

BIOL, CHEM, GEOL, and PHYS 4343: Research Methods
Spring 2017

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Faculty Profile: <https://www.uta.edu/profiles/gregory-hale>

Section Information: All sections of BIOL 4343, CHEM 4343, GEOL 4343, and PHYS 4343

Time and Place of Class Meetings:

Lecture (both sections): Fridays, 3:00-5:00 p.m., 101 Life Science

Laboratory (section 101): Thursdays, 3:30-5:20 p.m., 138 Life Science

Laboratory (section 102): Wednesdays, 3:00-4:50 p.m., 138 Life Science

Description of Course Content: This course will enable UTeach students to experience hands-on the tools that scientists use to solve scientific problems. There will be a focus on the mathematics used by scientists in the way that scientists use it. Students will engage in designing experiments, formulating hypotheses, collecting data, using statistics, reading and evaluating the scientific literature, writing and reviewing scientific papers, and making oral presentations of scientific research.

Student Learning Outcomes: Students will gain experience in conducting scientific experiments, analyzing data, and giving written and oral presentations of their results. They will also be reviewing each other's presentations. Students will be immersed in the process of scientific inquiry so that when they become teachers, they will be able to instruct their own students in how to approach questions scientifically.

Required Textbooks and Other Course Materials:

1. *Research Methods for Science* by Michael P. Marder, 2011, Cambridge University Press. Students will be provided with the text and other course handouts via the course's Blackboard page. Additional reading will be required of literature available electronically through UT Arlington's library.
2. A lab notebook that makes carbonless copies to hand in assignments at the end of each lab session and maintain a personal copy.
3. Tk20: (If you have already purchased Tk20, you may still access the software this semester and do not need to purchase it again.) The College of Education has implemented Tk20, a comprehensive data management system that provides powerful tools to manage growth and streamline processes to meet your needs more efficiently and effectively. The set of tools that is required as a course text is called *TK20 HigherEd*. The following is a partial listing of what the Tk20 system will enable you to do:
 - Create your key assessments and performance artifacts online, which you will be able to access and use beyond graduation. This will enable you to present documented performance data and information to prospective employers, who are increasingly interested in data-supported evidence of an individual's current and potential performance.
 - Submit forms online, including applications for field-based experiences such as student teaching, practicum, internships, or other clinical practice required for teacher or administrator certification, and receive timely notification of placement details sent to your Tk20 account.
 - Create multimedia portfolios for documenting your work for presentation to faculty and prospective employers that can be exported to CDs or other media.
 - Monitor your progress throughout the program and have access to a fully documented record of your program performance, creating a vested partnership between you and faculty in your progress through your academic program.

On-line tutorials and training materials will orient you to the Tk20 system and its use. For additional information, go to <http://www.uta.edu/coehp/tk20>.

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have decided that attendance is mandatory and will be incorporated into the student's grade.

Grading: Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. Grades will be calculated as follows:

- 10 pts. Attendance
- 25 pts Homework assignments
- 5 pts Inquiry 1
- 2 pts Inquiry 2 proposal
- 3 pts Inquiry 2 draft
- 3 pts Inquiry 2 oral presentation
- 10 pts Inquiry 2 final writeup (will only be graded if preceding assignments were completed)
- 10 pts Inquiry 3 writeup
- 2 pts Inquiry 4 proposal
- 5 pts Open Question presentation
- 5 pts Inquiry 4 draft
- 5 pts Inquiry 4 oral presentation
- 15 pts Inquiry 4 final write-up (will only be graded if preceding assignments were completed)

Late assignments will lose 10% of the value of the assignment for each day it is late. The Inquiry final write-ups will be graded according to a rubric in your course packet. Final Inquiries must be related to the subject for which you have enrolled, e.g., if you are in BIOL 3310, your final inquiry must be a biology inquiry. There will be no exams in this course.

Final grades will be determined on a strict scale: 90.0-100 A, 80.0-89.9 B, 70.0-79.9 C, 60.0-69.9 D, 0-59.9 F.

Descriptions of major assignments and examinations: Students are required to complete 11 homework assignments and four major inquiries over the course of the semester that include oral or written assignments. Details are provided in the Course Information packet. In addition, there is one presentation of an open question topic.

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 2-6 hours per week of their own time in course-related activities, including reading required materials, completing assignments, etc.

Professional Dispositions. College of Education and Health Professions, approved 5/2012: Each candidate in the College of Education and Health Professions of UT Arlington will be evaluated on Professional Dispositions by faculty and staff. These dispositions have been identified as essential for a highly-qualified professional. Instructors and program directors will work with candidates rated as "unacceptable" in one or more stated criteria. The candidate will have an opportunity to develop a plan to remediate any digressions. Please see the attached policy document from the College of Education for details.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Course Schedule

Date	Topic	Project in Progress	Reading	Homework Start	Due Dates
Lab (1/18,19)	Balloons: Inquiry I preparation	Inquiry I		1 (Inquiry Grading)	
20 Jan	Falling objects: Experimental design		Chapters 1 & 2		
Lab (1/25,26)					
27 Jan	Evaluate Seilman Paper – Complete Homework 1				
Lab (2/1,2)	Safety, Inquiry II	Inquiry II	Appendix A, Chapter 3		Inquiry I
3 Feb	Homework 1 Grading Discussion & Statistics: sampling, averaging		Sample Inquiries		Homework 1
Lab (2/8,9)	Graphical analysis of data; Inquiry II			2 (Excel) 3 (Human Subjects)	Inquiry II proposal
10 Feb	Statistics: standard deviation, standard error, distributions				
Lab (2/15,16)	Inquiry II			4 (Statistics)	Homework 3
17 Feb	Complete Homework 2 – Using Excel				Homework 2
Lab (2/22,23)	Inquiry II				Homework 4
24 Feb	Curiosity and scientific inquiry and Scientific literature: existence and searching		Chapter 5	5 (Inquiry grading) 6 (literature search)	
Lab (3/1,2)	Inquiry III	Inquiry III			
3 Mar	Statistics: Z tests, t tests				
Lab (3/8,9)	Inquiry III and χ^2			7 (χ^2)	Homework 6
10 Mar	Inquiry II Partner Grading				Inquiry II draft Homework 5
Lab (3/22,23)	Inquiry IV planning	Inquiry IV			Homework 7
24 Mar	Inquiry II presentations		Chapter 4	8 (Estimation)	Inquiry II Pres.
Lab (3/29,30)	Inquiry IV; proposal review				Inquiry IV Proposal 1
31 Mar	Stats: Mock Inquiry III			9 (M&Ms)	Inquiry II Final
Lab (4/5,6)	Inquiry IV				Inquiry IV Proposal 2,
7 Apr	Modeling: Order of Magnitude			10 (open questions)	Inquiry III
Lab (4/12,13)	Inquiry IV		Presentation articles	11 (Inquiry Grading)	
14 April	Modeling: M&M's				Homework 8
Lab (4/19,20)	Inquiry IV				
21 Apr	Open Question Presentations				Open Question Pres. Homework 9
Lab (4/26,27)	Inquiry IV				
28 April	Inquiry IV partner discussions				Inquiry IV draft Homework 11
Lab (5/3,4)	Inquiry IV final prep				
5 May	Open Question Presentations				Homework 10
Final Exam Week	Inquiry IV Presentations (Wed 10 May, 3:30-6:00 Section 102, Thur 11 May, 3:00-5:30 Section 101)				Inquiry IV Final – turn in on Tk20

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Dr. Greg Hale

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwwb.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Lab Safety Training: Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder

of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located to the right as you exit the lab (138 Life Science) or to the right or left as you exit the classroom (101 Life Science). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In *Quick Hits* sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

The IDEAS Center (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Librarian to Contact:	Biology	Kaeli Vandertulip	817.272.5352	kaeli.vandertulip@uta.edu
	Chemistry	Antoinette Nelson	817.272.7433	nelson@uta.edu
	Geology	Andy Herzog	817.272.7517	amherzog@uta.edu
	Math	C.D. Walter	817.272.5336	cdwalter@uta.edu
	Physics	Andy Herzog	817.272.7517	amherzog@uta.edu

**University of Texas at Arlington
College of Education
Conceptual Framework**



The conceptual framework of the UT Arlington College of Education was developed collaboratively and has evolved over time. Following the identification of a set of core values held by all involved in the preparation of candidates enrolled in the College, members of the University, PK-12 districts, higher education institutions, and area business and foundation communities worked together to develop a shared vision for education.

All activities in the College are guided by the premise that we are Partners for the Future, committed to fostering critical, creative thinkers prepared to engage meaningfully in a dynamic society. This premise is characterized and distinguished by three core values: Professionalism, Knowledge, and Leadership. Research, Diversity, and Technology are themes woven throughout each core value. The College mission, core values, and themes serve as the coherent thread running through all professional programs, guiding the systematic design and delivery of clinical/field experiences, course curricula, assessments, and evaluation. The Conceptual Framework consists of six interrelated and interacting components, which are viewed as essential contexts for the shaping of informed, skilled, and responsible partners:

- The first core value, **Professionalism**, represents the contention that candidates develop an expertise and specialized knowledge of their field. A high quality of work, standard of professional ethics and behaviors, as well as work morale and motivation are all necessary factors of a developed interest and desire to excel in job performance.
- The second core value, **Knowledge**, represents candidate theoretical or practical understanding of a subject. In today's world, candidate knowledge includes not only academic content mastery, but also skills such as critical thinking, communication, technology literacy, and collaboration, each required for success in college, life, and career.
- The third core value, **Leadership**, represents candidate ability to organize, assist, and support others in the achievement of a common task. Candidates develop and refine their leadership skills within the context of their interactions with PK-20 students, curricula, faculty, and other

professionals. The additional three components of the model, Research, Diversity, and Technology, represent themes woven into the core values:

- **Research** encompasses the investigation of ideas and theories with the purpose of discovering, interpreting, and developing new systems, methods, and support for knowledge, behaviors, and attitudes.
- **Diversity** is an indispensable component of academic excellence. A commitment to diversity means a dedication to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community such as race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.
- **Technology** is emphasized throughout all programs and is used to support and improve content delivery and student learning.

All components lead to the achievement of one goal—the development of informed and responsible Partners for the Future—who are committed to fostering analytical, innovative thinkers prepared to engage meaningfully in a dynamic society.

Policy and Guidelines for Professional Dispositions in the College Of Education¹

The University of Texas at Arlington

Approved by COEHP Professional Dispositions Committee 4-18-2012

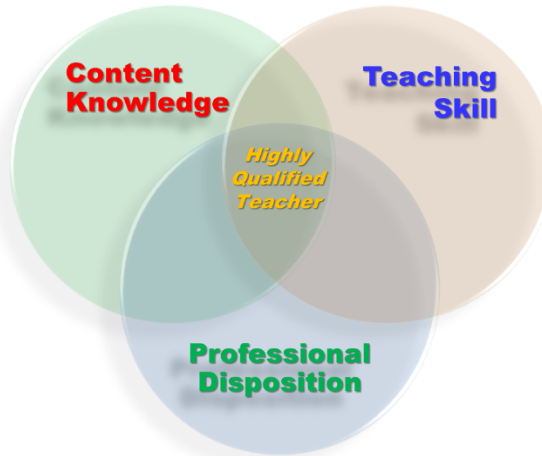
Approved by Department of Curriculum and Instruction, Department of Kinesiology, and Department of Educational Leadership and Policy Studies 10-21-2012

Approved by UTeach Arlington Program, College of Science, 2- 27-2013

Approved by Teacher Education Council 2-19-2013

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¹ This Policy and Guidelines for Professional Dispositions document pertains to students and candidates enrolled in the following COEd Departments and/or Programs: Department of Curriculum and Instruction (C&I), Department of Kinesiology (KINE), Principal and superintendent Certification Programs in the Department of Educational Leadership and Policy Studies (ELPS).

I. PROFESSIONAL DISPOSITIONS STATEMENT *(Approved by Teacher Education Council, 2-7-2012)*
The following statement on Professional Dispositions will appear in the Undergraduate and Graduate Catalogs and in all relevant documentation.

Each student/candidate in the College of Education of UT Arlington will be evaluated on Professional Dispositions by faculty and staff. These dispositions have been identified as essential for a highly-qualified professional. Instructors and program directors will work with students/candidates rated as “unacceptable” in one or more stated criteria. The student/candidate will have an opportunity to develop a plan to remediate any digressions.

II. PROFESSIONAL DISPOSITIONS GUIDELINES

The following Professional Dispositions Guidelines are to be followed by all students and candidates in COEd. The standards referenced are those of the Texas Administrative Code.² Students and candidates are responsible for identifying and following professional standards and policies for their particular state.

A. Professional Demeanor: TAC Standards 1.9, 1.10, 2.1 through 3.9

- Demonstrates respect and consideration for the thoughts and feelings of others (diverse populations, school personnel, university personnel, PreK-16 students).
 - Demonstrates kindness, fairness, patience, dignity and respect in working with others.
 - Accepts decisions made by institutional authority.
 - Treats others in a just and equitable manner.
- Maintains composure and self-control.
 - Responds positively to constructive criticism.
 - Follows appropriate channels of communication/authority.
 - Reacts professionally (calm and patient) when under stressful situations.

B. Professional Practices: TAC Standards 1.1 through 3.9

- Complies with class and program requirements
 - Attends classes, trainings, and field experiences.
 - Arrives on time and remains for the duration.
 - Is prepared, engaged, and meets deadlines.
- Demonstrates academic integrity and honesty.
- Maintains appropriate confidentiality at all times.
- Demonstrates compliance with all laws and regulations.
- Demonstrates compliance with University policies and Texas Education Agency (TEA)/professional specialty program area standards³

C. Professional Appearance: TAC Standards 1.7, 1.10, 2.5

- Displays personal appearance and/or hygiene appropriate for professional settings.

² Texas Administrative Code, Ethics and Standard Practices for Texas Educators can be found at:
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2) .

³ Specialty areas as in KINE must access and follow their discipline-specific professional and ethical standards. Non-Texas residents are responsible to follow the guidelines for ethical behavior published by their home state.

D. Professional Language/Communication: TAC Standards 1.1, 1.7, 1.9, 1.10, 1.11. 2.1, 2.3 through 2.5, 2.7, 3.1 through 3.6, 3.8, 3.9

- Uses appropriate and professional language and conduct.
- Works effectively, collaboratively, and equitably with others.
- Receives feedback in a positive manner and makes necessary adjustments.
- Uses electronic and social media appropriately, e.g., texting, Facebook, Linked-In.
- Follows school and state regulations in electronic contacts made with PreK-12 students, parents, administrators, professors and others professionals.
- Uses UT Arlington email as official university form of electronic communication and information.
- Uses respectful electronic communication etiquette in course related materials and correspondence, such as in Blackboard and email.

III. DISSEMINATING PROFESSIONAL DISPOSITIONS STATEMENT, GUIDELINES, AND INFORMATION

The following procedures will be used to educate and disseminate the COEd Professional Dispositions statement, guidelines, and information to all students and candidates.

- a. The **I. Dispositions Statement** and **II. Professional Dispositions Guidelines** are listed in catalog (UG and G) and on COEd Website (UG and G portals)
- b. At first point of contact in the COEd students/candidates are given the **Professional Dispositions Statement** and **Professional Dispositions Guidelines** as they appear in this document.
 - i. High School Students – given during information sessions
 - ii. Undergraduate Students – given by advising office (COEHP, COLA, COS, UTeach)
 - iii. Transfer Students – given by advising office as above
 - iv. Graduate Students – graduate advisor
 - v. Academic Partnership (AP) Students – Welcome Letter sent by appropriate advisor
- c. After admitted, students/candidates are given the list of dispositions to agree to and sign. Students and candidates electronically 'agree' to the **Professional Dispositions Statement** and **Professional Dispositions Guidelines** that appear in this document and submit. Students and candidates have to agree to dispositions guidelines before they can be accepted into a full major in the COEd. If they do not agree they cannot proceed in the program.
- d. The **Professional Dispositions Statement** will be placed in appropriate program area Handbooks. The URL for accessing the **Professional Dispositions Statement** and **Professional Dispositions Guidelines** as they appear in this document will be placed in course syllabuses.
- e. Students/candidates complete a *Dispositions Education Module*⁴ within an early course taken in the program. Faculty of each program will identify this introductory course to include completion of this module.
- f. Students/candidates will review the *Dispositions Education Module* prior to field experiences and/or student teaching orientation (C&I); practicum for Reading Specialist (C&I); application for practicum (ELPS); Step 1 and Classroom Interactions (UTeach); and methods of teaching courses (Kinesiology).

⁴ The *Dispositions Education Module* will be developed by the Professional Dispositions Committee, and will be subject to Department, College, and TEC Committee approvals as a separate document.

IV. PROCEDURES FOR ADDRESSING DIGRESSIONS FROM COEd PROFESSIONAL DISPOSITIONS POLICY

When digressions in Professional Dispositions Guidelines occur the following procedures will be implemented.

- a. Official Digressions Report (shown in this document as, **V. Digression Report for Use in Cases of Digressions from COEd Professional Dispositions Guidelines**) is completed by faculty/staff member (evaluation report is a check-box format), posted on website for faculty/staff access.
- b. Faculty/staff member submits completed form to chair and/or program director.
- c. Student/candidate is notified by the chair or program director that a Digressions Report has been completed and filed (chair/program director posts form to designated Mavspace file).
- d. Student/candidate is contacted to schedule a meeting within 14 business days of the incident with faculty/staff, chair, and program director.
- e. Disposition meeting takes place with student/candidate, faculty/staff, and chair and/or program director. (Note: If more than one faculty/staff member submits a report on the same student/candidate, the meeting occurs together).
- f. Together an action plan to address dispositions is developed, signed by all present and posted in the designated Mavspace file.
- g. If the action plan agreed upon in the initial Department-level meeting proves to be ineffective or is not followed by the student/candidate, additional Department-level meetings may take place with a reiteration of existing or new action plan(s) developed.
- h. Recurring or more serious offenses/digressions as determined at the Department-level by faculty, staff, and/or administrators, will be referred to the *College Dispositions Committee*⁵ to review.
- i. The College Dispositions Committee will make a recommendation as to continuance in program or options.
- j. Electronic letter on outcome of College Dispositions Committee meeting from Committee and Dean is submitted to student/candidate to official UT Arlington email account.
- k. The student/candidate has 14 days to appeal the decision, submitted to the College Dispositions Committee and COEd Dean.
- l. The appeal will then be forwarded to the University's Office of Student Conduct.

⁵ The College Dispositions Committee will consist of members of each COEd Department, and at least one member each of COLA and COS. A representative of the UT Arlington Office of Student Conduct will serve as ex-officio on the College Dispositions Committee.

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V. DIGRESSION REPORT FOR USE IN CASES OF DIGRESSIONS FROM COEd PROFESSIONAL DISPOSITIONS GUIDELINES

The appropriate faculty, staff, administrator, or other supervisor will complete the following check sheet for students and candidates in cases of digressions from COEd Professional Dispositions Guidelines.

This document indicates VIOLATIONS the COEd Policy and Guidelines for Professional Dispositions (indicated by a check):

A. Professional Demeanor: TAC Standards 1.9, 1.10, 2.1 through 3.9

- ☐ Demonstrates respect and consideration for the thoughts and feelings of others (diverse populations, school personnel, university personnel, PreK-16 students)
 - ☐ Demonstrates kindness, fairness, patience, dignity and respect in working with others
 - ☐ Accepts decisions made by institutional authority
 - ☐ Treats others in a just and equitable manner
- ☐ Maintains composure and self-control
 - ☐ Responds positively to constructive criticism
 - ☐ Follows appropriate channels of communication/authority
 - ☐ Reacts professionally (calm and patient) when under stressful situations

B. Professional Practices: TAC Standards 1.1 through 3.9

- ☐ Complies with class and program requirements
 - ☐ Attends classes, trainings, and field experiences
 - ☐ Arrives on time and remains for the duration
 - ☐ Is prepared, engaged, and meets deadlines
- ☐ Demonstrates academic integrity and honesty
- ☐ Maintains appropriate confidentiality at all times
- ☐ Demonstrates compliance with all laws and regulations
- ☐ Demonstrates compliance with university policies and TEA/professional specialty program area standards

C. Professional Appearance: TAC Standards 1.7, 1.10, 2.5

- ☐ Displays personal appearance and/or hygiene appropriate for professional settings

D. Professional Language/Communication: TAC Standards 1.1, 1.7, 1.9, 1.10, 1.11. 2.1, 2.3 through 2.5, 2.7, 3.1 through 3.6, 3.8, 3.9

- ☐ Uses appropriate and professional language and conduct
- ☐ Works effectively, collaboratively, and equitably with others
- ☐ Receives feedback in a positive manner and makes necessary adjustments
- ☐ Uses electronic and social media appropriately, e.g., texting, Facebook, Linked-In
- ☐ Follows school and state regulations in electronic contacts made with PreK-12 students, parents, administrators, professors and others professionals
- ☐ Uses UT Arlington email as official university form of electronic communication and information
- ☐ Uses respectful electronic communication etiquette in course related materials and correspondence, such as in Blackboard and email

Texas Administrative Code, Ethics and Standard Practices for Texas Educators:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2)

VI. References

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