"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, Online Syllabus

Instructor: Patsy Totusek, PhD

Office/Office Hours: JO 5.608G, Thursdays, 11:30-1:00

Email: Patricia.Totusek@utdallas.edu (This is the best way to contact me; please include your section number when sending emails)
Available by email until 9PM, M-F; random access over weekends
Personal appointments always welcomed

Sections: COMM1311.0W9 & COMM1311.5W1

Important: Speeches take priority in this course. You'll need to pass the speeches 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.

Online Format
This course is completely online. Students will use their UTD NetID account to login at: http://elearning.utdallas.edu   You are not required to come to campus unless you choose to deliver your speeches in the Comm Lab. This is not a self-paced course. Every week assignments will be due on Wednesdays and Sundays by 11:59PM. It's very important for you to login to the class daily (or at least every other day) because Announcements will be posted in eLearning that will help you with your assignments and alert you to upcoming deadlines. Regular attention to your UTD email account is essential because I will use it to approve proposals, provide feedback, and inform you of attendance or participation issues.

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 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 networking activities, the Team Presentation, the Informative Speech, the Two-Minute Speech, and the Final 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 Two-Minute Speech, the Informative Speech, the Team Presentation, the Final Speech, and ten chapter quizzes).

Teamwork - to integrate interpersonal skills with small group theories and concepts in a Team Presentation (assessed via the Team Presentation).

Personal responsibility - to identify ethical principles involved in communication situations and to apply these principles to daily life (assessed via participation in the "Case Study in Ethics," "Ask the Ethicist" discussions, digital Discussion Posts, and completing individual assignments for the team Accountability Day).

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Requirements

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Textbook

You'll need the text the first week of class and you'll refer to it throughout the semester when preparing for quizzes, developing outlines, and posting responses on discussion boards. Here's the information you'll need for acquiring it:

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:(A half mile East of the University's Main entrance on Campbell. 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

Internet and Recording Equipment

- High speed internet and access to eLearning are essential for this course.

- You will video each of your assigned speeches.

- All UTD students have an existing Box Account. We'll use Box to house your speech videos for this course. Instructions will be provided for accessing your UTD Box account, uploading your videos into Box, and posting your videos into eLearning.

- You'll need access to a high quality webcam or video camera to record your speeches. The recording function on a computer, tablet, or cell phone can also be used for most of the assignments if: (1) Audio input is adequate; (2) Lighting and resolution allow us to see you clearly; and (3) The recording device is kept steady (positioned on a stationary object) throughout the presentation. Recording devices must be handled as professionally as possible.

- The Informative Speech must be recorded in front of an audience of at least five adults in order to meet the public speaking requirement. You'll want to make arrangements for your audience and an appropriate setting well in advance. I encourage you to think strategically when inviting audience

members. Prepare well so you can demonstrate your competence to those whose letters of recommendation or networking contacts may prove useful at a later time. Use this assignment to show your professionalism and capabilities.

- The Informative Speech also requires you to develop a PowerPoint Presentation and display it while delivering your speech. It's important that your PowerPoint slides are easily visible to your online and live audience. Your laptop will not provide a large enough screen for easy viewing.

- If recording equipment is a concern, you may make an appointment through the UTD Comm Lab to reserve a room in its facilities and then use the equipment in the room for recording purposes and PowerPoint display http://www.utdallas.edu/studentsuccess/commlab/index.html Appointments must be made well in advance of the due date as the demand for these rooms is high and you will be held to the deadlines for the Informative Speech that are shown in this Syllabus. Alternatively, you can also use a USB from a laptop or computer to a large screen.

> For many of you, this is a lot of technology to navigate. I want everyone to iron out potential problems and pitfalls early, by the first week of class. If you are unable or not equipped to follow the guidelines for posting presentations during this week, you should drop the course and consider taking it or the F-T-F COMM1311 format at another time.

Online Assistance

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
- To get familiar with the eLearning tool, please see the Student eLearning Tutorials at https://www.utdallas.edu/elearning/students/

Policy on Server Unavailability or Other Technical Difficulties
The university is committed to providing a reliable online course system. In the event of an unexpected server outage or any unusual campus-wide technical difficulty preventing you from completing a time sensitive assessment activity, I will extend the time window and provide an appropriate accommodation based on the situation. Students should immediately report any problems to me and also contact the UTD eLearning Help Desk.

Resources for Distance Learning
UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm
McDermott Library:
Distance Learners will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, and interlibrary loan) from off campus. For more information on library resources go to http://www.utdallas.edu/library/distance.html.

Grading

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.

Syllabus Quiz	O Points
10 Chapter Quizzes	200 Points
Informative Speech Readiness Quiz	40 Points
5 Discussion Board Posts	100 Points
Two-Minute Speech Outline (30), Presentation (50), Self-Assessment (20)	100 Points
Informative Speech Outline (100), Presentation (100), PowerPoint (25), 4 Peer Evaluations (20)	245 Points
Team Presentation Outline (100), PowerPoint (50), Status Report (25) Accountability Day Submissions (20), 2 Team Posts(20)	215 Points
Final Speech Outline (30), Presentation (50), Skills-Assessment (20)	100 Points
TOTAL	**1000 Points**

Participation Points
If you attended my COMM1311 F-T-F class, you would be completing some of the assignments shown above as in-class, ungraded activities. I've included these activities in this online class because I think they are important. Here's my policy on them: If you follow the instructions for the assignment and complete it by the due date you will receive full credit for it. Conversely, if you partially follow instructions or fail to submit the assignment by the due date, you will receive zero points. The assignments to be completed in this manner are Discussion 1, the Self-Assessment, the Peer Evaluations, and the Skills Assessment Survey.

Extra Credit Opportunities (Maximum of 20 Points, 10 points per Consultation)

- ✓ 1-2 Consultations with COMM Lab for Team Presentation (in-person, email, and Skype options available)
- ✓ 1-2 Individual consultations with instructor or COMM Lab resources for Informative Speech Outline, Presentation, and/or PowerPoint Presentation (in-person, email, and Skype options available)

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.

Deliverables and Late Work

No late work for quizzes, assignments, or speeches is permitted. Personal technical difficulty with eLearning is not a sufficient excuse for late work. Submit your videos and assignments sufficiently early to avoid or resolve any last-minute technical problems.

Personal Circumstances

If unavoidable personal circumstances are going to affect your participation in this class, 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.

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Assignments and Academic Calendar

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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	Reading	Assignments
8/22-8/28	*Introducing COMM1311* *A First Look at Civil Communication*	Chapter 1, Text (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.) Syllabus, eLearning Meet your Instructor, in Menu on left in eLearning Week 1, eLearning	1. **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 necessary to score 100.</u> Due Wed., 11:59PM 2. **Chapter 1 Quiz** by Wed., 11:59 PM 3. **Jpg self-image** by Sun., 11:59PM in eLearning 4. **Discussion 1** (Requires Speech Upload) • Your post by Sun. 11:59PM • Responses to all classmates by Sun. 11:59PM • Identify your personal lie when convenient
Week 2			
8/29-9/4	*Perceiving the Self and Others*	Chapter 2, Text Two-Minute Speech Folder Week 2, eLearning	1. **Chapter 2 Quiz** by Wed.,11:59PM 2. **Outline for Two-Minute Speech** by Sun., 11:59PM. Look for feedback in My Grades in eLearning – select "Rubric" associated with Two-Minute Speech Outline
Week 3			
9/5-9/11	*Civil Verbal Communication*	Chapter 3, Text Week 3, eLearning	1. **Chapter 3 Quiz** by Wed.,11:59PM 2. **Two-Minute Speech Presentation** in Class Discussion Board via Box by

			Sunday, 11:59
			3. **View speeches of five classmates** and leave positive comments, by Sunday, 11:59PM
			4. **Self-Assessment** for Two-Minute Speech by Sun., 11:59 PM
Wednesday	9/7	Last day to drop this class without a "W"	
Week 4			
9/12-9/18	*Civil Nonverbal Communication*	Chapter 4, Text Week 4, eLearning	1. **Chapter 4 Quiz** by Wed., 11:59PM 2. **Discussion 2** • Your post by Sun.,11:59PM • Responses to 3 classmates by Sun., 11:59PM
Week 5			
9/19-9/25	*Civil Listening and Responding with Confirmation*	Chapter 5, text Week 5, eLearning	1. **Chapter 5 Quiz** by Wed., 11:59PM 2. **Discussion 3** • Your post by Sun., 11:59PM • Responses to 3 classmates by Sun., 11:59PM 3. **"What would you like to hear students talk about in COMM1311?"** (An anonymous survey**)** by Sun. 11:59PM
Week 6			
9/26-10/2	*Preparing Civil Public Speeches*	Chapter 11, text Week 6, eLearning Informative Speech folder, eLearning	1. **Informative Speech Readiness Quiz** by Wed., 11:59PM 2. **Discussion 4** • Your post by Sun.,11:59PM • Responses to 3 classmates by Sun., 11:59PM 3. Now would be a good time to select a topic for your Informative Speech and begin finding three good research sources for it
Week 7			
10/3-10/9	*Delivering Public speeches with Civility*	Chapter 12, text "Outline/Presentation Help" in left menu in eLearning Week 7, eLearning	1. **Speech Proposal** in Class Discussion Board by Sun., 11:59PM 2. **Begin Informative Speech Outline** once Speech Proposal has been approved
		Midterm Grades viewable in eLearning on Sat., Oct. 15 We're halfway there!	

Week 8			
10/10-10/16	*Interpersonal Relationships and Civil Communication (Small Talk)*	Chapter 6, text Week 8, eLearning **During the Week:** *Find your teammates for the Team Presentation by clicking on the Team Discussion Board in left-hand menu in eLearning.*	1. **Chapter 6 Quiz** by Wed., 11:59PM 2. **Team Post 1** (Requires image upload) • Your post by Sun., 11:59PM • Response to each teammate by Sun., 11:59PM 3. **Discussion 5** • Your post by Sun., 11:59PM • Responses to 3 classmates by Sun., 11:59PM 4. Continue to develop Informative Speech Outline for submission next week, 10/23 5. This is a good week to pursue extra credit opportunities for outline/PPT consultation (optional)
Week 9			
10/17-10/23	*Intimate and Romantic Relationships and Civil Communication*	Chapter 7, text Week 9, eLearning	1. **Chapter 7 Quiz** by Wed.,11:59PM 2. **Team Post 2** • Your post by Sun., 11:59PM • Response to each teammate by Sun., 11:59PM 2. **Informative Speech Outline due in Turnitin** in Informative Speech folder by Sun., 11:59PM. See instructions for posting.
Week 10			
10/24-10/30	*Civil Communication in Conflicts*	Chapter 8, text Week 10, eLearning Team Presentation Folder **During the week the team:** *-Chooses a team leader* *-Chooses an assistant team leader* *-Chooses its communication channels* *-Establishes team norms* *-Clarifies the Team Presentation Assignment* *-Chooses a leader to research for the project* *-Decides who will post Team Status Report 1*	1. **Chapter 8 Quiz** by Wed., 11:59PM 2. Conduct important team discussions by Wed., 11:59PM 3. **Team Status Report 1** by Sun., 11:59PM 4. **Team Communication Assessment** by Sun., 11:59 PM 4. **Begin finalizing PowerPoint** for submission next week, 11/6. 5. **Study feedback for Informative Speech Outline** when grade becomes available and edit outline as necessary. See instructions for viewing Turnitin feedback in

			Informative Speech folder. 6. **Practice Informative Speech Presentation with PowerPoint** in preparation for videoing and submission next week, 11/6
Week 11			
10/31-11/6	*Public Speaking*	Week 11, eLearning	1. **Informative Speech Presentation** due in Class Discussion Board via Box by Sun. 11:59PM 2. **PowerPoint for Informative Speech** by Sun. 11:59PM
Week 12			
11/7-11/13	*Civil Communication in Groups*	Chapter 9, text Week 12, eLearning **During the week the team:** *-Conducts preliminary research on selected leader* *-Determines thesis and main points.* *-Completes Team Presentation Proposal* *-Assigns research responsibilities* *-Assigns project responsibilities (Final Outline or Final PPT)* *-Decides who will post Team Status Report 2*	1. **Chapter 9 Quiz** by Wed., 11:59PM 2. **Four Peer Evaluations** by Sun., 11:59PM, 3. **Team Presentation Proposal** by Sun., 11:59PM 4. **Team Status Report 2** by Sun., 11:59PM
Week 13			
11/14-11/20	*Group Processes and Civil Communication*	Chapter 10 PowerPoint Final Speech Folder Week 13, eLearning **During the week the team prepares for Accountability:** *-Members post assigned outline portion and research sources in MLA format on the Team Discussion Board* *-Members post PPT images (as a Word document) on the Team Discussion Board* *-Team members assess quality of contributions and take appropriate action where necessary.* *-Team decides who will post Team Status Report 3*	1. **Chapter 10 Quiz** by Wed.11:59PM 2. **Read Final Speech Folder** 3. **Team leader** reminds teammates of Accountability deadline and assesses progress of team members before deadline so as to provide team assistance if necessary. 4. **Individual outline responsibilities and PPT images** by Sun., 11:59PM 5. **Team Status Report 3** by Sun., 11:59PM

Week 14			
11/21-11/27		**FALL BREAK, NO CLASS**	
Week 15			
11/28-12/4	*Team Presentation*	Week 15, eLearning **During the week the team:** **Puts it all together!** -Final Outline team members edit, coordinate, and enhance outline portions -Final PPT team members edit and format PPT images into a coordinated, engaging display *-Team decides who will post Team Status Report 4*	1**. Draft Final Outline and Draft Final PPT** are assembled and posted for team review on Team Discussion Board, File Exchange, by Wed., 11:59PM. 2. **Final Team Outline** posted in "Post Final Team Outline Here" in Team Presentation Folder, by Sun., 11:59PM 3. **Final Team PowerPoint** posted in "Post Final Team PowerPoint Here" in Team Presentation Folder, by Sun., 11:59PM 4. **Team Status Report 4** by Sun., 11:59PM
Week 16			
12/5-12/7	*Public Speaking*	Week 16, eLearning for course wrap-up	1. **Final Speech Outline** in **"**Post Final Speech Outline Here," due, Wed., 11:59PM 2. **Final Speech** in Class Discussion Board, by Sun., 11:59PM 3. **Skills Assessment survey** in Skills Assessment folder by Wed., 11:59PM
		NO FINAL EXAM **Class ends Wednesday, Dec. 7, 11:59PM**	

General Education Core Objectives

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

1. Communication skills – Students will demonstrate effective written, oral and visual communication.
2. 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
3. Teamwork – Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
4. Personal responsibility – Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making

Major Assignments & Policies

Syllabus Quiz   0 Points

A ten-question, multiple-choice, 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 course.

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 studying assigned chapters 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.

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 uploaded by 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 and speech presentation on time.

Two- Minute 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 give and receive feedback from peers. Your final outline will be submitted on Turnitin (a plagiarism-checking site).

Team Presentation   **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 and an assistant leader. All collaboration will occur online. 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 assembling the Final Team Outline and some will work on assembling the Final Team PowerPoint. The Final Outline and the Final PowerPoint presentation will be posted for grading but will not be presented in a video format.

Five Discussion Posts   **100 Points**

Most Discussion Posts have 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. Post 1 requires a short video upload via Box.

Final Speech (Required for passing COMM1311)   **100 Points**

This is a 2-3 minute speech in which you describe your three most important "takeaways" from COMM1311. It requires an outline and a self-assessment of post-course communication skills.

General Guidelines for Success in this Class
1. Login and fully engage in online activities. Online activities are designed to reduce the stress involved in preparing and presenting speeches and collaborating on team work.

2. Be there for your teammates.
3. Assignments can be turned in before the deadline if physical presence in class is not possible or you like working 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. This is especially important in an online course where others are handicapped because they can't hear the tone of your voice or see your nonverbal cues. Recognize these limitations and think carefully before you respond.

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.

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.