



UNIVERSITY OF TEXAS AT ARLINGTON

Internet Communication

CTEC 2300

Distance Education Section

Instructor:

The course instructor is Dr. Maria Victoria Perez Cereijo. Dr. Cereijo is a Communication Technology Professor in the Department of Communication. Please, visit [her professional page](#) to find out more about her background, teaching and research.

Email:

All correspondence with your instructor in this course should be conducted in Blackboard. E-mails will be checked regularly and replied to within 72 hours of receipt. If you have any questions of a more urgent nature please also send a copy of the email to cereijo@uta.edu.

Course Description:

This is a Distance Education section of the CTEC 2300 course offered by the department of [Communication](#) at the University of Texas at Arlington. The course emphasis is placed on the fundamental workings of Internet resources and their effective use, including ethics and etiquette. The course is comprised of two essential content parts. The first is related to how the Internet works and how to use its more common resources including: an introduction to Internet communication, Internet Protocol(s), architecture, electronic mail, WWW, search engine comparison and contrast, simple and advanced searching techniques, Internet communication ethics and etiquette, Internet copyright law and Fair Use. The second covers basic and intermediate HTML and how to develop and contribute your own content to the Web.

Grading:

Tests	Content	Dates
Test 1:	Lessons 1 – 3	February 18 th
Test 2:	Lessons 4 – 6	March 18 th
Test 3:	Lessons 7 - 11	April 15 th
Final Test:	Lessons 12 - 13, plus comprehensive questions	May 13 th

Tests will provide your only grades in this class. At the end of the semester, your top 3 test scores will be averaged to calculate your final grade in this class. If you cannot take a test on the scheduled date, you need to contact your instructor before the test date and provide justification.

Scale (no curves): A = 90+; B = 80-89; C = 70-79; D = 60-69; F =<59

Textbook:

“Web 101” by Wendy G. Lenhert & Richard L. Kopec; 3rd Edition; ISBN: 0-321-42467-0

Navigating the Course:

You can use the links on the left hand side of the screen to jump to main sections in the course. Once there you can click on the links available to visit other pages in these sections. Underneath the course title you will see a trail of links showing from where you have come and what pages you have visited. These are called 'bread crumbs.' Select any link in a bread crumb path to navigate back to that page.

System Requirements:

To successfully complete this course your computer must meet or exceed the [minimum system requirements](#).

Blackboard Technical Support:

If you are experiencing technical difficulties, please contact the Center for Distance Education by e-mail at support@distance.uta.edu or by phone at 817.272.7181 or 888.UTA.DIST toll free (8:00 a.m. until 5:00 p.m., Monday through Friday, Central Time). They will assist you in troubleshooting your difficulty and will direct you on the next step to take to resolve the problem.

The Help Desk will also answer technical questions. E-mail: helpdesk@uta.edu or phone 817.272.2208. For walk-ins, the Help Desk maintains the same hours as the Central Library: Sunday, 9am until Friday, 8pm (opened continuously), and Sunday, 9am to 8pm. For over the phone inquiries, Help Desk operates: Monday-Friday 7:00 a.m. until 8:00 p.m.; Saturday and Sunday, 9:00 a.m.- 8:00 p.m.

All e-mails to Help Desk must be sent using an e-mail service outside of the course environment.

Drop Policy:

Students enrolled in this course are subject to all UT Arlington dates and deadlines according to the [UT Arlington Academic Calendar](#). It is the responsibility of the student to process the official class drop and add forms by the deadlines established by UTA and posted in the Academic Calendar. Faculty cannot drop students from class.

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the school and achieve academic success. These programs include learning assistance, development education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817.272.6107 for more information and appropriate referrals.

ADA Statement:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 93112 - The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans With Disabilities Act - (ADA), pursuant to section 504 of The Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens. As a faculty member, I am required by law to provide reasonable accommodation to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.**

To contact the [Office of Students with Disabilities](#), you may call 817.272.3364, e-mail [Penny Acrey](#), Assistant Director, or visit their web page at <http://www.uta.edu/disability/>.

Academic Dishonesty:

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22)

Students are also expected to abide by copyright laws. Complaints about academic dishonesty are referred to the office of Judicial Affairs. Check out its Web site at <http://www.uta.edu/studentaffairs/judicialaffairs> if you have questions.

UT Arlington Library:

For the semester you are enrolled in this UT TeleCampus course, which is hosted by The University of Texas at Arlington (UTA), you have access to the UTA Library databases and services in addition to the databases and services provided by the UT TeleCampus Digital Library.

For more information, visit [UTA Library Distance Education Services](#), or call 1.888.565.9023.

UT Arlington Bookstore:

Textbooks are available at the UTA Bookstore or the bookstore of your choice.

Phone: 817.272.2785

Fax: 817.272.5007

E-mail: uta@bkstr.com

Address: 400 South Pecan Street, Arlington, TX 76019

Proctoring Statement:

The professor reserves the right, at any time, to require a student to take or re-take any or all student course work in a proctored environment. If the professor deems this necessary, the student is responsible for making the proctoring arrangements, subject to the professor's approval. This policy applies to any and all assignments required in this course.

Responsible Use of Electronic Communications:

Electronic communications conducted in the course of a class are public communications in the same way that classroom exchanges are public. Your instructor and other students are bound by the same principles of respect, professionalism, and concern, as you would find in any interaction in one of the University's classrooms or offices. If you feel that these principles have been compromised in some way, please discuss this directly with your instructor.

Any communication which is intimidating or harassing, including any derogatory or inappropriate comments regarding race, gender, age, religion, or sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your instructor know.

Links to External Web Sites:

External Web sites are provided as reference only. Content and links are not endorsed by UT Arlington, The University of Texas System Administration, or the UT TeleCampus.

Third Party Trademarks:

Third party trademarks contained in this course may be the trademarks or registered trademarks of their respective owners. Third party trademarks, logos and service marks used in this course may include but are not limited to:

Adobe®, Acrobat® and the Acrobat logo are trademarks of Adobe Systems Incorporated.

Macromedia® and Flash™ are either registered trademarks or trademarks of Macromedia, Inc. in the United States and/or other countries.

Apple®, QuickTime™ and QuickTime logo® are either registered trademarks or trademarks of Apple Computer, Inc.

Use of third party trademarks, logos and/or service marks does not indicate sponsorship, affiliation or endorsement of this course and/or its content by any of the holders of those trademarks, logos and/or service marks.

Additional Privacy Information:

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Grade Grievance Policy:

In attempting to resolve any student grievances regarding grades, it is the student's obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing-on an appeal form available in departmental or program offices-to the department chair or program director. **The student has one calendar year from the date the grade is assigned to initiate the grievance.** The normal academic channels are department chair or program director, academic dean and the provost. However, before considering a grievance, the department chair or program director (dean) will refer the issue to a departmental or program (college/school) committee of faculty. If the committee cannot reach a decision acceptable to the parties involved, the matter will follow the remaining academic channels. The decision of the provost is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.

The dean of the college or school in which a student is enrolled, or the director of the University Advising Center if the student has not declared a pre-major, has jurisdiction over the student's program of study, degree requirements and all other academic matters including grievances. However, students taking a course in a college or school other than the one in which they are primarily registered are subject to the dean of the college or school in which the course is offered concerning the course and academic grievances regarding the course.

Bomb Threats:

If anyone calls in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by the bomb threat. Unannounced alternative sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.