"As a Comet, I pledge honesty, integrity, and service in all that I do."

The UT Dallas creed, adopted in 2014, is the standard Comets choose to live by. As Comets, we encourage others to do the same.

COMM1311, Survey of Oral and Technology-Based Communication
Fall Term, August 22- December 7, 2016, Face-to-Face Syllabus

Instructor: Patsy Totusek, PhD   **Office/Office Hours:** JO 5.608G, Thursdays, 11:30-1:00
Email: Patricia.Totusek@utdallas.edu Available by email until 9PM, M-F; random access over weekends
Personal appointments always welcomed

Sections: COMM1311.003 (ATC 3.205, T/Th, 10:00-11:15 AM)
                 COMM1311.004 (ATC 3.205, T/Th,   4:00- 5:15 PM)
Please show your section number when communicating with me.

Important: Speeches take top priority in this course. You'll need to pass all of them with a score of 60% to pass the class. The good news is the class is broken into simple steps that will prepare you for the speeches. Regardless of your initial skill level or how worried you are about speaking in front of others, I think your progress by the end of the semester will surprise you.

COMM1311 Course Description
The purpose of COMM1311 is to introduce you to the study of communication in a broad, survey-based course. The course introduces research, theories, and skills to enhance your interpersonal, small group, public speaking, and mediated/technology-based communication. COMM1311 is primarily a "hands-on" application course, which means that you must be present, online and/or in person, to engage in discussions, participate in exercises, work in teams, and present and evaluate speeches.

Course Pre-requisites
COMM1311 is an introductory course that doesn't require prerequisites. I'll expect you to have university-level writing skills.

COMM1311 Course Objectives
- **Communication skills -** to enhance communication competence in interpersonal, small group, public speaking, and technology-based contexts (assessed via the "Small Talk" activity, the Team Presentation, the Informative Speech, and the Two-Minute Virtual Speech).
- **Critical thinking skills -** to enhance communication competence in interpersonal, small group, public speaking, and technology-based contexts (assessed via the Digital Discussion Posts, the Informative Speech, the Team Presentation, and ten chapter quizzes).
- **Teamwork -** to integrate interpersonal skills with small group theories and concepts in a Team Presentation (assessed via the Team Presentation, which includes team meetings, a team presentation, and team evaluations).
- **Personal responsibility -** to identify ethical principles involved in communication situations and to apply these principles to daily life (assessed via classroom discussions and completing individual assignments for the team Accountability Day).

Textbook Information
The textbook is required for success in COMM 1311. In fact, we use the textbook the very first week for chapter readings and the first chapter quiz is in week two.

Lane, Shelley D., Abigail, Ruth Anna., and Gooch, John Casey. *Communication in a Civil Society.* Pearson Education, Inc., 2014.   **ISBN-10:** 0-205-77021-5   OR   **ISBN-13:** 978-0-205-77021-2

You can purchase a hard copy at the Off Campus bookstore for $121.50 or buy the eBook through the Routledge website below. Either format will work for this course.

OFF CAMPUS BOOKS
561 West Campbell Road Ste 201
Richardson, Texas 75080
972-907-TEXT (8398)
Directions: You'll find it a half mile east of the University's Main entrance on Campbell. It will be on the South side of Campbell between Nantucket and Custer.

https://www.routledge.com/Communication-in-a-Civil-Society/Lane-Abigail-Gooch/p/book/9780205770212

Other Required Materials/Activities
- Check your UTD email account before each class for announcements and assignment feedback.
- You will video your Two-Minute Virtual Speech. You can video your speech using a cell phone or another recording device. You will upload your recorded speech to your UTD Box account and then post it on the Discussion Board in eLearning. Instructions for this procedure will be provided.
- High speed internet and access to eLearning are essential for this course.

Student Technical Help for Box and eLearning
- For **Box technical issues** email Nick McCormick at nxm067000@utdallas.edu
- UTD provides **eLearning technical support** 24 hours a day, 7 days a week. The services include a toll- free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Help Desk: http://www.utdallas.edu/eLearning/eLearningHelpdesk.html

GRADES AND ASSIGNMENTS

Grading policy
All quizzes and assignments are based on a 1,000 point system. Complete descriptions of all assignments are posted in eLearning and short reviews are given in this syllabus.

0 pts	Syllabus Quiz (Required for access to Course)
200 pts	10 Quizzes covering 10 chapters
100 pts	Two-Minute Virtual Speech (50 pts), Outline (30 pts), Self-Assessment (20 pts)
100 pts	Two Discussion Board Posts
200 pts	Informative Speech
100 pts	Informative Speech Outline
25 pts	Informative Speech PowerPoint
100 pts	Team Presentation (Individual Grade)
100 pts	Team Outline (Joint Grade)
50 pts	Team PowerPoint (Joint Grade)
25 pts	Timely Submission of documents for Team Presentation

1,000 points   TOTAL

Final grades will be assigned according to the UTD Undergraduate Catalog scale with "+" and "-". Grades are based upon the total points earned.

Grade	Percentage	Total Points		Grade	Percentage	Total Points
A+	97% to 100%	970-1000		C	73% to 76.9%	730-769
A	93% to 96.9%	930-969		C-	70% to 72.9%	700-729
A-	90% to 92.9%	900-929		D+	67% to 69.9%	670-699
B+	87% to 89.9%	870-899		D	63% to 66.9%	630-669
B	83% to 86.9%	830-869		D-	60% to 62.9%	600-629
B-	80% to 82.9%	800-829		F	Less than 60%	less than 599
C+	77% to 79.9%	770-799				

Accessing Grades
Students can check their grades by clicking "My Grades" on the left-hand menu of eLearning after the grade for each assignment is entered. If a "rubric" message is next to a grade, clicking on the rubric message will show the assessment details and my comments for your assignment.

Class Attendance
Absences: I expect you to attend every class. But knowing that "life happens," you may miss up to two classes without explanation or penalty. Additional absences will result in a deduction of 20 points from the final Total Points at the end of the semester. The policy in all COMM1311 sections is that an absence on a mandatory attendance day (during speech presentations) will result in a 50 point deduction.

If you miss class due to a disability, religious holy day, or university-affiliated program, please provide documentation for me. Failure to do so will result in an unexcused absence with no make-ups available. If possible, advance notification of a university-excused absence is appreciated. You'll be able to keep track of your absences in "My Grades" at our eLearning course site.

Tardiness: Roll will be taken at the very beginning of class. If you walk in after I've taken roll, it counts as a tardy. Two tardy arrivals equal one absence. Check with me after class to make sure you've been marked tardy and not absent.

Deliverables and Late Work
All assignments and presentations are due **BEFORE** the beginning of class. *No late work* for quizzes, assignments, or speeches is permitted unless you have a university-excused, documented absence. No late work is available if you are using a free absence. Also, technical difficulty with eLearning is not a sufficient excuse for late work. Submit your video, assignments, and quizzes sufficiently early to resolve technical problems. Even with a university-excused absence, it's best to submit your assignments by the due date because it's hard to catch up in this class if you fall behind.

Personal Circumstances
If unavoidable personal circumstances are going to affect your attendance or performance, please talk with me as soon as possible. If we deal with the circumstances early, we may be able to resolve or mitigate the issue. Delaying this conversation can limit or eliminate our alternatives.

Assignments and Academic Calendar
Having been a student myself, I know you'll want an idea of our timeline for the semester. Since I'm a chronic planner, you can pretty much count on these deadlines and assignments unless otherwise notified.

Week 1	Topic	Class Activities	Assignments Due by Beginning of Class
Tuesday 8/23	*Introducing COMM1311*	-Syllabus, Technology, and Strategy -Getting Acquainted	

		-Demonstration: My Three Takeaways	
Thursday 8/25	*A First Look at Civil Communication*	-Virtual Speech Briefing -Chapter 1 Highlights -My Three Takeaways	-Syllabus Quiz in "Course Essentials." You must complete and score 100 on this quiz before you gain access to the Weekly Learning Modules. <u>Take it as many times as you need to score 100.</u> -Read Chapter 1. After reading the chapter, read the Chapter Summary and the Civility Summary. Then try to answer the Review Questions at the end of the chapter to prepare for the Chapter 1 Quiz. Follow these same steps when reading each of the chapters in the text. -Post jpg self-image in eLearning
Week 2			
Tuesday 8/30	*A First Look at Civil Communication*	-Evaluate a Virtual Speech -Activity: Good vs Bad Discussions -Class Discussion: Cheat Sheet -My Three Takeaways	-Chapter 1 Quiz in Week 2 -Virtual Speech Part I: Post outline in Week 2
Thursday 9/1	*Perceiving the Self and Others*	-Discussion Post #1 Briefing -Chapter 2 Highlights -Speaking Activity: Poise -My Three Takeaways	-Virtual Speech Part II: Post Virtual Speech in Discussion Board via BOX -Read Chapter 2
Week 3			
Tuesday 9/6	*Presentation Skills*	-Speaking Activity: Voice, Life, and Gestures -My Three Takeaways	-Chapter 2 Quiz -Virtual Speech Part III: Self-Assessment Look at the Virtual Speeches of at least 5 of your classmates and leave a short, positive comment for each. Complete Self-Assessment and post in Week 3.
Wednesday	9/7	Last day to drop this class without a "W"	
Thursday 9/8	*Civil Verbal Communication*	-Chapter 3 Highlights -My Three Takeaways	- Discussion Post #1 Part I: Post your original response on Class Discussion Board -Read Chapter 3
Week 4			
Tuesday 9/13	*Civil Nonverbal Communication*	-Chapter 4 Highlights -Speaking Activity: Eye Contact -Activity: Nonverbal Exercises -My Three Takeaways	-Chapter 3 Quiz -Discussion Post #1 Part II: Respond to the original responses of three other students -Read Chapter 4

Thursday 9/15	*Civil Listening and Responding with Confirmation*	-Discussion Post #2 Briefing -Chapter 5 Highlights -My Three Takeaways	-Chapter 4 Quiz -Read Chapter 5
Week 5			
Tuesday 9/20	*Preparing Civil Public Speeches*	-Informative Speech Briefing -Chapter 11 Highlights -Speech Proposal Briefing -Storytelling -My Three Takeaways	-Chapter 5 Quiz -Discussion Post #2 Part I: Post your original response on Class Discussion Board -Skim Chapter 11
Thursday 9/22	*Delivering Public speeches with Civility*	-Evaluate a Speech Proposal -Chapter 12 Highlights -Speaking Activity: Voice -My Three Takeaways	-Discussion Post #2 Part II: Respond to the posts of three other students -Early topic submission for Informative Topic on "Speech Topic" Class Discussion Board -Skim Chapter 12
Week 6			
Tuesday 9/27	*Giving Civil Informative Speeches*	-Informative Outline Briefing -Chapter 13 Highlights -Speaking Activity: Speed -My Three Takeaways	-Informative Topics due on Discussion Board for approval. Once approved, begin Speech Proposal -Skim Chapter 13
Thursday 9/29	*Giving Civil Informative Speeches*	-Activity: Write an outline and give a speech -My Three Takeaways	-Post your Speech Proposal Form in Class Discussion Board
Week 7			
		Optional Outline Consultations Begin	
Tuesday 10/4	*Interpersonal Relationships and Civil Communication (Small Talk)*	-Small Talk: A Comparison of Techniques -Activity: Have a potato -Low Tech Networking Activity -My Three Takeaways	-Read Chapter 6 -View "The Power of Belief- Mindset and Success" in Weekly Learning Module. Be able to discuss the two major types of mindsets that are discussed.
Thursday 10/6	*Intimate and Romantic Relationships and Civil Communication*	-Chapter 7 Highlights -Activity: First Date -Class Discussion: Lying to Be Nice -My Three Takeaways	-Chapter 6 Quiz -Read Chapter 7 -Work on Informative Speech Outline

Week 8			
Tuesday 10/11	*Civil Communication in Conflicts*	-Chapter 8 Highlights -Class Discussion: Home Sweet Home -My Three Takeaways	-Chapter 7 Quiz -Read Chapter 8 -Work on Informative Speech Outline
Thursday 10/13	*Informative Speeches & Introduction to Teams*	-Speech Day Preparations -Informative Speech Speaking Order Assigned -Teams Assigned -Team Building Activity -Complete Team Contact Form	-Informative Speech Outline due in Turnitin in Informative Speech Folder -Team Communication Assessment
Week 9			
Tuesday 10/18	*Team Presentation*	Activity: Team Evaluation of Informative Speech -Team Presentation Briefing -Selection of Team Topic and Team Planning	-Chapter 8 Quiz -Bring Laptops to class if convenient -Post Team Contact Form on Team Discussion Board, File Exchange -Edit Informative Speech Outline as necessary -Complete PowerPoint -Practice Informative Speech and edit as timing requires
Thursday 10/20		Six Informative Speeches Peer Evaluations *Teams begin to identify main points and thesis statement for Team Presentation (this will have to be done outside of class). Teams draft Project Proposal (template in Team Presentation folder).*	**MANDATORY ATTENDANCE** **-**Speakers submit PPT to instructor via email night before presentation -Speakers bring note cards and PPT back-up to class on flash drive
Week 10			
Tuesday 10/25		Six Informative Speeches Peer Evaluations *Teams post Project Proposal on Team Discussion Board, File Exchange*	**MANDATORY ATTENDANCE** **-**Speakers submit PPT to instructor via email night before presentation -Speakers bring note cards and PPT back-up to class on flash drive
Thursday 10/27		Six Informative Speeches Peer Evaluations *Team members select personal main points, begin own research, and collect PPT images for it*	**MANDATORY ATTENDANCE** **-**Speakers submit PPT to instructor via email night before presentation -Speakers bring note cards and PPT back-up to class on flash drive
Week 11			
Tuesday 11/1		Six Informative Speeches Peer Evaluations *Team members continue individual research and collection of PPT images and discuss team*	**MANDATORY ATTENDANCE** **-**Speakers submit PPT to instructor via email night before presentation -Speakers bring note cards and PPT back-up to class on flash drive

		roles and responsibilities	
Thursday 11/3	*Team Building*	Team Challenge *10 minutes Team Time* *-Team Roles (leader, assistant leader, recorder) selected/formalized* *-Responsibilities Assigned (Final Outline, Final PPT)* **-Team Minutes #1 taken (see template and example in Team Presentation folder)**	
Week 12			
Tuesday 11/8	*Civil Communication in Groups*	-Chapter 9 Highlights	-Read Chapter 9 -Team Minutes #1 due on Team Discussion Board, File Exchange
Thursday 11/10	*Personal Responsibility& Team Planning*	**Accountability Day** **-**Checklist Briefing -Speaking Order Assigned for Team Presentations -Assess individual outline work and PPT images using rubrics provided -Redistribute or double-team assignments as appropriate -Implement accountability actions if appropriate **-Team Minutes #2 taken**	1) Post your outline work on Team Discussion Board in File Exchange 2) Bring paper copy of your outline work to class 3) Post Individual PPT Images on Team Discussion Board in File Exchange as Word Document -Bring laptop to class if convenient
Week 13			
Tuesday 11/15	*Group Processes and Civil Communication*	Chapter 10 PPT Highlights -Class Discussion, "Picking up the Slack" -Team Activity: Teamwork on Chapter 9 Quiz	-Chapter 9 Quiz -Work on Outline Responsibility and personal PPT -Read Chapter 10 PowerPoint -Team Minutes #2 due on Team Discussion Board, File Exchange
Thursday 11/17	*Team Presentation Preparation*	-Staging the Presentation -Piloting the PPT -Limited In-Class Planning	-Final Team Outline in Team Presentation Folder, "Post Team Outline here" -Leader is responsible for having draft team PPT in class for piloting. -Final Team PPT in Team Presentation Folder, "Post Team PPT Here," by Thursday night, 11/17, 11:59PM
Week 14			
Tuesday 11/22		**FALL BREAK, NO CLASS**	
Thursday 11/24		**FALL BREAK, NO CLASS**	
Week 15			

Tuesday 11/29		-**Team Presentations** -Peer Evaluations	**MANDATORY ATTENDANCE** Chapter 10 Quiz Team Leader reviews Team Presentation Checklist with me before presentation
Thursday 12/1		-**Team Presentations** -Peer Evaluations	**MANDATORY ATTENDANCE** Team Leader reviews Team Presentation Checklist with me before presentation
Week 16			
Tuesday 12/6		-**Team Presentations** -Peer Evaluations -Class Wrap-Up	**MANDATORY ATTENDANCE** Team Leader reviews Team Presentation Checklist with me before presentation
		NO FINAL EXAM	

General Education Core Objectives

The activities shown in the Assignments and Academic Calendar are designed to fulfill the General Education Core Objectives:

- Communication skills – Students will demonstrate effective written, oral and visual communication.
- Critical thinking skills – Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions
- Teamwork – Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
- Personal responsibility – Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making

DESCRIPTION OF ASSIGNMENTS

Quizzes

Syllabus Quiz   **0 Points**
A ten-question, multiple-choice and true-false quiz which covers essential elements in the Syllabus. Multiple attempts are allowed and 100% mastery must be achieved before you are allowed access to the Weekly Learning Modules, the heart of the class.

Ten Chapter Quizzes   **200 Points**
Each quiz has 20 multiple-choice and/or true-false questions. The quizzes are open book and are administered on-line through eLearning. You'll find the quizzes in the Weekly Learning Modules. Prepare for quizzes by attending class, listening carefully during class, studying assigned chapters and class notes, and reading/viewing assigned documents and/or YouTube clips in the Weekly Learning Modules.

Appeal Process: If you feel a quiz question is not a good one, follow these steps.
- Provide a copy of the quiz question. Tell me why you think your answer is a better response. Support your answer with confirming information from the text (provide page numbers) or personal reasoning.
- State your position in a civil manner and email it to me
- To be considered, requests must be submitted before the due date of the next quiz.

Speeches

Speech Policy
An outline is required for each of the graded speeches. An outline is proof that you have studied the subject and have used the research, organizational, and attention-sustaining skills taught in class. If you miss an

outline deadline, you must still submit a late outline in order to give your speech. Late outlines will receive a substantial penalty.

All speeches should be given on the assigned day unless unusual circumstances exist and prior arrangements have been made with me. Keep me happy and protect your grade by submitting your outline on time and showing up ready to present on your assigned day.

Two- Minute Virtual Speech (Required for passing COMM1311)   **100 Points**
This is a two-minute, videoed speech in which you describe a communication problem. You'll develop an outline and then video yourself giving the presentation. You'll upload your recorded speech to your UTD Box account, post it in the Class Discussion Board in eLearning, and complete a self-assessment.

Informative Speech (Required for passing COMM1311)   **325 Points**
This is a 4-6 minute speech requiring an outline with a Works Cited Page and a PowerPoint presentation. Three research sources must be cited in the speech using oral footnotes. You may select a topic based upon a person, process, object, or event. You'll deliver your speech using note cards and will receive oral feedback from peers. Your final outline will be submitted on Turnitin (a plagiarism-checking site).

Team Presentation (Required for passing COMM1311)   **275 Points**
You'll be assigned to a team of 3-4 students and will select a topic from a list that I'll provide on "Lessons in Leadership." Each team will choose a team leader, an assistant leader, and a recorder and participate in meetings both in and outside of class. Each team member will develop a portion of a Team Outline and will conduct research for a joint Works Cited page. Each team member will collect PowerPoint images useful for the project. Some team members will work on the Final Team Outline and some will work on the Final Team PowerPoint. All team members will present an equal portion of the project to the class.

Two Discussion Posts   **100 Points**
Each Discussion Post has two parts. In the first part, each student posts an original response on the Class Discussion Board. In the second part, each student responds to the posts of other students on the Class Discussion Board.

Extra Credit Opportunities (10 Points each, Maximum of 20 Points extra credit per student)
- Informative Speech Run-Through, COMM Lab (appointment required)
- Team Presentation Run-Through, COMM Lab (appointment required)
- Outline/PPT Personal Consult with me or Writing Center (appointment recommended)

General Guidelines for Success in this Class
1. Come to class and fully engage in class activities. Class activities are designed to reduce the stress involved in preparing and presenting speeches. You'll get to practice skills before you are graded upon them.
2. Take responsibility for the consequences of your actions. Excessive tardy arrivals and absences will cost you at the end of the semester.
3. Assignments can be turned in before the deadline if physical presence in class is not possible or you choose to work ahead.
4. Visit me during office hours or email me if you need help or have questions – I'm happy to assist you. I'm deeply committed to your success in this class.
5. To do well in this class you will need to read instructions carefully, study the examples, incorporate discussed techniques into your outlines, and meet deadlines. The most frequent advice my former students tell new students is that speeches always require more time and practice than expected.
6. As computers tend to fail when we need them the most, save your work in more than one place (i.e., flash drive, cloud backup, external hard drive, etc.). Computer failure is not a legitimate excuse for work being late.

Course Citizenship
Civil communication is required at all times. Our text, *Communication in a Civil Society*, states "civil communication allows you to speak your mind in a way that is respectful, demonstrates restraint, and is responsible." While passionate debate is acceptable, harsh comments about individuals, teams, or the values or positions of others are not acceptable.   Please take extra effort to understand and respond with courtesy.

Religious proselytizing of any kind is not permitted. Also, because the topic of abortion is a value-oriented topic (and therefore, persuasive by nature), it is off limits for the Informative Speech assignment in all COMM1311 classes.

"Netiquette" is an important class requirement. Cell phones, smart phones, laptops and other electronic messaging devices must be out of sight and turned off during class. Such devices may not be used in the classroom unless students have cleared it with the professor first and only on an emergency basis.

University Policies and Procedures: see http://go.utdallas.edu/syllabus-policies

Sharing Confidential Information
Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty members have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students, who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at http://www.utdallas.edu/oiec/title-ix/resources.

Academic Integrity
Because the value of an academic degree depends upon the absolute integrity of the work done by the student, it is imperative that students demonstrate a high standard of individual honor in their scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. *Students cannot re-use a paper that was submitted during high school or that has been submitted for another class. Students suspected of academic dishonesty are subject to disciplinary proceedings.*

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, which searches the web for possible plagiarism and is over 90% effective.

Please consult the following web sites addressing academic integrity as well as what constitutes cheating at UTD:
http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-AcademicIntegrity.html
http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html

Office of Student AccessAbility

http://www.utdallas.edu/studentaccess/

UT Dallas is committed to providing equal educational opportunities for students with documented disabilities. Students with a documented physical, psychological, or learning disability which affects their academic performance are eligible for services. If you need classroom accommodations, please make an appointment with the Office of Student AccessAbility at: SSB 3.200 (3rd Floor in SSB), 972-883-2098. Office hours are Monday – Thursday, 8:30 a.m. - 6:00 p.m., Friday 8:00 a.m. – 5:00 p.m. Evening appointments are available by request.

OSA provides registered students with a letter to present to faculty members. The letter verifies that the student is qualified to receive certain accommodations. The accommodation letter should be presented to instructors of each course at the beginning of the semester. The approved accommodations should be discussed at that time. It is the student's responsibility to notify professors of personal needs.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to http://go.utdallas.edu/syllabus-policies for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the professor.