



Course Syllabus

Course	PHIL 1301 <i>Introduction to Philosophy</i>
Professor	Dr. Andy Amato
Term	Fall 2021
Meetings	Monday & Wednesday 1-1:50pm (plus Discussion Section) ECSW 1.315

Professor Contact Information & Email Protocol

The best way to contact me is by email: andy.amato@utdallas.edu I will check email periodically throughout the day, Monday through Friday. Before emailing, please: 1) *consult the syllabus* to see if it addresses your concern, then, if it doesn't, 2) *contact your TA* and see if they can assist you. If neither of those steps helps to resolve your issue, then 3) please feel free to *contact me*. When sending an email make sure you: a) properly address and sign it, b) include your name, class, and section information, and c) try to be as clear and concise as possible. You have to tell me who you are and what class you are in so that I can help you. And remember: this is formal communication with your professor, not casual conversation via direct messaging—*treat it accordingly*. My office hours will be on Mon & Wed from 4-5pm in JO 5.704 and by appointment.

Teaching Assistants Contact Information

Discussion Sections	Teachings Assistants	Email
Sections 201 & 202	Isai del Bosque	Isai.DelBosque@utdallas.edu
Sections 204 & 205	Sunny Williams	Sunshine.Williams@UTDallas.edu
Sections 206 & 207	Eric Sampson	Eric.Sampson@UTDallas.edu
Sections 209 & 210	Justin Bensinger	Justin.Bensinger@UTDallas.edu
Sections 203 & 208	Arash Ghahari Kermani	Arash.GhahariKermani@UTDallas.edu

Your TA will provide you with their office hour information when you attend your first discussion section.

Course Description for PHIL 1301

What is philosophy? What does it mean to do philosophy? What does philosophy accomplish? As there have been many ways of practicing philosophy over the past two and a half thousand years, there's no single, simple answer to any of these questions. We will therefore set out both to define philosophy and to explore some of the areas it investigates: the nature of truth, conditions for knowledge, living an ethical life, organizing a just state, the meaning of existence, etc. We will quickly see that the need to practice philosophy today is more pressing than ever. Toward these ends, we will read and discuss some influential and important texts, works that have—or arguably *should* have—helped influence and challenge Western thought. These readings will additionally teach us some of the different methods or “styles” of doing philosophy (Rationalism, Idealism, Existentialism, Phenomenology, etc.), as well as some of the different disciplines, realms, or “branches” of philosophy (Metaphysics, Epistemology, Ethics, Aesthetics, Philosophy of Technology, etc.). Moreover, by reading and interpreting these works on our own time and then discussing them together, we will develop critical reading and thinking skills, as well as enhance our writing ability. Such things help us not only in other academic endeavors, but also in our personal and professional lives too.

Required Texts (NOTE: *you need physical copies of these specific translations & you must bring your book to class*)

- Plato, *The Republic* (New York: W. W. Norton & Company, 1996) ISBN: 978-0393314670

- Rene Descartes, *Discourse on Method and Meditations on First Philosophy*, 4th ed. (Indianapolis, IN: Hackett Publishing Company, 1999) ISBN: 978-0872204201
- Emerson, *Nature and Selected Essays* (Penguin Classics, 2003) ISBN-13: 978-0142437629
- Friedrich Nietzsche, *The Nietzsche Reader*, eds. Keith Ansell Pearson and Duncan Large (Malden, MA: Wiley-Blackwell Publishing, 2006) ISBN: 978-0631226543
- Simone Weil, *Simone Weil: An Anthology*, ed. Sian Miles (New York: Grove Press, 2000) ISBN: 978-0802137296
- Martin Heidegger, *Basic Writings*, Revised and Expanded Edition (New York: HarperCollins, 1993) ISBN: 978-0060637637
- Audre Lorde, *Sister Outsider: Essay and Speeches* (Berkeley: Crossing Press, 2007) ISBN: 978-1580911863

Recommended Text

- Donald Palmer, *Looking At Philosophy: The Unbearable Heaviness of Philosophy Made Lighter* (McGraw-Hill) ISBN: 978-0078038266 (any previous edition should be fine)

COURSE CALENDAR

Part I

Ancient Greek Philosophy

WEEK 1	<u>Topics, Activities, & Assignments</u>	<u>Your Weekly Readings</u>
8/23 & 8/25	<ul style="list-style-type: none"> • Welcome & Syllabus Review • What is Philosophy? • The Greeks, Socrates, Plato • <i>Republic</i> Book 1 	Plato, <i>Republic</i> , Book I
WEEK 2	—	
8/30 & 9/1	<ul style="list-style-type: none"> • <i>Republic</i> Book 1 & 2 • What is Justice? • Why be Just? <p>—</p> <ul style="list-style-type: none"> • Discussion Board 1 OPENS on Thurs 9/2 at 12:00am • Discussion Board 1 CLOSES on Fri 9/3 at 11:59pm 	Plato, <i>Republic</i> , Books II-III
WEEK 3	—	
9/6 & 9/8	<ul style="list-style-type: none"> • <i>Republic</i> Book 2 & 3 • What does a Just City look like? • Should Leaders ever Lie? • The Noble Lie 	Plato, <i>Republic</i> , Books IV-V
WEEK 4	—	
9/13 & 9/15	<ul style="list-style-type: none"> • <i>Republic</i> Book 3 & 4 • Stories & Education & Private Possessions • Wealth & Poverty • Can we finally define Justice? <p>—</p> <ul style="list-style-type: none"> • Discussion Board 2 OPENS on Thurs 9/16 at 12:00am • Discussion Board 2 CLOSES on Fri 9/17 at 11:59pm 	Plato, <i>Republic</i> , Books VI-VII

WEEK 5

9/20 & 9/22

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- *Republic* Book 5, 6, & 7
 - Families, Women, Children
 - Ship of State Parable
 - The Good Otherwise Than Being
 - Allegory of the Cave

Plato, *Republic*, Books VIII-IX**WEEK 6**

9/27 & 9/29

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- *Republic* Book 8, 9, & 10
 - Do Freedom & Democracy belong Together?
 - The True Just City
 - Ending with a Myth

Plato, *Republic*, Book X

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- Discussion Board 3 OPENS on Thurs 9/30 at 12:00am
 - Discussion Board 3 CLOSES on Fri 10/1 at 11:59pm
 - First Quiz OPENS on Thurs 9/30 at 12:00am
 - First Quiz CLOSES on Fri 10/1 at 11:59pm

Part II*Enlightenment & Romanticism***WEEK 7**

10/4 & 10/6

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- From the Greeks to the Enlightenment
 - Anselm's Ontological Argument
 - Rationalism, Skepticism, birth of the Modern Subject
 - *cogito ergo sum*

Descartes, *Discourse on Method*

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- Second Quiz OPENS on Thurs 10/7 at 12am
 - Second Quiz CLOSES on Fri 10/8 at 11:59pm

WEEK 8

10/11 & 10/13

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- The Romantic/Transcendental Rebellion
 - Transcendentalism: Idealism by another name?
 - An ethos of Individualism & Independence
 - Twilight of the Idols

Emerson, *Self-Reliance*

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- Discussion Board 4 OPENS on Thurs 10/14 at 12:00am
 - Discussion Board 4 CLOSES on Fri 10/15 at 11:59pm

WEEK 9

10/18 & 10/20

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- American Religion & Spirituality
 - One with Nature
 - New Revelations & Original Relations
 - Jesus Christ: Friend & Poet

Emerson, *An Address*

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- Third Quiz OPENS on Thurs 10/21 at 12am
 - Third Quiz CLOSES on Fri 10/22 at 11:59pm

WEEK 10

10/25 & 10/27

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- Existentialism & "Nihilism"
 - You are a Pathetic Non-Entity
 - Creators & Slavery
 - Competition & Excellence

Nietzsche, *The Greek State & Homer's Contest*

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- Discussion Board 5 OPENS on Thurs 10/28 at 12:00am
 - Discussion Board 5 CLOSES on Fri 10/29 at 11:59pm

WEEK 11

11/1 & 11/3

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- The Nature and Worth of Knowledge
- What is Truth?
- Dionysus & Apollo
- The Death of God
- Art's Mastery over Life
- Nietzsche's Gift: Eternal Return of the Same

Nietzsche, *On Truth and Lies in a Non-Moral Sense* and *The Gay Science* aphorisms 125, 279, 290, 341

Part III*20th Century Continental Philosophy***WEEK 12**

11/8 & 11/10

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- *Will-to-Power* / Pause / Contemplate / Love

Weil, *The Iliad or The Poem of Force*

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- Discussion Board 6 OPENS on Thurs 11/11 at 12:00am
- Discussion Board 6 CLOSES on Fri 11/12 at 11:59pm
- Fourth Quiz OPENS on Thurs 11/11 at 12:00am
- Fourth Quiz CLOSES on Fri 11/12 at 11:59pm

WEEK 13

11/15 & 11/17

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- Existential Phenomenology/Hermeneutics/Ontology
- Are we Free in our Relationship to Technology?
- Causality & the Chalice (rethinking responsibility)

Heidegger, *The Question Concerning Technology*

WEEK 14**Fall Break & Thanksgiving****WEEK 15**

11/29 & 12/1

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- Enframing & Standing Reserve
- Thinking Poetically

Heidegger, *The Question Concerning Technology*

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- Discussion Board 7 OPENS on Thurs 12/2 at 12:00am
- Discussion Board 7 CLOSES on Fri 12/3 at 11:59pm
- Quiz 5 OPENS on Thurs 12/2 at 12:00am
- Quiz 5 CLOSES on Fri 12/3 at 11:59pm

Part IV*Poetry & Protest***WEEK 16**

12/6

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- After Contemplation: Action
- Conclusions

Lorde, *Poetry Is Not a Luxury* and *The Transformation of Silence into Language and Action*

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- Essay OPENS on Thurs 12/9 at 12am
- Essay CLOSES on Fri 12/10 at 11:59pm

Course Requirements & Evaluations Criteria:

Three factors will be used to determine the student's final grade: 1) Eight online **Discussion Boards** (eLearning), 2) Five **Quizzes** (eLearning), and 3) an **Essay** (eLearning). You can earn a maximum of **1,000 points** in the course:

Discussion Boards (7)	35%	350 points (50 points possible for <i>each</i> Discussion Board)
Quizzes (5)	50%	500 points (100 points possible for <i>each</i> Quiz)
Essay	15%	150 points

Grade Scale/Key:

Letter	Percentage	Points Earned
A+	100%	1,000 points
A	90-99%	900-999 points
B+	89%	890-899 points
B	80-88%	800-889 points
C+	79%	790-799 points
C	70-78%	700-789 points
D+	69%	690-699 points
D	60-68%	600-689 points
F	00-59%	000-599 points

Note: The final grade (point total) will be rounded up at **.5**

Example: A total of 795 points, or 79.5%, will be rounded up to 80%, or "B"

ATTENDANCE – *Attendance is required for this course.* With the exception of medical and/or family emergencies and recognized university exemptions, students who miss 5 classes will have their final letter grade lowered by one, and students who miss 9 or more classes will automatically fail the course. There is no make-up work for unexcused absences.

ELECTRONIC DEVICES – With the exception of students who have obtained an accommodation through the University's office of Student AccessAbility, the use of electronic devices—phones, laptops, e-readers, recording devices, etc.—are *prohibited*. Such devices should be put away during class time. Students who do not abide by this policy will be treated as absent (see above note on attendance) and in violation of the [Student Code of Conduct](#).

More Information about ASSIGNMENTS:

- 1) Students will post at least **FIVE** times for each **Discussion Board** in eLearning (there will be seven discussion boards in total). The first post (or "reply") will be in response to the prompt (or question) given for each discussion board, while the second through fifth posts will be responses to other students. Each of the five posts must be at least **100+ words** to get full credit. Each post/reply is worth 10 pts (up to a maximum of 50 pts for all five), though students are encouraged to post as many times as they would like beyond the five required. To get full credit: it must be clear that, whatever your position or argument, your posts are informed by the readings. Each discussion board will **OPEN** on a Thursday at 12:00am and **CLOSE** 48 hours later on a Friday at 11:59pm. **See the Course Calendar for specific due dates.**

To sum up:

- FIVE posts in total for *each* of the seven Discussion Boards
- Each post must be at least 100+ words
- First post replies to the prompt itself, second through fifth posts respond to other students
- Your posts must engage the assigned readings

- 2) The five **Quizzes** will be online through eLearning, multiple choice, and will be based upon the lectures and assigned readings. Quizzes will be released at midnight on the scheduled date, usually Thursday (“**OPENS**”), and be available for 48 hours, closing at 11:59pm of the second day, usually Friday (“**CLOSES**”). Each Quiz will have **10 questions** and a **30-minute time limit**. See Course Calendar for specific dates.
- 3) The **Essay** will occur at the end of the course. **It will be written in eLearning**. While the specific prompt for the essay is yet to be determined, the prompt will require the student a) to list and explain key concepts covered in the course, b) articulate an intellectually defensible interpretation of the readings and the topics covered in the course, and c) demonstrate an ability to reflect thoughtfully upon the social and ethical implications of the course material. Students are encouraged to parenthetically reference page numbers from the readings (using the required editions of the texts) to support and defend their claims. The essay prompt will NOT be given in advance. **The essay prompt will be available for two days (48 hours) in eLearning. Once the essay is started the student will have two hours to complete it.** The essay must be at least 750 words in length (though students should ideally aim for closer to 1,000 words). Once started the essay must be completed (it cannot be paused or exited). See Course Calendar for specific dates and times. *Late essays will not be accepted.*

Note: Plagiarism or any form of **cheating** on the essay or any assignment for the course is a violation of the student code of conduct and will be reported. Students found guilty of plagiarism or any form of cheating will **automatically failing the course**. What you turn in must be your own work. *There are no exceptions.*

Extra Credit:

There are no extra credit opportunities. However, students may request to submit a **replacement essay**. This essay would replace one quiz grade OR one discussion board of their choice. No reason needs to be provided. **The REQUEST must be received by your TA before 11:59pm on Saturday 11/20** (although this request can be made earlier). Your TA will provide you with a customized prompt specifically corresponding to the material covered by the quiz OR discussion board you wish to replace. For example, a student wishes to replace their grade for Quiz 2 with an essay, the specific prompt (or question) will cover some aspect of Descartes’ philosophy covered by that quiz. Again, your TA will provide a specific prompt.

This essay must be a minimum of 750 words (though students should ideally aim for closer to 1,000 words) and cite from the assigned course materials using MLA or Chicago rules of style. **This essay is due no later than 11:59pm on 12/6.** *Late essays will not be accepted.* To receive full credit (100 points for a quiz, 50 points for a discussion board) students must follow the same guidelines and meet the same criteria as for the assignment **Essay** above. Full credit is not guaranteed. The class policies on plagiarism and cheating apply for this essay.

Additionally, if extraordinary circumstances arise due to medical or family emergencies, which can be discreetly verified, students may consult with the professor about making up additional missed assignments, though generally no more than three assignments in total.

NOTE: *This syllabus may be revised at any time to reflect beneficial or necessary adjustments and/or corrections. Students will be alerted if any such adjustments or corrections are made and a revised syllabus will be posted and made available for them.*

So, In a Nutshell...

HOW THIS COURSE WORKS

- You are expected to obtain all of the **required texts** for this course and read them in accord with the dates outlined in the Course Calendar above where the readings for each week are specified, along with assignments
- Attend class and participate in the class and group discussions
- There are 1) **Seven Discussion Boards** (one every other week), 2) **Five Quizzes**, and 3) one **Essay**—*you are responsible for completing these assignments*
- To get full credit for assignments you must *follow the instructions* for each assignment (see above) and *turn it in on time*
- If you have any questions, check the syllabus first to see if it has what you're looking for. If it doesn't, email your TA for help. If you still need help then feel free to email me: follow the email policy outlined above under Professor Contact Information
- Keep an eye out for announcements from the Professor or your TA

Finally – Like many other philosophy courses with new (sometimes demanding) readings every week and multiple assignments throughout the semester, you'll need a healthy degree of self-discipline: the ability to set and keep a reasonable schedule, making time to read and review throughout the week, taking notes while you read and during lectures and discussions, class attendance and participation, staying aware of deadlines, paying attention to details, etc. While certain weeks have more reading than others, the workload for this class is generally very manageable by design. There is, however, very little time to slack off—you can easily fall behind—so you have to organize your time well and commit to being meaningfully involved in the class. If you do the things I've mentioned here you will learn a lot about philosophy, and more than likely have a good time in the process.

General Core Area 040 Language, Philosophy & Culture

Description: Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Objectives:

Critical Thinking (CT) – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication (COM) – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication

Social Responsibility (SR) – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Personal Responsibility (PR) – to include the ability to connect choices, actions, and consequences to ethical decision-making

Learning Outcomes:

Upon successful completion of this course, students will:

- Interpret, analyze, and critique selected texts in the philosophical tradition (CT, COM)
- Demonstrate knowledge of some of the major figures, movements, arguments, and concepts in the history of philosophy (CT, COM)
- Articulate certain key concepts and issues in philosophy (COM)
- Write cogent and persuasive assessments of key concepts and issues raised in the readings (CT, COM)
- Discuss the application of philosophy to various aspects of life, including ethics and politics (CT, PR)
- Evaluate the personal and social responsibilities of living in a diverse and complex world (SR, PR)

Course Policies

Classroom Conduct Requirements Related to Public Health Measures

UT Dallas will follow the public health and safety guidelines put forth by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and local public health agencies that are in effect at that time during the Fall 2021 semester

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Class Participation

Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

NOTE: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

Class Materials

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None.

Technical Support

If you experience any problems with your UT Dallas account you may email assist@utdallas.edu or call the UT Dallas Computer Help Desk at 972-883-2911.

Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Information regarding these rules and regulations may be found at <http://www.utdallas.edu/administration/risk/travel.php5>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas printed publication, *A to Z Guide*, which is available to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000*, Board of Regents, The University of Texas System, and in *Title V, Rules on Student Services and Activities* of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>.

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

[Added July 2010] Students are expected to be attentive during class and to participate actively in group activities. Students are expected to listen respectfully to faculty and to other students who are speaking. Racism, sexism, homophobia, classism, ageism, and other forms of bigotry are inappropriate to express in class. Classes may discuss issues that require sensitivity and maturity. Disruptive students will be asked to leave and may be subject to disciplinary action.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty: Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, submitting for credit any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source, is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of *turnitin.com*, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (*Title 17, United States Code*) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe upon the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy ([UTDPP1043](#)). For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UT Dallas email address and that faculty and staff consider email from students official only if it originates from a UT Dallas student account. This allows the university to maintain a high degree of confidence in the identity of all individuals corresponding and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UT Dallas provides a method for students to have their UT Dallas mail forwarded to other accounts.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's course inventory and in the academic calendar. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in university policy [UTDSP5005 \(http://policy.utdallas.edu/utdsp5005\)](#). In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

Disability Services

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for a course, please discuss it with an OSA staff member and allow at least one week's advanced notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion.

The primary functions of the Office of Student AccessAbility are to provide:

1. academic accommodations for students with a documented permanent physical, mental or sensory disability
2. non-academic accommodations
3. resource and referral information and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at (972) 883-2098, or by email at disabilityservice@utdallas.edu.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, *Texas Code Annotated*.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of *TEC 51.911(b)*, and the student and instructor will abide by the decision of the chief executive officer or designee.

Avoiding Plagiarism

[Adapted from Duke University's guidelines for writers; added July 2010]

Take time to make careful choices among--and learn to use--the research tools available to you. You will probably find that your favorite web search engine is not adequate by itself for college-level research. Consult with your professor or a librarian. You may need to use specialized research tools, some of which may require learning new searching techniques.

Expect to make trips to the library. While you can access many of the library's resources from your home computer, you may find that you need to make several trips to use materials or research tools that are not accessible remotely. Of course, you will be seeking the best information, not settling for sources simply because they happen to be available online.

Allow time for gathering materials that are not available at UT Dallas. The InterLibrary Loan Office can borrow articles and books from other libraries, but this process takes additional time.

Allow time for reading, rereading, absorbing information, taking notes, synthesizing, and revising your research strategy or conducting additional research as new questions arise.

Sloppy note-taking increases the risk that you will unintentionally plagiarize. Unless you have taken note carefully, it may be hard to tell whether you copied certain passages exactly, paraphrased them, or wrote them yourself. This is especially problematic when using electronic source materials, since they can so easily be copied and pasted into your own document.

Identify words that you copy directly from a source by placing quotation marks around them, typing them in a different color, or highlighting them. (Do this immediately as you are making your notes. Don't expect to remember days or weeks later what phrases you copied directly.) Make sure to indicate the exact beginning and end of the quoted passage. Copy the wording, punctuation and spelling exactly as it appears in the original.

Jot down the page number and author or title of the source each time you make a note, even if you are not quoting directly but are only paraphrasing.

Keep a working bibliography of your sources so that you can go back to them easily when it's time to double-check the accuracy of your notes. If you do this faithfully during the note-taking phase, you will have no trouble completing the "works cited" section of your paper later on.

Keep a research log. As you search databases and consult reference books, keep track of what search terms and databases you used and the call numbers and URLs of information sources. This will help if you need to refine your research strategy, locate a source a second time, or show your professor what works you consulted in the process of completing the project.

You must cite direct quotes.

You must cite paraphrases. Paraphrasing is rewriting a passage or block of text in your own words. If you paraphrase, you must still cite the original source of the idea.

You must cite ideas given to you in a conversation, in correspondence, or over email.

You must cite sayings or quotations that are not familiar, or facts that are not "common knowledge." However, it is not necessary to cite a source if you are repeating a well-known quote or familiar proverb. Common knowledge is something that is widely known. For example, it is widely known that Bill Clinton served two terms as president; it would not be necessary to cite a source for this fact.

These types of sources should be cited as well. *Printed sources:* Books, parts of books, magazine or journal articles, newspaper articles, letters, diaries, public or private documents; *Electronic sources:* Web pages, articles from e-journals, newsgroup postings, graphics, email messages, software, databases; *Images:* Works of art, illustrations, cartoons, tables, charts, graphs; *Recorded or spoken material:* Course lectures, films, videos, TV or radio broadcasts, interviews, public speeches, conversations.

Resources to Help You Succeed

The GEMS Center (located within the Conference Center) provides a wide array of free academic support and enhancement for UT Dallas undergraduate students. Offerings include, but are not limited to, a Math Lab and Writing Center, Peer Tutoring (with a focus on science, technology, engineering and math courses), test review sessions, and academic success coaching. The current menu of services, schedules, and contact information is posted on the GEMS website: <http://www.utdallas.edu/ossa/gems/>. [Added July 2010]