COURSE SYLLABUS:

COURSE NUMBER: **NURS 5373**

COURSE TITLE: **Integrated Mental Health Care II**

COURSE FACULTY

Instructor's Name:

Barbara Chapman DNP, APRN, FNP-C, EBP-C, PMHNP-BE, NHDP-BE

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Office Hours: Mondays and by appointment / Wednesday Evening Zooms as noted in

course calendar

NURS 5373: **Integrated Mental Health Care II**

COURSE DESCRIPTION:

This course integrates theory and research in clinical application of the care of Pedi/Adolescent & Family clients by nurse practitioners. Students will provide care to Pedi/Adolescent/Family clients in the clinical setting under the guidance of a clinical preceptor. Emphasis is on applying theory and research to children, adolescents & families experiencing complex health problems. Related professional issues will be explored in this clinical course. (125 clinical hours)

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Demonstrate ability to apply theory and research to children, adolescents and families experiencing complex health problems.

2. Develop an age-appropriate treatment plan for mental health problems and psychiatric disorders based on biopsychosocial theories, evidence-based standards of care, and practice guidelines.
3. Apply and integrate appropriate mental health theory and research in clinical application of the care of adults/geriatrics.
4. Demonstrate provision of ethical, evidence-based mental health care to Pedi/Adolescent/Family populations.
5. Generate appropriate differential diagnosis for mental health problems and psychiatric disorders.
6. Assess impact of acute and chronic medical problems on psychiatric treatment.
7. Demonstrate ability to conduct individual and group psychotherapy.
8. Apply supportive, psychodynamic principles, cognitive-behavioral and other evidence-based psychotherapy/-ies to both brief and long-term individual practice.
9. Plan care to minimize the development of complications and promote function and quality of life.
10. Demonstrate ability to develop treatment plans for acute and chronic psychiatric disorders and mental health problems.
11. Demonstrate understanding of the importance of providing consultation to health care providers and others to enhance quality and cost-effective services.
12. Facilitate the transition of patients across levels of care, as appropriate.
13. Demonstrate understanding of the importance of attending to the patient-nurse practitioner relationship as a vehicle for therapeutic change.
14. Demonstrate ability to therapeutically conclude the nurse-patient relationship when transitioning the patient to other levels of care.
15. Demonstrate ability to address sexual/physical abuse, substance abuse, sexuality, and spiritual conflict across the lifespan.
16. Apply principles of self-efficacy/empowerment and other self-management theories in promoting relationship development and behavior change.
17. Identify and maintain ethical and professional boundaries to preserve the integrity of the therapeutic process.
18. Teach patients, families and groups about treatment options with respect to developmental, physiological, cognitive, cultural ability and readiness.
19. Demonstration of the provision of psychoeducation to individuals, families, and groups regarding mental health problems and psychiatric disorders.
20. Modify treatment approaches based on the patient's ability and readiness to learn.

21. Consider motivation and readiness to improve self-care and healthy behavior when teaching individuals, families and groups of patients.

Integrated Mental Health Care II – Pedi/Adolescent/Family

This course integrates theory and research in clinical application of the mental health care of Pedi/Adolescent/Family clients by nurse practitioners. Students will provide care to Pedi/Adolescent/Family clients in the clinical setting under the guidance of a clinical preceptor. Emphasis is on applying mental health theory and research to adults and older adults experiencing complex health problems. Related professional issues will be explored in this clinical course. (125 clinical hours)

WELCOME

Welcome to **NURS 5373: Integrated Care II.** We look forward to meeting with you in class sessions as well as in our virtual classroom online.

Please refer to the information contained in this Syllabus any time you have a question regarding the basic course information. A pdf of the purpose of the syllabi can be found at this link: [Syllabus Policy (Links to an external site.)](#)

Total Credits: 3 semester credit hours. 125 Clinical Hours

In order to be successful, you should read assigned materials and complete all assignments in a timely fashion. Components of this course will include four exams, 12-module quizzes, and two case study assignments, including documentation.

COURSE PREREQUISITES

Pathophysiology, Pharmacology, Advanced Health Assessment, Psychopharmacology, Neurobiology, Differential Diagnosis of Mental Disorders, Counseling Theory

The content of this course is web-based and may be subject to change at the discretion of the faculty according to current learning needs. Therefore, it is wise to review assigned readings and assignments on Canvas at the beginning of each week for possible updates. Notify the faculty immediately if there are issues that would delay submission of assignments.

Please refer to the online Course Calendar and online Course Schedule for weekly assignments and Due Dates.

You are expected to be self-directed in your learning and to approach every learning opportunity with a clear understanding of the learning objectives.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as scheduled on-campus labs throughout the semester. The following learning venues are included:

·   Online learning activities and website media will be used. Students will access posted online coursework related to the required course textbook. Pertinent YouTube videos lectures will enhance the modules.

·   There will be several required assignments to be turned in under the Assignments tab on Canvas.

·   Optional readings and videos may be offered to enhance your learning.

Should you miss an exam for an excusable reason, the make-up exam may consist of essay and fill-in-the-blank type questions or a clinical challenge assignment. Be aware that an excuse for make-up exams primarily consist of emergency situations only and not requests for personal vacations or scheduling conveniences.

Work excuses or failure to adequately connect to the internet during exams are not necessarily considered reason enough to permit scheduling a make-up exam and may be evaluated on a case by case basis.

If you have difficulties with internet connection, contact *ProctorU*, the online proctored testing platform, and then contact your faculty right away, so as to limit the delay time in starting an exam. Students should always notify instructor prior to a foreseeable absence.

REQUIRED TEXTBOOKS/MATERIALS:

1.   American Nurses Association (2010). Nursing: Scope and standards of practice, 2nd Ed. Silver Springs, MD: Nursingbooks.org. ISBN: 9781558102828

2.   American Psychiatric Association (2013). Diagnostic and Statistical Manual of Mental Disorders Fifth Edition Paperback (DSM-5). American Psychiatric Association. ISBN 978-0-89042-555-8

3.   BARKLEY REVIEW

4.   E.H.R. GO access

SUGGESTED MATERIALS:

5.   Sadock, B. J., & Sadock, V. A. (2007). Kaplan & Sadock' s Synopsis of psychiatry: Behavioral sciences/Clinical psychiatry, 10th Ed. Philadelphia: Lippincott Williams & Wilkins. ISBN: 978-0- 7817-7327-0

6.   Stahl, S. (2011). The Prescriber's guide, 4th Edition. New York, Cambridge University Press. ISBN: 978-0521173643

7.   Wheeler, K. (2013). Psychotherapy for the advanced practice psychiatric nurse: A how to guide for evidence-based practice 2nd Edition Springer Publishing. ISBN: 9780826110008

Reference (optional):

1. Jameson, J. L., Fauci, A. S., Kasper, D. L., Hauser, S. L., Longo, D. L., Loscalzo, J. (2018). Harrison's principles of internal medicine (20th). New York, NY: McGraw-Hill

REQUIRED COURSE EQUIPMENT

·   Lab coat

·   UT Tyler student name badge ($15.00)

·   UT Tyler patch – purchased locally at CR Scrubs

- Cell phone with internet access
- Web Cam for your computer

REQUIRED COURSE TECHNOLOGY

Please see the Canvas Page that discusses this specifically.

- ***ProctorU***

Estimated Time Commitment Required for Assignments:

Reading of professional materials (books, journals, etc.) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2-hours daily for materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

COURSE EVALUATION

Course Grading Scale: ***Grades will not be rounded when calculating the average (79.5 is not rounded to 80 and 89.5 is not rounded to 90).***

> A = 90 to 100%
>
> B = 80 to 89%   ß Passing
>
> *C = 70 to 79%*
>
> *D = 60 to 69%*
>
> *F = Below 60%*

GRADING ELEMENTS:	POINTS
Barkley Module Quizzes: (avg. must be 80% or better)	60%
Case Presentation (Debriefs) & BIRP NOTES (at least 10)	20%
Case Presentation (Debrief) – OSCE/Alternate & BIRP NOTES	20%
Clinical Hours (125 hours must be completed satisfactorily)	P/F

Barkley's Diagnostic Readiness Test - must achieve score of 70% or better to progress*

*The average of your Barkley quizzes must be greater than or equal to 80 in order to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the quizzes.

*You must achieve 70% or better on Barkley's Diagnostic Readiness Test; you will receive an INCOMPLETE and be unable to progress until a 70% score is achieved. (Additional tests must be purchased by the student).

COURSE ELEMENTS

 Achievement of the course objectives is evaluated based on the following activities:

I. Exams (0% of total grade; 100 possible points per exam):

- There is one exam (Diagnostic Readiness Test) in this course. It will be given ONLINE from the Barkley, using a proctored service called *ProctorU* (Links to an external site.). Please see pages 9 and 16 of this document for more information about *ProctorU*.
- The must be taken during the time specifically designated unless other arrangements are made with instructors **prior** to the test. As previously stated, special arrangements must be decided on an as needed basis. There is no guarantee that your request will be approved. Barkley offers online practice DRT's that can be purchased for $29.95. Your initial exam in the course is paid for; however, if you fail to achieve a 70% or better on the exam, it is recommended that you purchase subsequent exams to improve your chances of passing boards.
- The module objectives and assigned readings will guide the selection of items for the quizzes. Emphasis will be on application and synthesis of knowledge. Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the Handbook of Operating Procedures (Links to an external site.) for UT Tyler.
- Barkley Diagnostic Readiness Tests (DRT Exams) are not open-book. No notes, books, papers or other aids are to be used during any exam. Students are to work individually and submit the test within the allotted time.
- The Barkley DRT exams consist of 100 questions and have a 45 minutes review after you complete the exam to go through the questions you missed.
- The only access the student will have to the DRT exam will be immediately afterwards during which you will be given a 45 minute review of areas that you missed. REMEMBER: **Do not disconnect from *ProctorU* until you are given specific permission to do so.** . **Do not copy questions, take screen shots, or copy the exam questions by any other method, as an incident report will be generated.**
- **When your test is completed you must disconnect from the test in Canvas PRIOR TO disconnecting from proctor U for test security**

purposes. Any attempts to copy the examination will be viewed as cheating. If you want to challenge a question this can be done via the appropriate mechanism described on Canvas, and at the posted time. Follow on-screen instructions from Barkley DRT at the time of your exam.

- Grades will be posted on Canvas but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

II. Module Quizzes (50% of total grade)

There will be a short Quizzes given during each course module.   The combined total of points for all quizzes will account for 60% of the final grade AND students must achieve an average of 80% on all quizzes. The quiz modules will be open for the entire week, sometimes longer. Be prepared to complete quiz once it is opened or your grade will be automatically reflected as 0.

- **CLINICAL PARTICIPATION**: Each student must log 125 hours of precepted clinical time in this class. Observation is NOT ACCEPTABLE in the clinical setting. You must be actively assessing patients and planning care for them. Clinical time will be awarded for OSCE's and for selected other experiences offered by the instructor throughout the semester. You must attend clinical debrief meetings via zoom as scheduled.

All hours must be logged into InPlace and all CPE's completed in order to the clinical portion of this course. You must submit a Preceptor Signature Document in the assignment link along with CPE's (Clinical Performance Evaluations) and Summary of Clinical hours.

Attendance/Class Participation/Professionalism, (P/F)

- Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well.
- Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.
- Please use proper Netiquette (proper online decorum) in the online classroom.

- Be aware of the *Academic Honesty* policy of UT Tyler and read through the course syllabus thoroughly.
- Please notify the faculty about personal issues that would preclude timely posting of assigned work.
- Lack of class participation may result in deductions from the Professionalism grade.

1. **Book of Clinical PEARLS**

It is strongly encouraged that you begin/continue your book of 'Clinical PEARLS' during this semester. This is something that you will keep and use often throughout your program and into your practice. This needs to be a loose-leaf notebook that in divided by mental health disorders and tabs to begin documenting important tips or clinical 'pearls'.

Put the tips (PEARLs) you hear or learn from providers in the clinic under each tab. Once you look up a condition/disorder put the management or treatment into your resource book in an organized manner for future reference. This enabled you to pick up speed in clinic and alleviates redundancy of looking up information each time.

LABORATORY/CLINICAL ELEMENTS

Immunization and Documentation Requirements

Beginning as of Fall 2017, all students must have all immunization and documentation requirements completed in the *Castlebranch system* before attending clinical. Failure to produce documentation of met requirements will result in a missed clinical day.

ASSIGNMENTS Turn-In Process:

- All assignments and projects will be submitted through the assignments link.
- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithPsychiatricCaseStudyN5367)**

- When assignments are received, faculty will grade them within Canvas which enables us to make comments, ask questions, etc.
- Faculty will return your assignment through the same link. Be sure to look for faculty feedback once you receive your grade.
- If you need more instructions on how to submit files through the assignment link in Canvas, you may also visit the Help Tab in Canvas for useful information or check out **On Demand Learning Center for**

Students [http://ondemand.Canvas.com/students.htm (Links to an external site.)](http://ondemand.Canvas.com/students.htm)

LATE ASSIGNMENTS:

- All assignments are due by **the time (CST/CDT) specified in the Course Calendar. Assignments must be posted via the assignment link within Canvas – <u>NOT</u> by email.**
- **All late assignments may be assessed up to 5-points-per-day as penalty (including week-ends)** when the assignment is not posted by the due date and specified time unless prior arrangements are made with the instructor.

ABSENCES/ MISSED LAB/CLINICAL HOURS:

Faculty reserves the right to create alternative assignments in cases of missed class days or lab days. Students may also receive point deductions for missed lab or class time, and/or missed assignments.

Faculty should be notified of clinical absences or emergencies as soon as possible.

COMMUNICATION

1. **With Faculty**

- Regular communication with faculty is required to review all coursework and clinical (if applicable), develop on-going objectives, and evaluate progress.
- Faculty will respond by email within 24-hours if on a weekday and by Monday @ 8pm if on the weekend. Discussion Board will be monitored in the same fashion. Response times are usually even more prompt than this, since we sincerely want to make ourselves available for your questions.
- Optional Zoom sessions will be scheduled monthly to facilitate student communication and answer questions. Joining the sessions is completely optional but this is an excellent opportunity to get all your questions answered, communicate directly with faculty, and meet other students.

1. **On Canvas**

- Students are to check the Discussion Board and Announcements sections of Canvas **daily** for new information. Please set your notifications and download the Canvas mobile application.
- A **Course Questions** forum is available for posting questions to instructors. In this way, all students may benefit from the question/answer

exchanged. Again, we will try to answer within 24-hours on weekdays, and by Monday @ 8pm if on weekends.

- Students may also post questions in the *Coffee House* forum to discuss items/questions to other students. This forum will not be consistently monitored by faculty.

1. **Patriot Email**

- Students must check their *Patriots* email on a regular, **preferably daily**, basis. Second to the Discussion Board forums, this is the preferred method of communication by faculty with students. Personal email addresses should never be used to communicate with faculty.
- Failure to check your email may result in a lack of feedback regarding course changes and other important information. Failure to monitor your email will not constitute an excuse for missed/late assignments.
- To communicate by email with other students or faculty within the course, click the Communications link on the left. Click *Send email* to send a message. In this way, you may to send messages to *All Users* or *Select Users* in the course, including the instructors.
- If you need more instructions on how to send email messages through Canvas, please review the On Demand Learning Center for Students (Links to an external site.)**.**

COURSE OR CANVAS PROBLEMS

- For general questions about the course, first utilize the Course Questions (Links to an external site.) forum under the Discussions tab on Canvas. Questions will usually be answered within 24 hours, or on Monday by 8pm if on the weekend.
- For other questions or problems that may be too personal for placement on the Course Questions (Links to an external site.) Discussion Board Forum, please email your section faculty, or any course faculty. Emails are usually answered within 24 hours during the week and by Monday at 8pm if on the weekend. Please note that occasionally, technical problems in email systems may slow down response times.
- For technical issues with Canvas, please check the Help resources within Canvas.
  Or locate the On Demand Learning Center for Students. (Links to an external site.)

EVALUATION OF THE COURSE AND FACULTY

- Students are requested to complete an end of semester evaluation of course faculty so that improvements can be made, and the course updated from semester to semester. Your comments, critiques, and recommendations are welcomed in this regard and will be taken seriously. An anonymous link will be provided to you towards the end of the semester and your feedback will go directly to Administration and will remain completely anonymous, having no effect whatsoever on your course grade.
- Also, your input throughout the semester contributes to the faculty commitment to continuous improvement in the quality and relevance of this course. If you have ongoing feedback that you feel would improve this course for future students, please feel free to contact the course facilitator.
- In clinical courses, you will also be asked to evaluate your clinical site & preceptors; this feedback is critical for the ongoing success of our programs.

ACCESSING LIBRARY RESOURCES

- Students enrolled in this course have several options to access library resources. You may visit your home campus library or the Robert R. Muntz Library (Links to an external site.) at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

TECHNICAL SUPPORT

- There are two options to receive UT Tyler technical assistance:
  - Phone: (903) 565-5555 or extension 5555 on campus
  - Email: itsupport@patriots.uttyler.edu

- When you call or email IT Support, be sure to include a complete description of your question or problem including:
- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message
  - You may also visit the Help Tab in Canvas for useful information or review the On Demand Learning Center for Students. (Links to an external site.)

Necessary Skills for taking an Online or Hybrid Course

- As an online/hybrid student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for the online portion of your instruction, following is a list of expectations and requirements:

1. Self-discipline
2. Problem solving skills
3. Critical thinking skills
4. Enjoy communication in the written word

MINIMUM TECHNOLOGY SKILLS

As part of your online experience, you can expect to utilize a variety of technology mediums included in the course curriculum:

- Navigate Canvas
- Ability to send and receive email
- Browsing for and uploading documents and computer files to your Canvas course
- Downloading and saving files to your computer
- Navigate the Internet using a Web browser such as [Mozilla Firefox (Links to an external site.)](), [Internet Explorer (Links to an external site.)]() or [Chrome (Links to an external site.)]().
- Posting to a discussion board and wiki
- Open PDF files
- Playing and viewing video and audio files

MINIMUM TECHNOLOGY REQUIREMENTS

- Access to a computer (PC or Mac), personal or on campus
- Internet access (high-speed preferred; Canvas and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as [Apple iWork (Links to an external site.)]() or [Apache Open Office (Links to an external site.)]() (free) to view handouts and presentations.

Plug-ins and Helper Applications
UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always

ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files.
  http://get.adobe.com/reader/ (Links to an external site.)
- **Java Runtime Environment** (JRE) allows you to use interactive tools on the web.
  http://www.java.com/en/download/ (Links to an external site.)
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations.
  http://get.adobe.com/flashplayer/ (Links to an external site.)
- **QuickTime** allows users to play back audio and video files.
  http://www.apple.com/quicktime/download/ (Links to an external site.)
- **Windows Media Player** allows you to view, listen and download streaming video and audio.
  http://windows.microsoft.com/en-US/windows/products/windows-media-player (Links to an external site.)

Canvas Accessibility

The Canvas platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation.

Netiquette Guide

Please see The University of Texas at Tyler's Netiquette Guide (Links to an external site.)

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.

Student 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:

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.ph (Links to an external site.)](http://www.uttyler.edu/about/campus-carry/index.ph)p

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler.   This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, *quitlines*, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free (Links to an external site.)](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. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar (Links to an external site.)](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.

Repeating a Course
Students repeating a course may not use previously submitted assignments in the

current course or previous courses nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from pervious semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

The Census Day 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 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.

Student Accessibility and Resources
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 diagnoses 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 (Links to an external site.) and fill out the New Student application. The

Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director 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 (Links to an external site.), the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the 2nd 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.

UT Tyler Judicial Affairs and Scholastic Dishonesty

UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

It is the student's responsibility to abide by and be aware of The University of Texas at Tyler's academic dishonesty policies:

[http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php (Links to an external site.)](http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php)

See [http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf (Links to an external site.)](http://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf)

For Chapter 8 Student Conduct and Discipline

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.

1. **"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 un-administered 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 un-administered test, test key, homework solution, or computer program or information about an un-administered 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.

1. **"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.

1. All written work that is submitted may be subject to review by **TurnitIn** or **SafeAssign**, available on Canvas.

UT Tyler Resources for Students

- UT Tyler Writing Center (Links to an external site.)(903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (Links to an external site.)(903.565.5964), tutoring@uttyler.edu

- [UT Tyler Counseling Center (Links to an external site.)](#)(903.566.7254)