A. Catalog Course Description/Special Requirements (Prerequisites/Out of Class Meetings):

This course examines generalist community and administrative practice (CAP) roles, the perspectives of strengths, empowerment, and evidence-based practice along with the values of social justice, diversity, and participation. Specific attention is given to assessing community assets and needs.

Because most social work practice takes place within organizations in the context of one or more communities, understanding and intervening at the organizational and community levels are essential for effective social work. This course builds on a liberal arts base, including skill in written communication and knowledge of human psychology, sociology, and political science. It builds on the historical, contextual, value, and ethical base developed in the Profession of Social Work/Introduction to Social Work courses. It expands the “person in environment” perspective by considering the environment as a focus for practice. It applies ecological systems theory and generic social work process to communities and organizations. It also examines generalist community and administrative practice roles, and the perspectives of strengths, empowerment, and evidence-based practice, along with the values of social justice, diversity, and participation. Specific attention is given to assessing community assets and needs.

B. Measurable Student Learning Outcomes:

SOCW 3306 addresses the following Council on Social Work Education (CSWE) Educational Policy and Accreditation Standards (EPAS) requirements for Core Competencies.

2.1.1—Identify as a professional social worker and conduct oneself accordingly.
• Advocate for client access to the services of social work
• Use supervision and consultation

2.1.2—Apply social work ethical principles to guide professional practice.
• Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles
• Tolerate ambiguity in resolving ethical conflicts
• Apply strategies of ethical reasoning to arrive at principled decisions

2.1.3—Apply critical thinking to inform and communicate professional judgments.
• Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom
• Analyze models of assessment, prevention, intervention and evaluation
• Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities and colleagues

2.1.4—Engage diversity and difference in practice.
• Recognize the Extent to which a culture’s structures and values may oppress, marginalize, alienate, or create or enhance privilege and power
• Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.
• Recognize and communicate their understanding of the importance of difference in shaping life experiences.

2.1.5—Advance human rights and social and economic justice.
• Understand the forms and mechanisms of oppression and discrimination
• Advocate for human rights and social and economic justice
• Engage in practices that advance social and economic justice.

2.1.6—Engage in research-informed practice and practice-informed research.
• Use practice experience to inform scientific inquiry
• Use research evidence to inform practice

2.1.7—Apply knowledge of human behavior and the social environment.
• Utilize conceptual frameworks to guide the processes of assessment, intervention and evaluation

2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
• Analyze, formulate and advocate for policies that advance social well-being
• Collaboration with colleagues and clients for effective policy action

2.1.9—Respond to contexts that shape practice.
• Continuously discover, appraise and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant service
• Provide leadership in providing sustainable changes in service delivery and practice to improve the quality of social services

2.1.10—Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

2.1.10(a)—Engagement

• Substantively and effectively prepare for action with individuals, families, groups, organizations and communities
• Use empathy and other interpersonal skills
• Develop a mutually agreed-on focus of work and desired outcomes

2.1.10(b)—Assessment

• Collect, organize and interpret client data
• Assess client strengths and limitations
• Develop mutually agreed-on intervention goals and objectives
• Select appropriate intervention strategies

2.1.10(c)—Intervention

• Initiate actions to achieve organizational goals
• Implement prevention interventions that enhance client capacities
• Help clients resolve problems
• Negotiate, mediate, and advocate for clients
• Facilitate transitions and endings

2.1.10(d)—Evaluation

• Social Workers critically analyze, monitor and evaluate interventions

Upon completion of this course, students will be able to:

1. Apply ecological systems theory to communities and organizations.
2. Relate the development of macro practice to the general history of social work.
3. Describe typical roles a macro generalist social worker assumes, e.g., advocate, planner, activist, collaborator, supervisor, leader, and manager.
4. Demonstrate generalist macro practice intervention skills involved in building relationships, establishing a vision/mission, assessing needs and capacities.
5. Demonstrate the importance of using the strengths/capacities, empowerment, and evidence based practice principles to guide practice.
6. Assess macro practice interventions and their relationship to the values of social and economic justice, stakeholder participation, empowerment, and diversity.

C. Required Text(s) and Other Course Materials:


D. Additional Recommended Text(s) and Other Course Materials:

Other required and recommended readings, websites and videos are retrieved from different
sources. These readings are in the course outline in this syllabus and are available to download in the course Blackboard site.

E. Major Course Assignments & Examinations:

<table>
<thead>
<tr>
<th>Assignments, Examinations and Activities</th>
<th>Learning Outcomes and CORE &amp; Practice Behaviors</th>
<th>Value</th>
<th>Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and post the “Self ID” Form on Bb</td>
<td>-</td>
<td>5</td>
<td>9/6</td>
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<tr>
<td>Complete the UTA’s Library tutorial &amp; quiz: Acknowledging Sources (Plagiarism). Access: <a href="http://library.uta.edu/plagiarism/index.php">http://library.uta.edu/plagiarism/index.php</a></td>
<td>-</td>
<td>10</td>
<td>9/6</td>
</tr>
<tr>
<td>Note: Make sure you take the quiz on Blackboard. I encourage you to take this quiz as many times as necessary to obtain the max. points.</td>
<td><a href="http://library.uta.edu/plagiarism/index.php">http://library.uta.edu/plagiarism/index.php</a></td>
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<tr>
<td>Participate in the team member presentation forum. You will have the opportunity to present yourself and meet your team members. I highly encourage you to participate in this forum since we will be working and learning together throughout the semester. The format for the forum will be provided on the corresponding discussion board on Bb.</td>
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<td>0</td>
<td>9/13</td>
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<tr>
<td>Mid-term Course Assessment team forum for extra credit. You will have the opportunity to offer feedback on the development of the course, as well as offer recommendations to enrich the experience as a learning community during the rest of the semester. A guide for the discussion will be available in the forum’s instruction section. Please note that this activity is not to evaluate my performance as an instructor.</td>
<td>-</td>
<td>5 extra credit points</td>
<td>10/11</td>
</tr>
<tr>
<td>Take 6 quizzes on Blackboard. Each quiz will consist of 10 multiple choice items of the assigned textbook chapter. Each quiz has a value of 20 points each. If you missed the due date you will not be able to make up the quiz. The lowest grade will be dropped at the end of the semester.</td>
<td>Learning outcome: 1-6 Core Competencies: See corresponding competency in the course outline</td>
<td>100</td>
<td>See Course Outline</td>
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<tr>
<td>Participate actively in 5 team discussion forums. The main objectives of these forums are to analyze, discuss and apply course content, share ideas and learn from your team peers. These threaded discussions will help you reflect and think critically for a more in-depth learning experience. The topic of each forum is indicated in the Course Outline of this document. Each forum will have a value of 20 points. Besides your post (15 points) you must respond to at least one peer (5 points). This will generally enhance your understanding of the material as well as your overall experience in the course. Note that you will only be able to read and respond to peers’ postings after you submit your post. In order to earn the full points in each forum, you must meet the following criteria: • Demonstrate thoughtfulness and effort in your posts, presenting your perspective and critical thinking on readings (and other materials) and peers’ posts. • Respond to main prompt on or before Thursdays (11:59pm). Note: This will give you time to read and respond to peers’ posts, as well for them to respond to yours. • Refer and cite unit’s content and concepts. • Post reactions to peers’ postings by Sunday (11:59pm). • Write approximately 150 words in each forum. Note: If you post past the due dates you will not receive points for that particular entry. The lowest grade will be dropped at the end of the semester.</td>
<td>Learning outcome: 1, 3-6 Core Competencies: See corresponding competency in the course outline</td>
<td>80</td>
<td>See Course Outline</td>
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</table>


Develop a **proposal** that identifies and describes the community to be assessed and the problem/issue identified by the community members. A guideline and a rubric will be provided. Submit this assignment on Blackboard on or before due date.

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<td>10/25</td>
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<tr>
<td><strong>Core Competencies:</strong></td>
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<td>25</td>
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<tr>
<td>2.1.3</td>
<td>Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom</td>
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<td></td>
<td>Analyze models of assessment, prevention, intervention and evaluation</td>
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<td>2.1.6</td>
<td>Use practice experience to inform scientific inquiry</td>
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<td></td>
<td>Use research evidence to inform practice</td>
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<tr>
<td>2.1.7</td>
<td>Utilize conceptual frameworks to guide the processes of assessment, intervention and evaluation</td>
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Assignments, Examinations and Activities

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<td>2.1.5</td>
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<td>- Engage in practices that advance social and economic justice</td>
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<td>2.1.10</td>
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<td>b) (c)</td>
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<td>- Collect, organize and interpret client data</td>
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<td>- Assess client strengths and limitations</td>
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**Assess a local community** using the framework presented in Chapter 6 of the course textbook. As a macro or micro practitioner a community assessment can help to better respond to the population’s needs and to contribute to one of our major ethical responsibilities, social change. The information collected and analyzed will be organized and submitted as a paper. A guideline and a rubric will be provided. Submit the paper on Blackboard Safe Assign on or before due date.
Assignments, Examinations and Activities

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<td>Participate in the End of Course Assessment team forum for extra credit. You will have the opportunity to offer feedback on course content and assignments, as well as offer recommendations for future sessions. The main goal is to gather your opinion and learning experiences to develop the content and assignments for future sections of this course. A guide for the discussion will be available in the forum’s instruction section. Please note that this activity is not to evaluate my performance as an instructor.</td>
<td>5 extra credit points</td>
<td>12/13</td>
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</tbody>
</table>

*All examinations and assignments to be completed or uploaded on Blackboard are due no later than 11:59pm.

F. Grading Policy

General grading criteria for written work include: logical development of concepts, thoroughness, and clarity of written expression, application of course content and independent research, and appropriateness of the product to the assignment given. Students are advised to maintain back-up copies of all assignments kept on computer disks, networks or hard drives.

In most cases, expect the professor to grade assignments within 3 weeks of the due date. If you have questions about your grade, check the grade book on Blackboard. FERPA, a federal law that provides privacy to university students, severely limits the professor’s ability to discuss grades over the internet or phone. Consequently, the professor discusses grades in person. Please, do not email about your grades from an email account other than MavMail.

There are 6 quizzes and 5 team discussion forums in the course. The lowest quiz and forum grades will be dropped at the end of the semester. After all points are averaged, the semester grade is based on the following breakdown:

- A: 90 – 100%
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: 59% and below

SUGGESTIONS TO EARN A GOOD GRADE: The professor welcomes questions regarding course materials. Here is how to get the most out of asking questions:

- First, read the assigned material, review powerpoints and watch videos.
- Second, ask your question regarding the course materials in class, through an email to the professor or the Q&A session on Blackboard.
- Remember, it is much better to ask your question about course materials before you turn in your assignment, rather than ask your question about your low grade after the return of your assignment. Invariably, students who communicate with the professor regarding course materials, e.g., “I understand concept ABC to mean DEF, is this correct? ... Does TUV relate to WXY in such and such a manner? ... etc.,” earn much higher grades than do students who only communicate to the professor regarding procedure and policy, e.g., “When will you grade my assignment? ... Do we have to answer all the questions in this assignment? ... Why did I get a low grade? ... Do we need to buy the book? ... etc..”

The course materials, assigned readings, powerpoints, videos and this syllabus are all you require to
earn a higher grade in this class. Read and watch all these materials carefully. This document provides you with instructions for completing the assignments and a calendar in the course outline indicating when each assignment is due.

In addition, you will find the grading rubric for your major assignment on Blackboard. This will help you guide your work and understand your professor’s expectations. It is recommended that you review the rubric before turning in your assignment to ensure you have covered all areas. It is also recommended that students seek guidance and editorial assistance from their peers, the SSW Writing Resource Coordinator or UTA’s English Writing Center.

Each week, you should:

1. Check Blackboard at least twice a week to read announcements, take quizzes, submit assignments and download course materials posted by the instructor.
2. View the powerpoints and videos available in the “Course Materials” area to expand upon and explain the information. Content in the instructor’s powerpoints usually supersedes content in the required and recommended course textbooks.
3. Complete your readings in the required textbook; supplemental readings are noted in the course outline in this document and are available in the appropriate unit folder in the “Course Materials” area on Blackboard.
4. Complete the assignments for each unit. These are designated in the course outline in this document. Examinations and assignments will be taken and submitted via Blackboard. Major assignment links will be available in the assignment tab under main menu and quizzes are located in the corresponding folder in the “Course Materials” tab.
5. Evaluate whether you understand the course materials. If you have questions about the course materials, then please email your questions to the professor (martam@uta.edu).

Students are expected to keep track of their performance throughout the semester and seek guidance from available resources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

An Incomplete (“I”) grade may be assigned only in relation to (1) an emergency and/or hardship situation, and (2) when the completed portion of the student’s work in the course is passing quality. A request, for an “I”, must be discussed with the instructor prior to the final week of classes. If approved, a specific date for completion of the work will be determined by the instructor. The completion date will be dependent upon the individual situation and may be less than the maximum time permitted by University rules regarding incomplete grades.

- The instructor reserves the right to give a grade of “F” for the course as whole to any student found guilty of plagiarism of any assignment by the Office of Student Conduct. Note: The following Web Sites not only define plagiarism, but provide examples of the different types of plagiarism:
  - Tutorial on Plagiarism (UT-Arlington) [http://library.uta.edu/plagiarism/index.php](http://library.uta.edu/plagiarism/index.php)
  - Plagiarism Examples (Rob Toreki, University of Kentucky Department of Chemistry) [http://www.chem.uky.edu/courses/common/plagiarism.html#Examples](http://www.chem.uky.edu/courses/common/plagiarism.html#Examples)
  - Unacceptable Paraphrases (Indiana University Writing Tutorial Services) [http://www.indiana.edu/~wts/pamphlets.shtml](http://www.indiana.edu/~wts/pamphlets.shtml)

**Note:** Grades will be posted to the campus MyMav system at course completion and made available on the University Schedule for posting of grades. Grades cannot be given by email or individually by the instructor, per University Policy.
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**G. Make-Up Exam or Assignment Policy:**

Examinations and assignments are not accepted past due dates. Note: In an online class, web outages due to weather and other foreseeable circumstances severely impede your ability to complete assignments. **In planning your time online to complete assignments, check the forecast for inclement weather and plan accordingly.** Most weather events that compromise your web access are foreseeable and should be planned for accordingly.

**H. Attendance Policy:**

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:

**Note:**

- Much of what students learn in the classroom is affected by two sources: the level of effort contributed by the individual, and the learning community that is created through the shared ownership and contributions of the collective whole. Everyone is asked to participate to her/his fullest extent in the virtual learning environment, and to facilitate others’ ability to participate at the same time. This means that we come prepared to join in the classroom learning experience by having our readings and other work completed, we respect ourselves and others who are posting on the discussion boards, and we take responsibility for completing assignments in a competent and timely manner. But much more than this, it also means that we each take a shared responsibility for the growth and professional development of each of the individuals in our learning community. The assignments for this course have been designed with these ideas in mind.
- A respectful and inclusive online environment is expected. Any disruption of the course learning environment will result in the identified student(s) being required to leave the course session, without the possibility of being readmitted, and the cancellation of course scores, with a recorded failing semester grade.

**I. Course Schedule:**

<table>
<thead>
<tr>
<th>Units &amp; Dates</th>
<th>Topics, Readings, Class Activities and Core Competencies</th>
<th>Major Assignments and Examinations</th>
<th>Due Dates*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 8/31-9/6</td>
<td>Introduction; course overview; major assignments and grading policy review; course organization; and overview of social work practice contexts and professional Code of Ethics. Review following materials:   • Syllabus   • Welcome video   • UTA’s Library Tutorial: Acknowledging Sources <a href="http://library.uta.edu/plagiarism/index.php">http://library.uta.edu/plagiarism/index.php</a> Core Competencies: 2.1.2</td>
<td>Acknowledging Sources Quiz on Bb “Self ID” Form</td>
<td>9/6 9/6</td>
</tr>
<tr>
<td>2 &amp; 3 9/7-20</td>
<td>Topics: Definition, Scope and Foundations of SW Macro Practice &amp; Integration of Micro and Macro Practice Required readings: Netting et al.: Chapter 1 Austin, M.J., Coombs, M., &amp; Barr, B. (2008), Community-Centered Clinical Practice: Is the Integration of Micro and Macro Social Work Practice Possible? Journal of Community Practice, 13 (4), 9-30. Watch class video Core Competencies: 2.1.1, 2.1.9</td>
<td>Team Member Presentation Forum Quiz 1 (Chapter 1) Team Discussion Forum 1</td>
<td>9/13 9/20 9/20</td>
</tr>
<tr>
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</tbody>
</table>
| **4 9/21-27** | Topic: Historical Development of Macro Practice  
Required reading: Netting et al.: Chapter 2  
Core Competencies: 2.1.1, 2.1.2 | Quiz 2 (Chapter 2) | 9/27 |
| **5 9/28-10/4** | Topic: Intro to Understanding Community and Organizational Problems  
Required reading: Netting et al.: Chapter 3  
Watch class video | Quiz 3 (Chapter 3) | 10/4 |
| **6 10/5-11** | Topic: Understanding Communities  
Required readings: Netting et al.: Chapter 5  
Watch class video | Team Discussion Forum 2  
Mid-term Course Assessment | 10/11 |
| **7 10/12-18** | Topic: Developing a Community Assessment  
Required readings: Netting et al.: Chapters 6  
Watch video: Community Assessment Windshield Survey (9 min.) Retrieved from http://www.youtube.com/watch?v=TGXMoQjX2UK  
Watch class video | Team Discussion Forum 3 | 10/18 |
| **8 10/19-25** | Topic: Studying and Understanding Populations in Community and Organizational Assessments  
Core Competencies: 2.1.2, 2.1.4, 2.1.5, 2.1.6, 2.1.7 | Team Discussion Forum 4  
Submit Community Assessment Proposal | 10/25 |
| **9 10/26-11/1** | Topic: Understanding Human Service Organizations  
Required reading: Netting et al.: Chapter 7  
Watch class video | Quiz 4 (Chapter 7) | 11/1 |
| **10 11/2-8** | Topic: Human Service Organization Assessment  
Required reading: Netting et al.: Chapters 8  
Watch class video | Quiz 5 (Chapter 8) | 11/8 |
| **11 11/9-15** | Topic: Assessing the Political and Economic Context  
Required reading: Netting et al.: Chapter 10  
Watch class video  
Core Competencies: 2.1.5, 2.1.8, 2.1.9, 2.1.10(b), 2.1.10(c) | Quiz 6 (Chapter 10) | 11/15 |
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</thead>
<tbody>
<tr>
<td>12 11/16-22</td>
<td>Topic: Building Support for the Proposed Change&lt;br&gt;Required reading: Netting et al.: Chapter 9&lt;br&gt;Watch video: The Democratic Promise: Saul Alinsky and his Legacy. (11/3) <a href="https://www.youtube.com/watch?v=0WEeVGSz-qq&amp;list=PLnd5IDceyH6jcfTvlSx7NY_hiuLKIA">https://www.youtube.com/watch?v=0WEeVGSz-qq&amp;list=PLnd5IDceyH6jcfTvlSx7NY_hiuLKIA</a></td>
<td>Team Discussion Forum 5</td>
<td>11/22</td>
</tr>
<tr>
<td>13 11/23-29</td>
<td>Topic: Planning, Implementing, Monitoring, and Evaluating Macro Intervention&lt;br&gt;Required reading: Netting et al.: Chapter 11&lt;br&gt;Watch class video</td>
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</tr>
<tr>
<td>14 11/30-12/6</td>
<td>Work on your Community Assessment Paper</td>
<td>Submit Community Assessment Paper on Blackboard&lt;br&gt;End of Course Assessment</td>
<td>12/6 12/13</td>
</tr>
</tbody>
</table>

*All due dates end at 11:59pm. Remember your initial posts on each Team Discussion Forum are due on Thursdays of the corresponding week. The second posts (response to a team member) are due on Sundays (See section E. of the Syllabus for detailed information).*

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. Should technical problems arise with course delivery, alternate but equivalent assignments may be given so long as the overall learning objectives, general time frame and grading structure for the course are sustained.

**J. 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 three hours (for each hour of class or lecture per week) of their own time in course-related activities, including reading required materials, completing assignments, preparing for assignments and exams, and reviewing online content, etc.

**K. Grade Grievance Policy:**


**L. 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 and writing support, students may visit the Office of Advising and Student Success located on the third floor of Building A of the School of Social Work Complex or contact the Administrative Assistant at 817-272-3647. Also, the Maverick Resource Hotline may be contacted at
The UT Arlington School of Social Work community is committed to and cares about all of our students. If you or someone you know feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide or harming self or someone else, supportive services are available. For immediate, 24-hour help call 1-800-273-TALK or visit http://www.suicidepreventionlifeline.org/ for a live chat. For campus resources, contact Counseling and Psychological Services (817-272-3671 or visit http://www.uta.edu/caps/index.php) or UT Arlington Psychiatric Services (817-272-2771 or visit https://www.uta.edu/caps/services/psychiatric.php) for more information or to schedule an appointment. You can be seen by a counselor on a walk-in basis every day, Monday through Friday, from 8:00 AM to 5:00 PM in Ransom Hall, Suite 303. Getting help is a smart and courageous thing to do - for yourself and for those who care about you.

M. Librarian to Contact:

The Social Sciences/Social Work Resource Librarian is John Dillard. His office is in the campus Central Library. He may also be contacted via E-mail: dillard@uta.edu or by Cell phone: (817) 675-8962. Below are some commonly used resources needed by students in online or technology supported courses: http://www.uta.edu/library/services/distance.php

The following is a list, with links, of commonly used library resources:

Library Home Page.................... http://www.uta.edu/library
Subject Guides......................... http://libguides.uta.edu
Subject Librarians.................... http://www-test.uta.edu/library/help/subject-librarians.php
Database List........................... http://www-test.uta.edu/library/databases/index.php
Course Reserves....................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog...................... http://discover.uta.edu/
E-Journals................................ http://utalink.uta.edu:9003/UTAlink/az
Connecting from Off- Campus.. http://libguides.uta.edu/offcampus
Ask a Librarian....................... http://ask.uta.edu

N. 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 exits, which are the stairwells located at either end of the adjacent hallway. 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 handicapped individuals.

O. 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
P. Americans with Disabilities Act:

The University of Texas at 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). 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 that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. 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.

Q. Title IX:

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

R. 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,

S. 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.

T. 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
U. Final Review Week:

This ONLY applies to courses administering a major or final examination scheduled in the week and locations designated for final examinations following last classes. 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.