Course # MAIS 5302, Section 002
Title: Capstone Seminar
Fall 2016 Semester

Professor Contact Information

Instructor: Dr. Jillian M. Duquaine-Watson
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Phone: 972-883-2322 (direct, with voicemail)
Office Hours: I will hold office hours on the following days & at the following times:
- Tuesdays & Thursdays, 10:30 – 11:30 a.m. and 2:30 – 3:30 p.m.
- I am also available to meet with you by appointment.
- If you need to meet with me (regardless of whether it is during scheduled office hours or at another time), <u>please make an appointment</u>—this helps you avoid waiting while I am meeting with other students or colleagues and enables me to devote appropriate time to your questions and needs. Appointments can be made via email (use address above).

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

This course is intended exclusively for students who have reached an advanced stage in the MAIS program and serves as the first course in a two-semester sequence that offers students an opportunity to complete their MAIS research project. Thus, your MAIS degree plan must indicate that you have accumulated sufficient credits to enroll in this course. Instructor permission is required to enroll in this course.

You must be accepted to and enrolled in the MAIS program at UTD in order to take this course. This course fulfills a core requirement for the MAIS degree.

Course Description

As part of the core requirements for the Master of Arts in Interdisciplinary Studies (MAIS) degree, students are required to complete MAIS 5302: Capstone Seminar (3 credit hours) and MAIS 5303: Research Project (3 credit hours). These are completed as a two-semester sequence and the end result is the creation of an original research project that demonstrates the depth and rigor expected at the master's level. Each student works closely with the Director of the MAIS program during both the research and writing phases of their project.

This seminar is best described as the "investigatory and research phase" of your final research project for the MAIS program. Each student is encouraged to select a topic they find interesting and engaging so long as the topic lends itself to interdisciplinary research and investigation. The course instructor must approve your research topic.

During the semester in which you are enrolled in the Capstone Seminar, you are required to meet regularly with the Graduate Advisor in order to share your progress, talk through ideas, and get constructive feedback. You may also be required to meet with other graduate students who are enrolled in the Capstone Seminar as a means of sharing your research and obtaining additional constructive feedback. You should keep all of your research materials—including copies of articles and summaries of any books or other sources you have found—in a "research binder." You are required to bring your research binder to every scheduled seminar meeting with the Director of the MAIS program, including one-on-one meetings as well as meetings with other students enrolled in the Capstone Seminar.

By the time you complete the Capstone Seminar, you will have completed the first two chapters of your master's project, including:

1. Introduction (approximately 7-8 pages)
2. Literature Review & Methodology (approximately 12-15 pages)

You will also complete an initial bibliography of at least 20 sources (you will continue to add to your bibliography in the following semester when you are enrolled in MAIS 5303: Research Project and complete your final project for the MAIS course). Your bibliography must include sources from different disciplines.

Please refer to the UTD guidelines for preparation of your MAIS research project, specifically as those guidelines pertain to formatting, pagination, type of paper, style, spacing, margins, bibliography, etc. For more information, see the UTD Graduate Dean's website: https://www.utdallas.edu/dept/graddean/dgFront.htm

PLEASE NOTE: Since you will not complete a formal thesis for your MAIS project, you will not submit your final project to the UTD Graduate Dean's office. Instead, you will submit your final research project directly to the Director of the MAIS program.

Student Learning Objectives/Outcomes
Students who successfully complete this course will achieve the following learning objectives:
1. Formulate a unique research project
2. Articulate a clear thesis/argument about their research topic
3. Convey the importance of their research topic
4. Situate their research within relevant interdisciplinary theories and methods.

Students will also enhance their skills in the following areas:
- Critical thinking and analysis
- Written communication
- Academic research.

Required Textbooks and Materials

There are no textbooks required for this course. However, students enrolled in this course will need to locate and secure access to the relevant books, journal articles, and other materials relevant to the research they complete as part of course requirements.

Suggested Course Materials

It is essential that you have an effective method of saving all work you complete for this course.

Assignments & Academic Calendar

This seminar involves independent research and writing. However, you are required to meet regularly with the course instructor. Meetings will be arranged via email. The following academic calendar provides an overview of assignments and due dates for this course.

Date	Assignment
Week 2	**Meeting 1**: Meet with course instructor to identify possible research topics. You should arrive at this meeting with a list of <u>at least</u> two topics you are interested in exploring for your MAIS final project. In addition, for each of these topics, you will write an explanation of <u>at least one page</u> about why the topic is interesting/important and why it is suitable for an interdisciplinary research project. The goal of this meeting is to formulate the topic of your research project and obtain approval from the course instructor for the topic so you may begin library research to identify relevant literature on the topic.
Week 4	**Meeting 2:** Bring in an essay of <u>at least</u> 4 pages (double-spaced, standard font) that begins to address the following question: "Why is this topic important?" This should be done in a narrative fashion and this written assignment will become the basis for your introductory chapter of your MAIS final project. You should also come to this meeting with a "working" thesis statement, stated as follows: "In this project, I will investigate _____ in order to demonstrate _____ and as a means of fostering a better understanding of/as a means of proposing a solution to _____." The overall introduction should provide a general overview of your master's project. In general, the introductory chapter should introduce the topic and clearly convey its significance. It should also identify the purpose of the project via a clear thesis statement. It is also common for the writer to identify their motivations for choosing the topic. Next, the writer should briefly identify any significant prior research or information upon which the study is based (but remember—this is not the literature review, so don't go into great detail on this). The overall scope of the study should be clearly identified and there should be a general description of what the remainder of the document will include (overview of the remainder of the project via brief statements about upcoming chapters, for example). The introduction should conclude with a statement and discussion of the value of the research project.
Week 9	**Meeting 3:** Submit "nearly final" draft of introduction—this must be <u>at least 7-8 pages in length</u> (double-spaced, standard font, not including bibliography). In addition, you will need to bring a "first draft" of your literature review and

	methodology chapter—this can be done as an outline of <u>at least 2 pages</u> with a brief description of each source; also include an identification and brief description of the methods you will use in your project. NOTE: If you intend to conduct research that involves human subjects (such as interviews or observation), you must work with the UTD Institutional Review Board (IRB) and submit the necessary IRB documents and application. These documents can be found on the UTD website, via the Institutional Review Board homepage.
Week 12	**Meeting 4**: Submit "nearly final" draft of literature review—this must be a <u>minimum of 7 pages in length</u> (not including bibliography). In addition, submit initial draft of your methodology section—describe the specific methods you will use to carry out your project. The draft of your methodology section must be <u>at least 2 pages</u> (double-spaced, standard font). If you are working with human subjects, describe the methods you will use to gather your date (for example, interviews, focus groups, strict observation, participant-observation, surveys, etc.). If you are using specific written or visual texts, describe the method(s) of analysis you will use. It is imperative that you identify and describe all tools and methods you will use in your project. If you are analyzing various theories in relation to a specific topic, then you must explain how you will analyze them: • What are the parameters of analysis? • What questions will guide your research? • What theories inform your analysis?
FINALS WEEK	**Meeting 5**: Submit final documents for the Capstone Seminar, as follows: • Introduction (<u>at least</u> 7-8 pages, double-spaced, standard font) • Literature Review & Methodology (<u>at least</u> 12-15 pages, double-spaced, standard font) • Bibliography (<u>minimum</u> of 20 sources) In addition, you are required to submit an outline in which you identify and describe the chapters of your master's research project (that is, the chapters you will create in the subsequent semester when you are enrolled in the Research Project seminar). You should aim for a description that is approximately one paragraph (5-6 sentences) in length for each chapter. Oral presentation of the work you've completed during the "Capstone Seminar" will also be required.

Grading Policy
There are a total of 100 points possible in this course. Your final grade will be based on the final documents you submit for this course (that is, the documents you submit during finals week), including:
- Introduction (7-8 pages) (35 points)
- Literature Review & Methodology (12-15 pages) (45 points)
- Bibliography (minimum of 20 sources) (20 points)

Please be aware, however, that your final course grade will be lowered by one full letter grade for each late submission during the semester. For example, if you earn a final course grade of "B" based on your final introduction, final literature review & methodology, and final bibliography, but you fail to submit the "nearly final" draft of your introduction on time (week 9), then your final course grade will be lowered to a "C."

In addition, if an assignment you submit during the course of the semester does not meet minimum standards with regard to length, content, and formatting, your final course grade will be lowered by one full letter grade. For example, if you earn a final course grade of "A" based on your final introduction, final literature review and methodology, and final bibliography, but the essay you submit during week 4 is only 2 ½ pages (rather than the required minimum of 4 pages), then your final course grade will be lowered to a "B."

Grading Scale

There are 100 points possible in this course. Final course grades will be assigned according to the following grading scale:

Grade	Range (%)
A	90-100
B	80-89
C	70-79
F	69 and below

Course & Instructor Policies

Late Work
Deadlines are important in the academic world. Missed deadlines cause delays and administrative headaches. In the professional world, they can also compromise professional reputations and careers. For these reasons, late or incomplete work is not acceptable in this course. Technological problems are not valid excuses for late work, so plan accordingly. If you do not submit an assignment on time, your final course grade will be deducted by one letter grade (for each late submission).

Extra Credit
I do not curve individual items, nor do I offer —extra credit work or —special consideration to allow students a chance to raise their grade.

Course Citizenship
Students enrolled in this course are expected to communicate in a civil and professional manner. Disagreement is acceptable (and even expected in college-level courses); disrespect, however, will not be tolerated.

Academic Dishonesty
All suspected cases of academic dishonesty—which includes but is not limited to collaboration/collusion, fabrication, and plagiarism—will be referred to the UTD Office of Community Standards and Conduct for review. If that office deems that a student has committed academic dishonesty with regard to any assignment submitted for this course, the student will receive a failing grade in the course, regardless of what other work they have completed.

<u>Technology Requirements</u>
I will use eLearning for this course. Thus, you should develop the habit of checking both eLearning and your UTD email often for assignments and announcements. Reliable and frequent internet connectivity is indispensable. It is your responsibility to ensure that you have access to the course through eLearning for the duration of the semester. Failure to check UTD or eLearning email, errors in forwarding email, and email bounced from over-quota mailboxes are not acceptable excuses for missing course-related emails or announcements. Additionally, to protect your privacy rights, I will only send email through your official UTD email address or eLearning email. If you choose, you can redirect both of these addresses to external addresses.
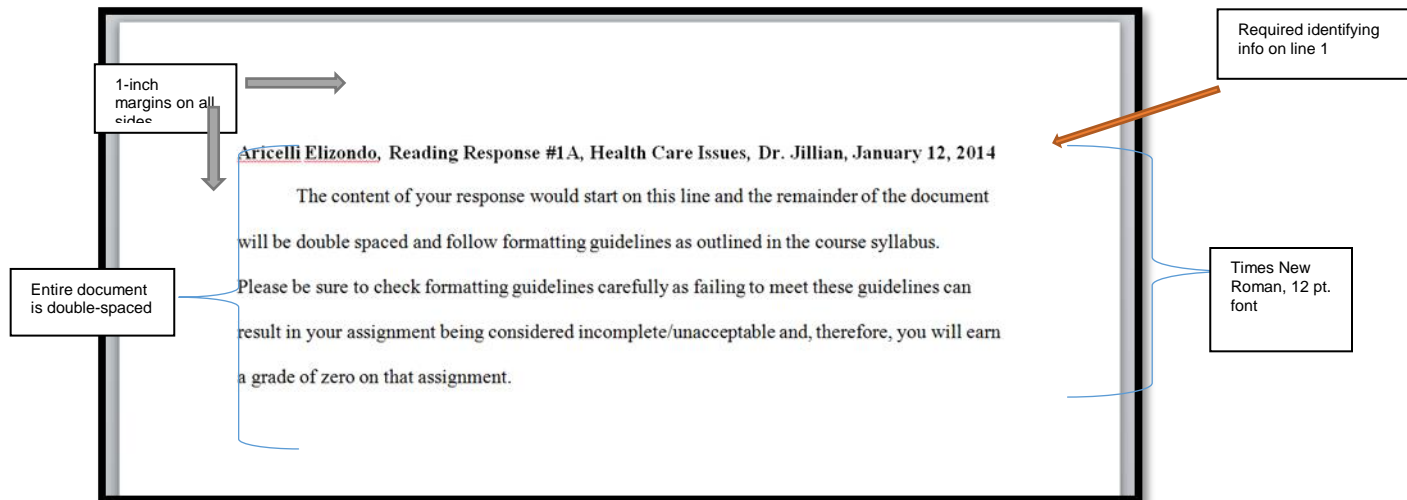
<u>Classroom and Equipment Use Policies</u>
• **No cell phones or other electronic messaging services may be used when you are meeting with the course instructor or when you are meeting with other students enrolled in this course**. In my experience, these devices do nothing to enhance the learning experience; on the contrary, they pose a significant distraction. During our time together, I expect these devices to be shut off or set on "silence" and to be put away, out of sight—if I see (or hear!) these devices during class time, I will assume you are using them and you will be exited from the classroom. Complains is mandatory.

<u>Assignment Format</u>
Your assignments **must** adhere to the following formatting requirements:
- All margins must be 1 inch.
- <u>Page lengths are minimums and given in FULL pages</u>—for example, if an assignment indicates that you must submit at least 4 pages, you must submit <u>4 full</u> pages in order for your assignment to be considered acceptable.
- You must use Times New Roman font (this is required by the UTD Office of Graduate Studies for the final master's project) and 12-point type (also required by the UTD Office of Graduate Studies).
- The body/content of your document must be <u>double-spaced</u>.
- Follow standard guidelines for Turabian citation style (this is designated by the UTD Office of Graduate Studies) for pagination, headings, citations, and other formatting issues.
- Graphics, tables, and illustrations need to be clearly identified and explained.
- Documents must be free of spelling, punctuation, and grammatical errors.
- Sources must be documented and/or quoted appropriately in the text as well as in the References/ Bibliography at the end of your document.
- Unless otherwise indicated, assignments must be submitted to the course eLearning site as a Word document. <u>Do not</u> simply cut and paste the body of the document into the "text box" on eLearning as this is not acceptable.
- The following information must be included (<u>in **bold**</u>) on the first line of the first page: your name, the title of the assignment, the course name and number, my name, the date submitted. The "content" of your assignment should then begin on the next line of your double-spaced document. For example:

The content of your response would start on this line and the remainder of the document will be double spaced and follow formatting guidelines as outlined in the course syllabus. Please be sure to check formatting guidelines carefully as failing to meet these guidelines can result in your assignment being considered incomplete/unacceptable and, therefore, you will earn a grade of zero on that assignment.

Aricelli Elizondo, Reading Response #1A, Health Care Issues, Dr. Jillian, January 12, 2014

Callout labels: "1-inch margins on all sides", "Entire document is double-spaced", "Required identifying info on line 1", "Times New Roman, 12 pt. font"

NOTE: Failure to adhere to formatting requirements will result in your assignment being considered "incomplete" and, therefore, unacceptable.

Writing Center
The course instructor may, in the course of the semester, require you to work with the tutors at the UTD writing center and to document your work with those tutors. This is meant to help you get additional feedback on the written work you complete for this course and to help you continue to improve your writing skills.

Violation of Course and Instructor Policies and/or UTD Student Code of Conduct
Violation of course and instructor policies and/or the UTD Student Code of Conduct may result in your immediate exit from the classroom space. In addition, a report may be filed with the Dean of Students Office and penalties may be pursued in conjunction with UTD policies that govern student behavior. If you are unable to abide by the policies that are specific to this course, this instructor, or as they are indicated within the UTD Student Code of Conduct, you should drop this course.

Comet Creed
This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

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

UT Dallas Syllabus Policies and Procedures
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 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.

Campus Carry

The University's concealed handgun policy is posted on the campus carry website: https://www.utdallas.edu/campuscarry/

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas 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 Helpdesk: http://www.utdallas.edu/elearning/eLearningHelpdesk.html.

Field Trip Policies, Off-Campus Instruction and Course Activities

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

Detailed information regarding this policy, in accordance to Texas Education Code, Section 51.950, can be accessed at the UT Dallas Policy Navigator, http://policy.utdallas.edu/utdbp3023, and at http://www.utdallas.edu/administration/insurance/travel. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) 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 online catalogs (http://catalog.utdallas.edu).

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 Student Code of Conduct, UTDSP5003 (http://policy.utdallas.edu/utdsp5003). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at https://www.utdallas.edu/conduct/.

A student at the University neither loses their 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 its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

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 demonstrates a high standard of individual honor in his or her scholastic work.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: https://www.utdallas.edu/conduct/dishonesty/.

Copyright Notice

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see http://copyright.lib.utexas.edu/copypol2.html. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at http://policy.utdallas.edu/utdpp1043) and the UT System's policy, UTS107 at http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials.

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. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to http://netid.utdallas.edu.

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 at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (http://www.utdallas.edu/calendar) and in the Academic Calendarhttp://www.utdallas.edu/academiccalendar). 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 unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being 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 disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/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 may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

AccessAbility 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 this course, please discuss it with your professor and allow one week advance 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 OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the Texas Tax Code. Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments 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 President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of Texas Education Code 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed

The Office of Student Success operates the Student Success Center (SSC, http://www.utdallas.edu/studentsuccess), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Math Lab** gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.
The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.
Please go to http://go.utdallas.edu/syllabus-policies for more information on these policies.

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