5 at 11:59pm.**

Week 15      December 6-11  
                  “Finals Week”  
                  **Final Exam—Due by 11:59pm on Tuesday, December 8.**

## **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.

- 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. 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. 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](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto: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.**