

University of Texas at Tyler
Communication Sciences & Disorders Program
COMD 2310 Introduction to APA and Research Writing in Speech Language Pathology

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP
Associate Professor of and Director Communication Sciences & Disorders
Telephone: (903) 565-6417 **E-mail:** aabdelal@uttyler.edu
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: LIVE ZOOM session on 7/01 (6:30 PM to 7:00 PM) to provide course overview and answer questions. A Zoom invitation will be posted 15-30 minutes before the session.

Please make sure to download and save a copy of this syllabus and all course materials. Please refer to the syllabus regularly to keep up with assignments. The syllabus is intended for use in conjunction with the course's Canvas Site.

Very Important: Summer courses condense the 36 classroom hours (i.e., 3 credit hours) of a regular 15-week semester into 5 weeks. Because summer courses are condensed, they progress at a much faster pace and will require students to closely follow the assignment schedule and the agenda for each class. All assignments are known before the semester begins. Students are expected to plan for major assignments from the beginning of the semester. You are advised to make a timeline for completing these assignments in stages to avoid being overwhelmed. All due dates are in the syllabus grid, which is also available on Canvas in the "Assignment Due Dates at a Glance" folder. Moreover, you will receive an agenda for each class.

IMPORTANT: The Final Exam is Cumulative

COURSE DESCRIPTION

This course is designed to introduce students of communication sciences and disorders to basic research methods, and the research writing process mechanics as prescribed by the American Psychological Association style for writers of research. Students will learn about the foundations and phases of research writing from the point of selecting a research topic to the point of editing and submitting the research paper. These are critical skills that they will apply in every course in the major.

Course Goals and Purposes

Upon completion of this course students will:

1. Explain research design, and discuss the major differences among quantitative, qualitative and mixed research approaches
2. Describe the importance of APA style for research in speech-language pathology
3. Analyze the process of identifying a research topic, generating a title, and potential sources
4. Explain the process of writing an abstract and a research paper outline
5. Explain the process of developing and formatting subtitles, section titles, and headings

6. Analyze the process of text summarizing and paraphrasing and implementing this process in writing assignments
7. Demonstrate effective summarizing and paraphrasing skills through hands-on classroom activities
8. Differentiate between main and secondary ideas and integrate multiple ideas into cohesive paragraphs
9. Consolidate research writing knowledge and skills through peer reviews and editing
10. Implement the process of research writing by developing a research paper on a topic of their choice
11. Apply APA in-text citation of various types of sources
12. Develop reference lists according to APA style

Text (Required):

American Psychological Association (2020). Publication Manual of the American Psychological Association, 7th Edition, American Psychological Association.

The textbook is essential for completing course requirements. You are expected to come to have access to the textbook prior to the first class. Absolutely no excuses will be given due to a “late textbook arrival, etc.” It does not matter what format you have it in (online, hardcopy, etc.). What matters is that you use the 7th edition, and that you access the material in this specific edition. No older editions of this text will be accepted.

Teaching Method:

This course is 100% online. It focuses on APA Style and formatting. Materials will be discussed in a variety of ways including: recorded lecture for each class, Power Point slides, Discussion Board practice exercises and homework, quizzes, peer editing, and a final exam. The course consists of 10 classes in total. Students are expected to complete the assigned readings and exercises for each class and be prepared for an online quiz that concludes the class.

How Classes Are Organized:

There are 2 self-paced classes each week. For the first class, all materials will be posted at 8:00 AM Monday and assignments (except for 1 Discussion Board forum posting) are due by 11:59 PM Wednesday. For the second class of the week, materials will be available at 8:00 AM on Thursday, and assignments (except for 1 discussion board posting) will be due by 11:59 PM Saturday. Each class will focus on one unit/chapter from the textbook. For each class, students are required to do the following:

- (a) Complete the assigned chapter
- (b) View the recorded lecture and take notes
- (c) Respond to the Discussion Board forum
 - Initial responses due on the same day, and final responses due by end of the class
- (d) Take the class quiz
 - Quiz are timed and open Wednesday from 12:00 PM until 11:59 PM, and Saturday from 12:00 PM until 11:59 PM
- (e) Submit any other assignments due that week.

Assignments will not be accepted after the assignment folder closes. There are no exceptions.

COURSE POLICIES**Accommodations for Students with Learning Disabilities**

Students who are eligible to receive accommodations are required to provide a letter from the from the Office of Disability listing the specific accommodations they are entitled to. Please do so by June 3rd, to ensure that you receive all accommodations throughout the duration of the course. The University’s policy for disability and the application for accommodations are available at <https://hood.accessiblelearning.com/UTTyler>.

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

- a. **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 class. Missing a whole week would be equivalent to missing 7 hours of instruction and doing so without a legitimate/excused absence may to dismissal from the course.
 - b. **Punctuality:** For the purpose of this online course, punctuality is defined as regularly logging in and completing and submitting class assignments on time. When you wait until the last minute to participate in online discussions and activities, you miss out on important learning opportunities, and disrupt the smooth flow of communication for other online participants.
 - c. **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.
 - d. **Preparation:** All assignments for this course are known prior to the start of the semester. Students are expected to plan for assignments in advance, and to submit them by their due dates. Detailed assignment guidelines and grading rubrics are also available before the course starts, to help the students break lengthy assignments into smaller segments that can be completed between the beginning of the course and the due date. 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 or feedback via 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.

COURSE REQUIREMENTS

UT Tyler University Email Address & Canvas Account

Students are required to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas, and all announcements are only available on Canvas. Students are responsible for accessing announcements and all related course materials on Canvas. The system will automatically email you copies of course announcements.

Students who may need technical assistance with Canvas (e.g., passwords, Internet issues) are advised to contact IT. I can help you if a module or parts of a module are not accessible.

Online Course Delivery and Assignment Submission:

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. Accommodation to this policy will be made only in the case of an excused absence. An excused absence is one that is due to a serious situation (e.g., an extended illness that is documented in writing by a physician; an extended jury duty; or an emergency, etc.).

No student should expect to receive:

- Special consideration for undocumented lack of participation
- Extensions of due dates, without an excused absence and written proof for that absence
- Extra credit work to make up for poor performance on assigned work
- Modification of grading policies to improve grades that students earn
- A change in grade to address concerns regarding:
 - Progression in the student's program
 - Admission to an academic program
 - Family expectations

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 no longer be relevant.

COURSE ASSIGNMENTS:

- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.*
- Absolutely **NO** emailed assignments. Assignments must be submitted on CANVAS, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).
- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>. Also, there on CANVAS (course menu) you will find a folder titled "APA Resources." In this folder you will find a videotaped lecture explaining step by step how to use APA. Following these steps will help you avoid losing points.

Submitting Assignments:

Please DO NOT send ANY assignments by email. Assignments must be submitted on CANVAS, in their designated folder. If the folder is not visible or accessible for any reason, please inform me and I will look into it immediately. If you experience technical problems, and you email me ahead of the deadline, I will be available to help you post the assignment.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste. If you do, this will change your format and may make your entire assignment unreadable. Also, before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

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

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

Please read the syllabus thoroughly prior to the first class and email me with any questions you may have. You can also ask your questions directly on 7/01 during our live Zoom session (6:30-7:00 pm).

Consistent with the purpose of this course, all assignments are meant as practical applications of APA Style. There is ONE short research paper that is completed in small segments over the duration of the course. The primary focus of this assignment is to teach you how to piece information from multiple sources, phrase it in your own words and integrate it into a coherent paper. You will learn how to identify the main ideas, how to paraphrase and summarize information, how to integrate your own voice into the paper, how to cite your sources within the body of the text, and how to make reference list entries of various reference types in the References section. Detailed assignment guidelines will be available on Canvas by the first day of classes.

To give students opportunities to develop critical analysis skills and apply course concepts, each part of the project will be submitted in TWO places: the Discussion Board, and the Assignment Folder. The first draft of each part is submitted on the Discussion Board and the student reads and critiques the work of 1 classmate. Students need to provide MEANINGFUL feedback to enhance the work and identify errors and solutions. The editing must reveal any errors in APA formatting, writing mechanics, ideas, etc. Students will then implement their classmate's feedback and produce the final draft of each section. Then, they post the final draft in the Assignment folder for final grading.

Research Paper (200 points)

The paper should be 1200-1500 words (NOT including the title page, abstract or reference list). The paper must be paginated appropriately according to APA style. Papers less than 1200 words or exceeding 1500 words will not be accepted for credit. The paper must consist of, all of which must be strictly adhere to APA style and formatting:

- A title page (Should include the title of the paper PLUS the RUNNING HEAD)
- An abstract page
- The body of the paper itself. Here you MUST AGAIN include the title of the paper and make it centered on top of the page. ALL pages must have the RUNNING HEAD.
- The paper must be written in paragraphs. A paragraph should focus on a SMALL idea and should range from 4-12 sentences. Paragraphs can exceed 12 sentences but CANNOT be shorter than 3 sentences. Lengthy blocks of writing that are not divided into paragraphs will receive a grade of zero.
- Reference list. This will ONLY include the references that you actually cite in your paper.

The paper must be in APA style. It must be double-spaced, and in a 12 Times New Roman font or another APA compatible format and font. It should include 1 title page, an abstract page, the body of the paper itself with the title centered on the top of the first content page, and a page for references. Ask me what the first content page is. Here is the link to APA style formatting: <https://owl.english.purdue.edu/owl/section/2/10/>

Following and implementing the guidelines and grading rubric is your best guarantee for earning the highest grade for this assignment.

Online Quizzes: (325 points)

In this course, student performance is evaluated by a number of quizzes (one with each class), and a final exam. There is no mid-term exam. The final exam is cumulative. Quizzes number 1 (ch1), 2 (ch2), and 3 (ch4) will be timed, and you will take them as you would take a quiz in a classroom. Time will be around 30 minutes each. The remaining quizzes will be untimed, open-book quizzes.

Quizzes are based on information presented in the textbook, the recorded lectures and any additional materials assigned during a given class. Prior to each quiz, students are expected to read the assigned material thoroughly, view the recorded lecture and take good notes, and complete any assigned readings BEFORE taking a quiz. This is why quizzes are released on Wednesdays and Saturdays.

All quizzes are multiple-choice. As soon as you complete a quiz, your grade will be available in the grade book. The number of quiz question may vary, depending on the amount of material presented during individual classes. On average, most students should finish a timed quiz within 15 minutes. However, because some students may need accommodations, the time is doubled for the whole class. Thus, quizzes range from 30-35 minutes, depending on the number of questions.

Quizzes will go offline after the submission deadline and will not be re-opened. 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.*

Chapter 5 Summary: (40 points)

For chapter 5, there will be no quiz. Instead, students will read and summarize chapter 5 (which focuses on avoiding bias in writing) in 900-1000 words. The summary may be single or double-spaced. It must:

- Capture the main points of the chapter
- Include the title of the chapter and headings. Keep the title the same, and you can either use the same headings of the text OR make your own
- Be phrased in YOUR own words without any quotations
- Be posted in the designated Assignment folder

Discussion Board Forums and Interactive Activities: (250 points)

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 open 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 do the following:

- Complete the forum exercises, and post them by the due date
- Read and edit the submission of one classmate, and provide substantial editing feedback

Due dates for Monday-Wednesday Class postings: Initial postings (in response to forum prompts) are due by 11:59 PM on MONDAY. Editing feedback on your classmate's submission is due by 11:59 PM on WEDNESDAY. Details for each DB forum will be available in the form.

Due dates for Thursday-Saturday Class postings: Initial postings (in response to forum prompts) are due by 11:59 PM on THURSDAY. Editing feedback on your classmate's submission is due by 11:59 PM on SATURDAY. Details for each DB forum will be available in the form.

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.

- 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, use Ctrl+V. This will help you edit and see the word count before posting.
- If the posting needs to be posted as an attachment, mark your responses in a BOLD font.

Final Exam: (200 points)

There will be one final exam in this course, and it is CUMMULATIVE. It will address all the content from the beginning to the end. The purpose of this exam is to ensure that you have acquired the principles of APA Style and formatting AND that you can implement the skills fully and consistently.

Additional Written Assignment Guidelines

- The writing must be clear and information must be paraphrased in your own words.
- Assignments must have paragraphs. Each paragraph focuses on a single idea. Papers consisting of long blocks of words will lose 10% of the total assignment grade.
- If you must quote a phrase, sentence, or more, you must use quotation marks and cite the source (with the page number). Failure to cite your sources will count as act of plagiarism.
- Your paper should be double-spaced, and in a 12, Times New Roman font or another APA-compatible font.
- Please refer to Purdue OWL website (<https://owl.english.purdue.edu/owl/resource/560/01/>) for details on how to write in APA style. Also, an example paper in APA style is available at: https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

Grading: *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. Meantime, if you earn a fraction of a point, it will be added to your grade.*

Grade Distribution and Grading Key

<i>Final Grade Itemization</i>		<i>Grading Scale</i>	
Quizzes	325	A	100-90%
Paper	200	B	89.99-80%
DB Activities	250	C	79.99-70%
Final Exam	200	D	69.99-60%
Chapter 5 summary	25	F	<60%
Total	1000		

TENTATIVE CLASS SCHEDULE & ASSIGNMENT DUE DATES

Date	Topic Discussed	Assignment Due Dates
Class 1 7/01-7/03	Live Zoom Session: Course Overview and Q&A Read the Syllabus Chapter 1: Scholarly Writing and Publishing Principle	Due Before first class: Read the syllabus and bring any questions to the Zoom session on 7/01 (6:30-7:00 PM) Due by 11:59 PM MONDAY • Self-Introductions and DB posting related to it Due by 11:59 PM WEDNESDAY • Quiz (on Ch 1)
Class 2 7/04-7/06	Chapter 2: Paper Elements and Format	Due by 11:59 PM THURSDAY • Complete DB forum Exercises • Post Research Paper TITLE PAGE in DB Forum Due by 11:59 PM SATURDAY

		<ul style="list-style-type: none"> • Comment on classmate's exercises and provide corrections • Edit Classmates Title Page and Provide Feedback • Quiz (on ch 2) •
Class 3 7/08- 7/10	Chapter 4: Writing Style and Grammar	<p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> • Post Paper Abstract to DB forum <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> • Edit Classmate's Abstract and Provide Feedback • Quiz (on ch 4)
Class 4 7/11- 7/13	Chapter 5: (Provide Ch 5 Summary) Chapter 6 Mechanics of Style-Part 1: (Punctuation)	<p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> • Complete DB forum Exercises <p>Due by 11:59 PM SATURDAY</p> <ul style="list-style-type: none"> • Comment on classmate's exercises and provide corrections • Submit Ch 5 Summary in Assignment folder
Class 5 7/15- 7/17	Chapter 6: Mechanics of Style- Part 2 (Spelling, capitalization, italics, abbreviations, numerals, & bulleted lists)	<p>Due by 11:59 PM MONDAY</p> <p>Submit Paper Introduction in DB Forum</p> <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> • Edit Classmate's Introduction and Provide feedback • Quiz (on ch 6)
Week 6 7/18- 7/20	Chapter 8: In-Text Citations-Part 1	<p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> • Complete DB forum Exercises <p>Due by 11:59 PM SATURDAY</p> <ul style="list-style-type: none"> • Comment on classmate's exercises and provide corrections • Submit Body of Paper PLUS Reference List in DB forum
Class 7 7/22- 7/24	Chapter 8: In-Text Citations-Part 2	<p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> • Edit Classmates Paper and Provide Feedback <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> • Research Paper Due in Assignment folder
Class 8 7/25- 7/27	Chapter 8: In-Text Citations-Part 3	<p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> • Complete DB forum Exercises <p>Due by 11:59 PM SATURDAY</p> <ul style="list-style-type: none"> • Comment on classmate's exercises and provide corrections • Quiz (on ch 8)
Class 9 7/29- 7/31	Chapter 9: Reference List	<p>Due by 11:59 PM MONDAY</p> <ul style="list-style-type: none"> • Complete DB forum Exercises <p>Due by 11:59 PM WEDNESDAY</p> <ul style="list-style-type: none"> • Comment on classmate's exercises and provide corrections • Quiz (on ch 9)
Class 10 8/01- 8/03	FINAL EXAM (100 Questions, 2 points each= 200 points)	<p>Due by 11:59 PM THURSDAY</p> <ul style="list-style-type: none"> • Final Exam Opens (Untimed and Open-book) <p>Due by 11:59 PM SATURDAY</p> <ul style="list-style-type: none"> • Final Exam Due

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, 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
- xiii 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 classmate’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