

The University of Texas at Tyler
Communication Sciences & Disorders Program
COMD 3314 Linguistics for Speech Language Pathology
SUMMER I 2023 (100% ONLINE)

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP
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Office: 126 HPR

Class Meeting Time: 100% ONLINE

Office Hours: ONLINE upon request

I am available via email Monday through Friday. I make every effort to respond to emails as soon as possible and not later than 48 hours. I am also available by appointment only on Zoom.

Note: **OPTIONAL ZOOM session from 6:30 to 7:00 PM on 5/30 (first day of classes):** I will be available for a live Zoom session to answer any questions you may have about the course and course assignments. A Zoom invitation will be posted 30 minutes before the session.

This syllabus is intended for use in conjunction with the course's Canvas Site.

Important: I do not give extra credit work in this course or in any of my courses. I provide all my students with every possible resource that, if used as directed, will lead to success in this course. The chance you have to do well is the chance you have now. This syllabus is our contract, and you should refer to it on a regular basis to know about assignments and their due dates. At the end of the course, please do not try to negotiate your grade with me. I do not give you grades: the grade you earn is the grade you get.

Course Description

This course discusses the language parameters (phonetics and phonology; morphology; syntax; semantics; and pragmatics) within the clinical context. The course also addresses the following: paralinguistic and metalinguistic aspects of language, the neurobiology of language, language-based bias, linguistic diversity in the United States, language interference, language difference, and language impairment.

Student Learning Outcomes

Students will

1. Describe and analyze the rule systems of phonetics, phonology, morphology, syntax, semantics, and pragmatics; and discuss the clinical applications for each of these 5 parameters as they apply to children and adults
2. Provide an overview of essentials of neuroanatomy and neurophysiology of linguistic processing
3. Explain the differences among accent, dialect, and language; and describe how each develops within historical, socioeconomic, and geographical contexts
4. Describe the United States linguistic map, with reference to the early European migration routes that gave rise to the 9 to 11 major US dialectal regions
5. Analyze the relationship between and how language differences are coded into class-based and ethnic discrimination and identify strategies to minimize this type of discrimination.
6. Reflect on and analyze one's own linguistic background and level of linguistic awareness and beliefs
7. Differentiate the basic characteristics of language difference and distinguish between language difference and language disorders

Textbook: Required:

- *Language Files: Materials for an Introduction to Language and Linguistics, 13th Edition* (2022). Department of Linguistics, Ohio State University Press. SBN-10: 0814258352/ ISBN-13: 978-0814258354. The textbook is essential for completing course requirements. It does not matter what format you have it in (online, hardcopy, etc.). What matters is that you use the current (13th Edition), and that you access the material in this specific edition.

COURSE POLICIES:**Academic Integrity:**

All students at UT Tyler are responsible for knowing and adhering to the institutions academic integrity policy. There is zero tolerance for academic dishonesty, including cheating and plagiarism. Please read the detailed UT Tyler Academic Dishonesty Policy below.

Examples of academic dishonesty/plagiarism:

- Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.
- Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.
- Copying, printing or sharing online quizzes

These are just examples of dishonesty that will lead to failing the course and further disciplinary action.

Assignments will be submitted via the Unicheck anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there.

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

- Attendance:** Attendance for the purposes of this online course is defined as frequent and consistent logging in to the Canvas course site and regularly participating in online interactive activities such as discussion boards. If you do not regularly log into to the course you will not only miss important information that has been presented to the class, but you may also change the group dynamics by not being available to participate in a group activity. Students who fail to log into the course for more than 3 days will be considered absent for that week, and may be removed from the course, unless they produce written proof of being hospitalized or on jury during throughout that week.
- Punctuality:** Punctuality for the purposes of this online course is defined as logging in to and participating in online discussions and other interactive activities in a timely manner. When you wait until the last minute to participate in online discussions and activities, you not only miss out on important learning opportunities but you also disrupt the smooth flow of communication for other online participants. Frequent last minute postings will be negatively reflected on your class participation grade.
- Engagement:** Active learning is essential for your success in this course. Students will participate in all online discussion topics by thoughtfully reading peer-contributions and by responding with relevant comments that support the ongoing discussion.
- Preparation:** Due dates and times for all assignments are noted on Canvas and you must posting all assignments to Canvas at the time that they are due. Extensions will not be considered except

under extenuating circumstances that are documented by written evidence. You must prepare all readings and exercises prior to logging into discussion boards so that you are able to engage in a meaningful discussion of the material.

- c. **Grades and feedback** on assignments will be posted in the Canvas Grade Center. I will not transmit grades, scores or performance assessments through email due to privacy regulations. Please keep a personal copy of all assignments/projects/outlines that you have posted so your work can be resubmitted if there is a posting or transmission error. Students are not allowed to negotiate final grades with the professor. I do not give you grades: the grade you EARN is the grade you get. Students are expected to keep track of their own grades throughout the semester, and inform the professor about any errors in their grade book.

Teaching Methods

This course is 100% online. It deals with various topics pertaining to linguistics (the scientific study of language). A wide variety of teaching tools will be utilized including: online Power Point presentations; weekly discussion forums; videos, and websites, and individual assignments.

How Classes Are Organized:

The week will be divided into 2 parts (Monday-Wednesday and Thursday-Sunday). Accordingly, there will be 2 classes each week. Each class will focus on one unit/topic from the textbook. For every class, students are required to (a) complete the assigned readings, (b) view the recorded lecture, (c) complete Discussion Board activity, (d) take the class quiz, (e) and submit any other assignments due that week. Assignments will not be accepted after Assignment folder closes. There are no exceptions.

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

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

COURSE REQUIREMENTS:

UT Tyler University Email Address/Canvas Account

Students are expected to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas. It is the students' responsibility to be aware of information and announcements posted on Canvas. You will also receive course announcements via email. Students who may need technical assistance with Canvas are advised to contact IT.

Your first assignment is as follows:

Please read the syllabus thoroughly prior to the first class and email me with any questions you may have.

Online Course Delivery and Assignment Submission:

This online course will NOT "meet" online at a particular time. Because the course condenses the work of a 15-week course into only 5 weeks. Therefore, students not contributing for a full week will be reported to the registrar to be considered for dismissal from the course.

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Materials will be released (and will be due) 2 times per week: Monday & Thursday. Each class will have its own due date. Please refer to the class schedule grid below. Students are required to submit assignments within designated time frames, and in the correct folders. Because of the condensed nature of summer courses, **LATE submissions are NOT accepted. Please do not ask me if you may submit an assignment after its due date.** Accommodations to this policy will be made only in the case of an **extended illness** that is documented in writing by a physician; an extended jury duty; or death of an immediate family member.

I provide you detailed guidelines and grading rubrics for all assignments before the start of the course to give you the opportunity to plan ahead and submit assignments by their due dates. No excuses will be accepted unless there is an EXTENDED illness, an extended jury duty, or death of an immediate family member. Additionally, no student should expect to receive:

- Special consideration for undocumented lack of participation
- Extensions on due dates, in the absence of a corresponding documented absence
- Extra credit work to make up for poor performance on assigned work
- Modification of grading policies to improve the student's grade
- A change in grade to address concerns regarding:
 - Progression in the student's program
 - Admission to an academic program
 - Expectations of the student of the student's family

Missed Discussion Board Assignments CANNOT be made up under any circumstances (i.e., even if the student has a perfectly legitimate excused absence). The purpose of DB activities is to stimulate discussions on course topics. Once a discussion forum closes, participation will be no longer relevant.

Important:

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

Before submitting an assignment, make sure to open the file and verify that this is the draft you want to submit. If a student submits the wrong assignment (while still within the due date) and then requests to resubmit the assignment, 5% of the assignment grade will be subtracted. Submissions after the due date are not accepted under any circumstances.

- Make sure to submit assignment via a PC and in Microsoft WORD format. Assignments that are not submitted in an accessible format will receive ZERO credits

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

DESCRIPTION OF ASSIGNMENTS

Online Quizzes: (300 points)

In this course there are no mid-term or final exams. Instead, there will be a quiz at the end of each class. Quizzes are based on information presented in the textbook, the recorded lectures and any additional materials assigned during a given class. The quizzes are not meant to be take-home quizzes. They are timed and meant to be taken as you would take a quiz during a face-to-face class. Therefore, prior to each quiz, you are expected to read the assigned material thoroughly, view the recorded lecture, and complete any assigned readings BEFORE taking a quiz.

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As soon as you complete a quiz, your grade will be available in the grade book. These quizzes consist of multiple-choice questions. On average, most students should finish a quiz within 12-15 minutes. However, because some students may need accommodations, the time is doubled for the whole class. Thus, quizzes range from 25-30 minutes, depending on the number of questions each has. If you spend time looking for answers in the text, your time will expire before you finish, and your grade will be based on the number of items you finished. Under these circumstances there will be no makeups of any kind.

Quizzes will go offline after the submission deadline and will not be reposted. There will be no make-up quizzes if you miss the due date. *Note: The purpose of these quizzes is to ensure that you master course content. Being well-prepared will give you the best chance to do very well.*

Homework: (250 points)

There are homework assignments every week. There is a Discussion Board forum for each student to submit the HW. Assignments for each class will be listed in the agenda for that class. Class agendas will be available 8:00 AM on Monday and Thursday. Please refer to the Class Schedule below for assignment due dates.

Research Paper & Presentations: (120+50 points)

There will be one major assignment in this course. It consists of (a) a research paper and (b) a narrated Power Point presentation based on the paper. Instructions and grading rubrics will be posted on Canvas on the first day of classes. The purpose of this assignment is to allow students to conduct an in-depth research on a specific aspect of linguistics that they are interested in.

The research paper can be on any of the following course topics: phonology, morphology, syntax, semantics, pragmatics (social communication), dialects in general or a specific dialect, language variation, language difference, and any topic addressed in the textbook. To find a topic, you should browse the chapters of the textbook.

The body of the paper will consist 1200-1500 words, using a 12 Times New Romans font, and following APA guidelines. Your paper should include: a title page, an abstract, the body of the paper, and a page for references. PLEASE follow APA guidelines carefully. We do NOT use “works cited” or “bibliography.” There will be an example APA paper posted that you could use as a model. Specific guidelines and a grading rubric will be available on CANVAS. A link will be available for you to submit the assignment. For all APA style and formatting, please refer to your manual. If you have not taken the APA course, the following site (Purdue OWL) will give you all the information you need:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Based on the paper you write you will develop a Power Point presentation that you will post to the Discussion Board. The presentation should not include any information outside of your paper. There are TWO major purposes for this assignment: (a) to help students synthesize and consolidate the knowledge they acquire from the research paper, and (b) to give them opportunities to demonstrate their expressive skills through organizing and presenting the information to others. Specific Guidelines and a grading rubric will be available on CANVAS during the first week of classes.

Self-Introductions Assignment: (30 points)

The purpose of this assignment is to help course participants know one another and to identify their learning goals for this course. You will develop a 5-6-slide PowerPoint presentation to introduce yourself to your colleagues. Here is the information you need to include:

- State your major and career goals
- Explain your linguistic background, and your experiences with other languages and/or dialects ---Explain your experiences with accents

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- Explain how accents and dialects can have positive or negative consequences for the people who use them
- State what you expect to derive from this course.
- Answer this question: ASHA requires students aspiring to be SLPs to study linguistics. In your opinion, why is the study of linguistics important for speech language pathology?

You will post this assignment to the Discussion Board and it will remain posted throughout the semester so that you will be able to refer to each other's presentations while the course is in session. You will respond to at least 2 colleague self-introduction. **Grading:** 20 points for posting your self-introduction; and 10 points for commenting on the introductions of 2 classmates (5 points each).

Discussion Board Forums and Interactive Activities: Students will participate in an online discussion about the topic of each class. Thus, there will be 2 discussion forums each week. One forum will open on Monday at 8:00 am. The second will be available on Thursday at 8:00 am. It is critical that you thoroughly understand and follow the guidelines below. Not following these guidelines could lead to failing this assignment or getting a poor grade. Here are the guidelines:

DB Forum Assignment Guidelines: For each forum, you are required to post 2 SUBSTANTIAL comments. Your first posting will respond directly to the forum prompt that I post and MUST be at least 150 words in length. Postings will be entered into a word count. Any posting that does not meet this basic requirement will automatically receive a grade of ZERO. This initial posting is worth 12 points. After that, each student will analyze and comment on the response of at least 1 classmate. This second posting must be at least 100 words in length and is worth 8 points.

Due dates for Monday-Wednesday postings: Except for the first week of classes, initial postings for Monday-Wednesday classes are due by 11:59 PM on Monday. The response to a classmate's posting is due by 11:59 PM Wednesday. Because the first week of classes begins on Tuesday, the initial posting for the first class is due by 11:59 PM TUESDAY. The second posting is due by 11:59 PM THURSDAY.

Due dates for Thursday-Sunday postings: Except for the FIRST WEEK, FOURTH, and FIFTH WEEKS of classes, the initial posting for Thursday-Sunday classes is due by 11:59 PM Friday. The second posting is due by 11:59 PM Sunday. Word count rules for these postings are the same (i.e., 150 words for the initial posting and 100 words for the second posting). Because the first and last weeks of classes are short weeks, the due dates for those classes is as follows:

- Week 1: the second class of the week starts 8:00 AM FRIDAY and ends 11:59 PM SUNDAY. Accordingly, the initial DB posting is due by 11:59 PM FRIDAY (6/01), and the 2nd posting is due by 11:59 PM SUNDAY (6/4).
- Week 4 (6/19-6/24): the initial DB posting is due by 11:59 PM THURSDAY (6/22), and the 2nd posting is due by 11:59 PM SATURDAY (6/24).
- Week 5: (6/25-6/30): First class for this week begins SUNDAY 6/25 and ends Tuesday 6/27. Accordingly, the initial DB posting is due by 11:59 PM SUNDAY (6/25), and the 2nd posting is due by 11:59 PM TUESDAY (6/27). The second class for that week begins 6/28 and ends 6/30. the initial DB posting for this class is due by 11:59 PM WEDNESDAY (6/28), and the 2nd posting is due by 11:59 PM FRIDAY (6/30).

Additional Guidelines for Postings:

- Your postings must show good understanding of the course content. You are encouraged to support the points you make by referring to scientific sources, and to cite your sources in APA at the end of your comments/responses.

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- Postings containing spelling or grammatical errors will receive a lower grade. You are advised to type your postings first in WORD DOC. Then, you could copy and paste them INSIDE the DB forum window. To paste, you can use Ctrl+V. This will help you edit and see the word count before you posting.
- Postings CANNOT be submitted as attachments. Any comment that is not submitted directly INSIDE the discussion forum window will receive a grade of ZERO.
- Each posting is graded independently: i.e., if a posting is 300 words (which is more than what is required) and another posting is 100, the first posting will receive full credit, and the second will get a ZERO.
- Because the purpose of this assignment is to generate class discussions, discussion postings CANNOT be made up, even if the student has an excused absence. Please plan accordingly.

Important When Submitting Assignments:

- All assignment must be in Word format (or, where applicable, in Microsoft Power Point Format).
- To submit an assignment click on the assignment link and “browse” your computer to attach the assignment. Please DO NOT submit assignments in the comments section. Doing so will result in a failing grade for the assignment.
- In case of a technical error that may make an assignment link inaccessible, please DO NOT send any assignments by email.
- for assignments to receive credit, the first condition is that they are submitted in the right folder. This is where they are graded. An assignment not posted to the right folder will not receive any credit, and if you send it by email, it will not be opened. If you experience technical issues (within the deadline period) and contact me while there is time, I will be happy to make the link available for you to submit the assignment.

Course Reflections: (50 points)

At the end of the semester, students will be asked to write a reflection paper in which they reflect on what they have learned in this course, things they found to be eye-opening. Students also explain how the content they learned will help them in their future studies and careers. This is an informal assignment that does not require APA style or formatting. It can be single-spaced or double-spaced and can range from 500 words to 600.

Final Grading will be based on your performance on online tests and assignments as measured by performance level indicated on grading rubrics and checklists.

Final Grade Itemization		Grade Scale	
Self Intro	30	A	100-90%
Class Quizzes	300	B	89.99-80%
Paper & Presentation	170	C	79.99-70%
Online Discussions	200	D	69.99-60%
Course Reflections	50	F	<60%
Chapter Exercises	250		
Total Course Grade	1000		

CLASS SCHEDULE & ASSIGNMENT DUE DATES:

Date	Topic Discussed	Assignment Due Dates
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<p>Class 1 5/30-6/01</p>	<p>Syllabus Chapter 1: Introduction Chapter 13 Language Change</p>	<p>Due by 11:59 PM TUESDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM THURSDAY <ul style="list-style-type: none"> • 2nd DB posting • Self-Introductions and DB posting related to it • Quiz on Chapters 1&13 </p> </p>
<p>Class 2 6/2-6/4</p>	<p>Chapter 2: Phonetics</p>	<p>Due by 11:59 PM FRIDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM SUNDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 2 <p>Email your research paper title</p> </p></p>
<p>Class 3 6/5-6/7</p>	<p>Chapter 3: Phonology</p>	<p>Due by 11:59 PM MONDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM WEDNESDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 3 </p> </p>
<p>Class 4 6/8-6/11</p>	<p>Chapter 4: Morphology</p>	<p>Due by 11:59 PM THURSDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM SUNDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 4 </p> </p>
<p>Class 5 6/12-6/14</p>	<p>Chapter 5: Syntax</p>	<p>Due by 11:59 PM MONDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM WEDNESDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 5 </p> </p>
<p>Week 6 6/15-6/18</p>	<p>Chapter 6: Semantics</p>	<p>Due by 11:59 PM THURSDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM SUNDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 6 </p> </p>
<p>Class 7 6/19-6/21</p>	<p>Chapter 7 Pragmatics</p>	<p>Due by 11:59 PM MONDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM WEDNESDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 7 <p>Submit Research Paper</p> </p></p>
<p>Class 8 6/22-6/24</p>	<p>-Chapter 12: Language Contact -Chapter 10: Language Variation and the Development of Accents and Dialects</p>	<p>Due by 11:59 PM THURSDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM SATURDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 10 & 12 <p>Submit Presentation</p> </p></p>
<p>Class 9 6/25-6/27</p>	<p>Chapter 9: Psycholinguistics</p>	<p>Due by 11:59 PM SUNDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM TUESDAY <ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 9 <p>Submit Reflections Paper</p> </p></p>
<p>Class 10 6/28-6/30</p>	<p>Chapter 11: Language & Culture; Linguistic bias</p>	<p>Due by 11:59 PM WEDNESDAY <ul style="list-style-type: none"> • Initial DB posting <p>Due by 11:59 PM FRIDAY</p> </p>

		<ul style="list-style-type: none"> • 2nd DB posting • Quiz on Ch 11
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UNIVERSITY POLICIES

A. **UT Tyler Honor Code:** 1. Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

B. **Campus Carry:** 1. We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

C. **UT Tyler a Tobacco-Free University:** 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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

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

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

- i copying from another student’s test paper;
- ii using, during a test, materials not authorized by the person giving the test;
- iii failure to comply with instructions given by the person administering the test;
- iv possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- vi collaborating with or seeking aid from another student during a test or other assignment without authority;
- vii discussing the contents of an examination with another student who will take the examination; viii divulging the contents of an examination, for the purpose of preserving questions for use by another,

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when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

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

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

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

b. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

c. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. d. All written work that is submitted will be subject to review by plagiarism software.

Additional Examples of academic dishonesty and plagiarism:

-Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.

-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.

-Copying, printing or sharing online quizzes

-Submitting assignments that were previously used for another course.

-Sharing information about exams and/or quizzes with other students

These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action.

[Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.](#)

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

Location: BUS 202. Appointments: 903-565-5995.

3. Disability/Accessibility Services:

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

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

Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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

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

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

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

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

5. **State-Mandated Course Drop Policy:** a. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). b. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

6. **Student Absence due to Religious Observance:** a. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

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

8. **Social Security and FERPA Statement:** It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically. 10. **Emergency Exits and Evacuation:** a. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given

permission by University Police, Fire department, or Fire Prevention Services.

F. UT Tyler Resources for Students:

1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. The Mathematics Learning Center, RBN 4021 (This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses).
4. UT Tyler Counseling Center (903.566.7254)
 1. Demonstrates professional demeanor and a passion for their chosen profession.
 2. Receptive to constructive feedback and reflects on his/her work, behavior, and/or practice.
 3. Exhibits personal integrity and professional conduct with all members of the learning community