

**Updated: 01.07.22**

## **ENGR 1204.001 & 1204.002 – ENGINEERING GRAPHICS**

1. ENGR 1204 is an introduction to basic engineering graphics using the latest version of AutoCAD. Basic AutoCAD commands will be introduced and emphasized throughout this course. Development of technical drawing skills including: freehand sketching, text, orthographic projection, dimensioning, sectional views, and other viewing conventions. The course will proceed from the basics of sketching and CAD to their applications in preparing detail and working drawings.

This course is also introduction to basic Autodesk Revit BIM Modeling Software. Autodesk Revit is a building information modelling (BIM) software for architects, landscape architects, structural engineers, mechanical, electrical, and plumbing engineers, designers and contractors. BIM stands for Building Information Modeling and is a workflow process. It's based around models used for the planning, design, construction, and management of building and infrastructure projects. BIM software is used to model and optimize projects by planning, designing, building, and operating BIM models. This course will proceed from a basic of a simple house model to the application in preparing detailed working drawings.

### **Course Book:**

Design Integration Using Autodesk Revit 2019, SDC Publications, Daniel John Stine; ISBN-13: 978-1-63057-179-5 (new editions available, 20, 21, 22)

Up and Running with AutoCAD 2021, Elliot J. Gindis & Robert C. Kaebisch. ISBN: 978-0-12-823117-3

### Professor Contact info:

Instructor: Dr. Gilbert Abel

Office #: 903-565-5890

Office #: RBS 1036

Office Hours: Tuesday & Thursday 12:30 PM – 5:00 PM

Email: [gabel@uttyler.edu](mailto:gabel@uttyler.edu)

### Class Meeting Time/Dates/ Room

**Lecture Room:** Ratliff Building North 02022

**Lab:** Ratliff Building North 02022

**Date:** Wednesday

**Time:** Wednesday 2:00PM - 3:40PM

Professional Procedure for turning in assignments:

1. All Assignment (that are submitted to the instructor) must be submitted with a professional cover sheet attached.

Cover sheet information:

**ENGR 1204**

**Spring 2021**

**Assignment name & number**

**MO/DY/Year**

**First name/Last Name**

2. If an assignment is emailed, the subject line must contain the course number, course name, and your name.

Email information [subject line]

**ENGR 1204 – Auto Cadd – First name, last name**

2. The following are course competencies:

a. **Computer-Based Skills**—the student will complete the drafting assignments with skill in formatting, command use, and data manipulation.

b. **Communication Skills**—the student will exhibit mastery in communicating in a graphic manner according to accepted standards.

c. **Interpersonal Skills**—the student will give and receive help when the need arises.

d. **Problem Solving (Critical Thinking)**—the student will use lecture and demonstration to foster conceptual thinking quantitative/statistical skills, in making drawings according to specifications.

e. **Ethical Issues in Decision Making and Behavior**—the student will understand and exhibit the ethical decision making in the use of software and in working with other students.

f. **Personal Accountability for Achievement**—the student will complete the assigned projects at the time designated by the instructor and will demonstrate on both exercises and exams that he has learned the material presented.

g. **Competence in Technology Principles**

1) Competence in major field and grounding in other technology major core areas—the student will be able to contrast the drafting principles learned to other manufacturing processes and practices.

2) Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars—the student will be exposed to actual industrial drawings that will reinforce the principles taught in this class

3. Students are expected to attend all class meetings. It is the student's responsibility to obtain any missed class notes, handouts, assignment due dates and any other information missed for any reason. Failure to attend class does not constitute withdrawal from class. All material covered in lecture, on homework, in the text or in any handout (including the syllabus) is considered to be testable material.

4. You are encouraged to seek additional instruction before/after class or by appointment.

5. Classroom Procedures:

a. Bring study notes, textbook, note-taking material, a **flash drive** and calculator to every class. Class preparation is your individual responsibility.

b. Class begins with a presentation on the topics of the day.

c. Students practice skills in class.

d. In class assignments for same day are given.

### **Required Textbook:**

e. Textbook: Up and Running with AutoCAD 2021, Elliot Gindis, Goodheart-Willcox Publishing Company, 2008, ISBN 978-0-12-398416-6

f. **ACADEMIC DISHONESTY:** Representation of other's work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

**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 Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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 an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

#### 6. Exams and Grading:

##### **Course Points Minimum Grade Scale**

In Class Drawings/Tutorials (35 pts each)	525 (24%)
AutoCAD (10 Tutorials)	
Revit (4 tutorials)	
Assignments (13 total) 50 pts each	650 (30%)
Team Projects/Final	300 (14%)
Semester Project: Working Drawings:	500 (23%)
Attendance/ Professional Practice Grade	200 (9%)
Total	2175 (100%)

##### **Grade Breakdown:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

If you do not actively participate in the design projects or get less than 65% on all individual events, you may fail the course, **regardless of your course grade**. Final grades are only A, B, C, D, F. Therefore, a C- is a C for a final grade. This distribution is to graphically remind you of how well you are doing.

#### 7. How You Should Prepare for Lessons:

a. Study: Engineering Graphics is a powerful tool for future engineering classes at The University of Texas at Tyler. President's policy states that you are expected to spend **120-180 minutes on average** outside of class for each hour that you spend in class. Make sure that you completely and thoroughly understand the lesson that was just covered in class before moving on to the next lesson. Familiarize yourself with the upcoming lesson so that you get the most learning possible out of the time that you spend in class. A "rule of thumb" for time allocation is 85% on the lesson just covered, 15% on the upcoming lesson. When studying you should focus on accomplishment of the individual learning objectives listed for each lesson. This will normally include development of an understanding of the definitions of new commands for each lesson as well as they are problems.

b. Use the Text: Our text was carefully selected from many available texts because the author does such a fine job explaining concepts. You will find the illustrations in the text to be very informative and the numerous examples very practical and straight forward. Read and study the assignment in the text, paying particularly close attention to principles, assumptions, and examples.

c. Solve Problems: This is the absolute key to success in this course! The more problems you work yourself, the better you will understand the principles involved. Problem sets are assigned throughout the course and must be completed and turned in for grade.

d. Prepare Your Notebook: The record shows that the best students keep the best notebooks. You should organize your notebook so that all material for each lesson can be easily referenced.

8. Graded Events: All Graded Events are mandatory and become part of your grade, failure to submit any required work will **result in an incomplete**. As an engineer your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such both your presentation and the accuracy of your work are important, and both will be graded.

a. **IN CLASS DRAWINGS:** Lab work should be submitted individually but you can collaborate on it.

c. **HOMEWORK ASSIGNMENTS:** These exercises allow you to demonstrate and verify the topics that you have studied. You will be assigned in-class drawing problems. These problems will present you with relevant problems requiring application of the topics and principles learned in the classroom, and computing skills.

d. **DESIGN PROJECTS:** Design is an important part of your study of Engineering Graphics. The design process is a systematic, analysis of a problem that converges on a range of acceptable solutions. They will familiarize you with methods of making engineering drawings and will show you how these methods can be used in the solution of real problems. In order for you to gain the maximum benefit and experience from the exercises, you will work in small groups. A group effort requires team work and the cooperation of all team members.

9. Late Submissions. It is a basic principle of professionalism that “**Professionals are not late.**” A “COORDINATED LATE” submission occurs when you will miss the suspense for a graded homework assignment and you contact me in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below **may** be assessed for a “COORDINATED LATE” submission:

1. 0-24 hours late a deduction of 25% of the earned grade
2. 24-48 hours late a deduction of 50% of the earned grade
3. More than 48 hours late No credit. **Assignments must still be submitted.**

10. 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/StudentRightsandResponsibilities.html>

11. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

12. 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 12th day of class (see schedule of classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

13. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation,

please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

14. 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.

15. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

16. 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.

17. 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.

Dr. Gilbert Abel

(903) 565-5890

[gabel@uttyler.edu](mailto:gabel@uttyler.edu)

\*\*\*\*\*  
\*\*\*\*\*

Covid-19 Requirements:

Been exposed to COVID?

If you, or someone you know, has been exposed to or tests positive for COVID-19 and had recent contact with the campus community, please make a report via the COVID-19 hotline, 903.565.5999. This will allow campus officials to act quickly to prevent a possible spread on campus.

If there has been no recent contact with the campus community, please report using the COVID-19 reporting form. (go to [www.uttyler.edu](http://www.uttyler.edu)) in search type : "Covid Requirements"

July 6, 2020

In an attempt to comply with Governor Abbott's most recent executive order, I am requiring all students, faculty, staff and visitors to wear face coverings in University buildings, classrooms/labs, meeting spaces, athletic and recreational events and other areas where multiple people are gathered. Face coverings are not required when alone in an office or in assigned residence hall rooms.

Accommodations will be available for individuals with religious, medical or other concerns. These accommodations will be processed through the Office of Human Resources for employees and the Office of Student Accessibility and Resources for students.

Student athletes who are planning to practice for their sport should check with the Athletics Department for specific details on best practices for good hygiene (e.g. frequently washing hands).

UT Tyler-branded cloth face masks can be obtained at the following locations at the specified days and times:

8 a.m. - 5 p.m. Monday through Friday

University Police Station Parking Services Desk

Robert R. Muntz Library Help Desk

1 - 4 p.m. Monday and Wednesday

Herrington Patriot Center

1 - 4 p.m. Tuesday and Thursday

One Stop Service Center: Station 8

\*\*\*\*\*  
\*\*\*\*\*



## 19. 1204 Team Exercise:

Project Goals: The team project is designed to allow you to use your skills learned from this course for .

1. You will be able to describe and execute a design using the engineering design process.
2. You will be able to use AutoCAD for 2 and 3 dimensional drawings.
3. You will understand engineering communications process using various graphical depictions.
4. You will be able to explain spatial relationships, multi-view projections/sectioning, dimensioning, graphical presentation of data, and computer graphics.
5. You will be able to produce a 3D prototype of your design.

Project Details:

1. Select a team mate for the project – submit this team name to me.
2. Develop a concept for a 2 part device that you plan on selling on the internet that offers a new way of doing something, improving on a known device, or taking a known device and re-purposing it for a new use.
3. Each part will be designed and printed by a team member – each does their own work.
4. Be ready to present your proposed concept solution to the class per schedule.
5. Once you have a sketch with dimensions, present to the class for approval per schedule.
6. Present your design drawing to the class as per schedule to be developed.
7. Print your device and test as per plan.
8. Present your final project finding with complete device (working) as per project presentation schedule to be developed.

*Note: your device MUST be an improvement to a known process or must be a new novel way of solving a known problem – and must be economically viable – ie people will want to buy it (to be tested by vote of your classmates).*

### 13. Professional Grade: 200 points

Attendance 100% - 200 points

Attend all 15-class meetings and you will receive 100% for this criterion

### ENGR 1204 – INITIAL COURSE SCHEDULE (subject to change as needed throughout the semester)

#### Course Book:

Design Integration Using Autodesk Revit 2019, SDC Publications, Daniel John Stine; ISBN-13: 978-1-63057-179-5 (new editions available, 20, 21, 22)

Up and Running with AutoCAD 2021, Elliot J. Gindis & Robert C. Kaebisch. ISBN: 978-0-12-823117-3

Date Mon or Wed	Lesson	Material Covered	Reading	Assignment	LAB component
1/10 - 1/12	1/2	Syllabus & Class into Review Team Project Engineering Process Model	PPT Lesson 2 How to find your software?	Introductions of students. Meet each other	
1/17 (MLK) – 1/19	3	Sketching / Geometric modeling/ Sections / Views/ Dimensioning	PPT Lesson 3	Teams due Assign 1: nut & bolt sketch	Invention Project: Team Members due:
<b>AUTOCADD TRAINING BEGINS</b>					
1/24 – 1/26	4	Rev HW1 / Lesson 1-3 tutorial 2D drawing/Office layout Handout	Chapter 1,2 “Up & Running With Auto Cad”	Assign 2:– due Ortho Sketch	Invention Project: Discuss One Drive / Sharing

1/31 – 2/2	5	Drop Box files Lesson 4-5 tutorial	Chapter 3,4 “Up & Running With Auto Cad”	Assign 3: – hand draw dimension due	
2/7 – 2/9	6/7	Basic entry commands and 2D tools Lesson 6  Drawing & AutoCadd Tools Lesson 7 tutorial	Chapter 5,6 “Up & Running With Auto Cad”	Assign 4: – Reproduce the drawings with dimensions in AutoCadd  Assign 5: - due Family Dollar  How to save an Auto Cadd file	
2/14 – 2/16	8,9,10	Listing Properties Lesson 8 tutorial  Types of printers Lesson 9-10 tutorial	Chapter 7,8,9 “Up & Running With Auto Cad”	Assign 6: – due Add furniture/Tool pallet  Assign 7: – due 3D tools  Assign 8: - tire exercise	
<b>REVIT TRAINING BEGINS</b>					
2/21 – 2/23	11	Intro to Revit Basic layout fundamentals  Draw: Walls, Roof, Ceiling, Studs, Framing  Discussion: Detail types or wall types	Video Tutorial 1  Chapter 1/3,5,6 SDC Publications “Using Revit 2019”	Assign 9: Draw a basic building design	Invention Project: Brainstorming Begins / Sketch
2/28 – 3/2	12	Add components:  Adding Doors, Windows, MEP Fixtures, & Furniture	Video Tutorial 2  Chapter 2,11,13,14 SDC Publications “Using Revit 2019”	Assign 10: Add doors, windows, Fixtures and furniture to a sample design	Invention Project: Design the final Design
<b>3/7 – 3/11</b>	<b>Spring Break</b>				
3/14 – 3/16	13	Site Drawing Tax Assessors Map/Boundary Lines  Drawing: curb, parking lots, striping, placing drain inlets, water	Video Tutorial 3  Chapter 15 SDC Publications “Using Revit 2019”	Assign 11: Draw a site plan complete with all of the required details  How to save a Revit file	Invention Project: Create your Power point presentation

		<p>drainage, elevations, landscaping</p> <p>What is a set back?</p>	<p>Google Earth elevations</p> <p>Tax Assessors Map for boundaries</p>		
3/21 – 3/23	14	<p>Foundation Drawings Rebar, Slabs, Footings</p> <p>What are cut sections?</p> <p>What are elevations?</p>	<p>Video Tutorial 4</p> <p>Chapter 10 SDC Publications "Using Revit 2019"</p>	<p>Assign 12: Design a Footing and slab with reinforcing</p>	<p>Work on: Final Set of Revit Drawings</p>
3/28 – 3/30	15	<p>Printing Scaling Printing a set of Drawings Setting up a sheet Schedules</p>	<p>Video Tutorial 5</p> <p>Chapter 12/16 SDC Publications "Using Revit 2019"</p>	<p>Assign 13: Deliver a set of printed drawings with a schedule</p>	<p>Work on: Final Set of Revit Drawings</p>
4/4 – 4/6		<p>Team Invention "Presentation Week"</p>		<p>Team Assignments: Creative Design idea presentation</p>	<p>Invention Project: "Presentation Day"</p>
4/11 – 4/13		<p>Work on your Final Projects</p> <p>Lab Time</p>			<p>Work on: Final Set of Revit Drawings</p>
4/18 – 4/20		<p>Project Turn In and In Class</p> <p>Lab Time</p>		<p>Course Eval. Forms</p>	<p><b>Deliver Set of Revit drawing for your commercial building design</b></p> <p><b>"Individual Assignment"</b></p>
		<p>No Final Exam</p>		<p>No Final Exam</p>	

## **20. Course Evaluation:**

- 1 Understand and show proficiency in the concept to prototyping process for engineering problems.
- 2 Understand and show proficiency in sketching, drawing, and entering concepts and designs into AutoCAD.
- 3 Demonstrate proficiency in using 2D AutoCAD drawings and developing 3D printer prototype models for rapid prototyping.
- 4 Works as part of a design team and learn the communication skills necessary for a designer to have for builders to bring their idea as shown on the drawings and on prints into reality.
- 5 Learn and demonstrate proficiency in using AutoCAD and the AutoCAD file system.
- 6 Learn the various 3D printer technologies supporting rapid prototyping today.
- 7 Demonstrate proficiency in using a 3D printer to support rapid prototyping.

## **UNIVERSITY POLICIES**

### **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>

### **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 <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 Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the

University Center, Room 3150 or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu)

### **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**

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 instructor 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](mailto:writingcenter@uttyler.edu), <http://www.uttyler.edu/writingcenter/>
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu), <https://www.uttyler.edu/tutoring/>
- 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) <https://www.uttyler.edu/counseling/>