THE UNIVERSITY OF TEXAS AT ARLINGTON

School of Social Work

Semester/Year: Spring 2016
Course Title: Introduction to Social Work
Course Prefix/Number/Section: SOCW 2311-003
Instructor Name: LaShaunn Bold, LMSW
Faculty Position: Assistant Professor in Practice
Faculty Profile: //mentis.uta.edu/public/#profile/profile/edit/id/4
Office Number: N/A
Phone Number: UTA SSW (817) 272-3181
Email Address: lashaunn@uta.edu
Office Hours: Tues/Thurs by appointment, Phone or Skype upon request
Day and Time of Class (if applicable): Tues/Thurs 2-3:20pm
Location: UH 09

Equipment: A laptop computer with wireless capability or equivalent is required for all SSW classes.
Blackboard: https://elearn.uta.edu/webapps/login/

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

An overview of the social work profession, its fields of practice, methods of social intervention, its historical context, and its relationship to the social welfare system.

Students should expect to spend about 9 additional hours outside of class each week reading the text and materials, the writing assignment, & studying for exams, and preparing for classroom discussions.

B. Measurable Student Learning Outcomes:

Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice. Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law. Social workers:

- 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; and
- apply strategies of ethical reasoning to arrive at principled decisions.

Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments. Social Workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.
Social workers:

- Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.

**Educational Policy 2.1.4—Engage diversity and difference in practice.** Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers:

- 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.

**Educational Policy 2.1.5—Advance human rights and social and economic justice.** Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice. Social workers:

- advocate for human rights and social and economic justice

**Educational Policy 2.1.8—Engage in policy practice to advance social and economic well-being and to deliver effective social work services.** Social work practitioners understand that policy affects service delivery, and they actively engage in policy practice. Social workers know the history and current structures of social policies and services; the role of policy in service delivery; and the role of practice in policy development. Social workers:

- analyze, formulate, and advocate for policies that advance social well-being

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


This text has an accompanying online supplement. [www.routledgesw.com/cases](http://www.routledgesw.com/cases)

This course requires the use of Blackboard for completing quizzes, tests, and uploading written assignments.

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


**E. Major Course Assignments & Examinations:**
Community Assignment: (Addresses EPAs 2.1.2, 2.1.3)

For 20% of the grade, students may choose one of the following options:

1. Complete 10 community service hours in a nonprofit social service agency. Students must complete the "Intent to Complete Community Service Hours" form (due week 3) & provide proof of hours in the form of agency letter head and signature of the volunteer coordinator. Community Service Forms must be approved prior to beginning the service hours.

OR


Students must complete the questions in Exhibit 12.7 & 12.8

The Social Worker must have a bachelor’s or master’s degree in Social Work from an accredited university. Interviews may be conducted in person, skype, or by telephone.

Quizzes

(Addresses EPAs 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.8.)

There will be 10 short quizzes administered during the semester. Quizzes are formulated from the text and in class discussions. Quizzes account for 10% of the student’s total grade. Quizzes are completed on Blackboard. Limited classtime will be available on Thursdays for quiz completion or students may complete the quizzes on Blackboard outside of class. Quizzes are due Thursdays by 11:59pm on Blackboard.

Weekly Discussions

(Addresses EPAs, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.8.)

For 10% of the student’s total grade, each week students will participate in group and classroom discussions regarding the chapter readings & current events as they relate to Social Work. Students should be prepared to discuss the topic presented as it relates to that week’s text reading and the concepts as they relate to Social Work of “Engage”, “Assess”, “Intervene”, and “Evaluate”. Students are expected to read the text each week in preparation for class discussions. Preparation prior to class attendance is required. Students who are not in attendance will not receive credit for weekly discussions.

Fields of Practice Paper

(Addresses EPAs, 2.1.3)

A Score of 100 is possible for 20% of the total course grade

Before submitting the paper, students are required to show proof of completion of the Plagiarism tutorial located at http://library.uta.edu/plagiarism/

Students must complete the Plagiarism Tutorial and email the instructor that the quiz has been completed.

Students select a field of practice (child welfare, schools, workplace, criminal/juvenilie justice,
elderly, mental health, health, substance abuse, military, social advocacy, community) and submit a paper 8-10 pages, APA style.

The Fields of Practice paper is a paper that involves thorough research of the topic. Students will research a field of social work and obtain factual data to support ideas throughout the paper. Students may use professional journal articles, books, websites, & the course text for information. Students should not use internet material that does not support empirically based knowledge.

Paper should follow this format: Use the bolded words as headings for your paper sections.

APA Style (page numbers & headers)
Cover Sheet
Abstract
Introduction Definition of the Field of Practice
Definition of Social Problem
Social Work Roles Important Trends
National Organizations
Conclusion
References

The Fields of Practice Paper will be graded on the following:

- Following Instructions
- Use of APA Style
- Grammar, Punctuation, & Sentence Structure
- Relevance to Social Work
- Please use factual information rather than personal experience or opinion. Students will be graded on whether there is evidence to support the information. All information taken from outside sources should be cited.
- Written work must be clear, concise, and grammatically correct.
- All papers must follow APA guidelines. At a minimum this means including a title page, numbering the pages, using Times Roman 12 font, citing all references in the body of the paper and having a reference list at the close of the paper.
- 10 points will be deducted from the overall score for each day a paper is late.

For guidance on correct APA style go to http://www.uta.edu/library/help/files/cite-apa.pdf Plagiarism (using someone else’s words, thoughts, or ideas and claiming them as your own – i.e. using direct sentences written by others) will result is a failing grade for this course.

Examinations

There will be both a Midterm (20% of the grade) and a Final Exam (20% of the grade). Both will be administered online using Blackboard (or in class if needed) and will be multiple choice questions. It is the student’s responsibility to inform the instructor at least one week in advance if the student prefers to take the test on Blackboard in the classroom or on paper. Each exam will be worth 100 points. There will be no makeup exams unless the student can provide a written request and receives approval from the professor. Exams are developed from the text, classroom discussions, and the weekly quizzes.

MID TERM EXAM DUE ON BLACKBOARD BY 3/10/16 at 11:59PM

THE FINAL EXAM WILL BECOME AVAILABLE ON 5/5/16 AND IS DUE ON BLACKBOARD

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BY 5/10/16 11:59pm. Students who are not able to complete the exam on Blackboard, must inform the instructor one week in advance if they would like to request to take the exam via paper copy and in person on 5/10/16 during regularly scheduled classtime 2-3:20pm. It is highly recommended that students complete the final on Blackboard.

F. Grading Policy

Community Assignment 100 points worth 20% of Final Average

Weekly Quizzes 100 Points each worth 10% of Final Average

Weekly Discussions 10 points each week in the form of Attendance Points worth 10% of Final Average

Fields of Practice Paper 100 Points worth 20% of Final Average

Mid Term Exam 100 Points Worth 20% of Final Average

Final Exam 100 Points worth 20% of Final Average

Grades will be posted on Blackboard and are tabulated according to the final grade average.

A= 90-100
B= 80-89.9
C=70-79.9
D=60-69.9
F=60 or below

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; see “Student Support Services,” below.

G. Make-Up Exam or Assignment Policy:

There will be no makeup exams unless the student can provide a written request and receives approval from the professor.

Late Assignments: All papers are due on the dates indicated by Blackboard.

Papers are not accepted after being 7 days late. Late papers will receive a 2 point deduction per day. No papers will be accepted over email. Papers must be submitted in the designated Safe Assign area on Blackboard.

No Incomplete grades will be given for the course, unless there are special circumstances (instructor's discretion to decide).

It is recommended that students complete All of the assignments for this course to receive a passing grade.

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, Class attendance is required. Students are expected to be on time and stay for the entire classtime. Students who arrive late or leave early are at risk for receiving a lowered Class Discussion Grade. Students who miss more than 3 classes during the semester are at risk for receiving a lower letter grade for the course. In class discussions will not be replicated for students who miss class. Students are required to attend the last day of class.

I. Course Schedule:

<table>
<thead>
<tr>
<th>DATE(s) OF CLASS</th>
<th>LECTURE TOPIC</th>
<th>REQUIRED READINGS</th>
<th>ASSIGNMENTS/ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>1/19 1/21</td>
<td>A Glimpse into the World of Social Work</td>
<td>Students Read Syllabus in Detail Read Chapter 1</td>
<td>1ST DAY OF CLASS BRING YOUR SYLLABUS</td>
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<td>Course Welcome/Introduction</td>
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<td>In Class Discuss Syllabus Questions</td>
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<td>Quiz 1 over Syllabus, completed on Blackboard</td>
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<tr>
<td>1/26 1/28</td>
<td>History of Social Work &amp; Social Welfare</td>
<td>Read Chapter 2</td>
<td>No Quiz This Week</td>
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<td>Jane Adams Video</td>
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<td>Discussion Topic: Personal Reflection, Your History &amp; Social Work</td>
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<td>Assignment: Bring an item of historical significance to class &amp; discuss the relevance to class issues of today.</td>
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<td>Be prepared to share your information with the group</td>
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<td>2/2 2/4</td>
<td>U.S. Poverty and the Implications for Social Work</td>
<td>Read Chapter 3</td>
<td>Students turn in the Intent to Complete Volunteer Hours Form</td>
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<td>Quiz 2 over Chapter 3, completed on Blackboard</td>
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<td>Poor Kids in America KERA Video</td>
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<td>Food Stamps KERA Video</td>
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<td>2.1.4, 2.1.5, 2.1.8</td>
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<td>2/9 2/11</td>
<td>The Social Work Environment</td>
<td>Read Chapter 4 Read Article from the United Nations Economic and Social Affairs <a href="http://unesdaspd.org/Poverty/PovertyandInequality.aspx">http://unesdaspd.org/Poverty/PovertyandInequality.aspx</a></td>
<td>Quiz 3 over Chapter 4, completed on Blackboard</td>
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<td>Wealth Inequality in America</td>
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<td>Wage Gap Changes for Women Video</td>
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<td>2.1.3, 2.1.4, 2.1.5, 2.1.6</td>
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<td>2/16 2/18</td>
<td>Diversity in Social Work Practice</td>
<td>Read Chapter 5 Read the NASW Standards for Cultural Competence <a href="http://www.socialworkers.org/practice/standards/NASW/CulturalStandards.pdf">http://www.socialworkers.org/practice/standards/NASW/CulturalStandards.pdf</a></td>
<td>Quiz 4 Over Chapter 5 on Blackboard</td>
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<td>Students bring a current news article example of discrimination or oppression to class for Discussion. Be prepared to present to the group.</td>
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<td>2.1.3, 2.1.4, 2.1.5, 2.1.6</td>
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<td>2/22 2/25</td>
<td>Values and Ethics in Social Work Practice</td>
<td>Read Chapter 6</td>
<td>No Quiz Over Chapter 6 on Blackboard</td>
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<td>Students Complete the Values Inventory on the website</td>
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<td><a href="http://www.routledgesw.com/sanchez/engage/mappingTheCase">http://www.routledgesw.com/sanchez/engage/mappingTheCase</a></td>
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<td>Be prepared to discuss in class</td>
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<td>Professor provides Values &amp; Ethics Scenarios for Class Discussion</td>
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<td>2.1.2, 2.1.3, 2.1.4, 2.1.5</td>
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<td>3/1 3/3</td>
<td>Social Work Perspectives and Methods</td>
<td>Read Chapter 7</td>
<td>Quiz 6 over Chapter 7</td>
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<td>Be prepared to Discuss Fields of Practice Assignment in Class</td>
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<td>Guest Speaker: Chris Kilgore, SSW Writing Center</td>
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<td>2.1.2</td>
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<tr>
<td>3/8 3/10</td>
<td>Fields of Social Work Practice</td>
<td>Read Chapter 8 Read Chapter 6 Read Article from the United Nations Economic and Social Affairs <a href="http://unesdaspd.org/Poverty/PovertyandInequality.aspx">http://unesdaspd.org/Poverty/PovertyandInequality.aspx</a></td>
<td>MID TERM EXAM DUE ON BLACKBOARD BY 3/10/16 at 11:59PM</td>
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<td>Quiz 7 over Chapter 8</td>
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<td>This is Social Work &amp; Aging Video</td>
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<td>Oncology Social Worker Video</td>
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<td>On Any Given Day Social Workers Video</td>
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<td>Social Work &amp; Military Video</td>
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<td>2.1.3, 2.1.4</td>
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<td>3/21 3/24</td>
<td>Fields Of Social Work Practice Cont’d</td>
<td>REMINDER: THE WEEK OF MARCH 14-18 IS SPRING BREAK! WEEK NINE WILL CONTINUE 3/21/16-3/25/16 Continue reading Chapter 8</td>
<td>Quiz 7 over Chapter 8</td>
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<td>This is Social Work &amp; Aging Video</td>
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<td>Social Work &amp; Military Video</td>
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<td>2.1.3, 2.1.4</td>
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<td>3/29 3/31</td>
<td>Social Work Practice with Individuals and Families</td>
<td>Read Chapter 9</td>
<td>No papers accepted by email</td>
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<td>Paper must be posted on Blackboard in Safe Assign by 3/31/16 at 11:59PM</td>
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<td>Quiz 8 Over Chapter 9</td>
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<td>2.1.2, 2.1.3, 2.1.4, 2.1.5</td>
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<td>4/5 4/7</td>
<td>Social Work Practice With Groups</td>
<td>Read Chapter 10</td>
<td>No Quiz Over Chapter 10</td>
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<td>Review the Sanchez Family Case online.</td>
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<td><a href="http://www.routledgesw.com/sanchez/engage/mappingTheCase">http://www.routledgesw.com/sanchez/engage/mappingTheCase</a></td>
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<td>Be prepared in Class to Discuss “Assess” &amp; Engage”</td>
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<td>Complete an Ecomap, Be prepared to discuss with the group</td>
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<td>2.1.2, 2.1.3, 2.1.4, 2.1.5</td>
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</table>
Social Work Practice With Organizations, Communities, & Policy Practice

Read Chapter 11

Quiz 10 Over Chapter 11
- Students review the website & watch video prior to class time at Center for Study for Social Policy: http://www.cssp.org/
- Videos in Class:
  - Happy Bear Play, Sunshine House
  - UM School of Social Work Advocacy Day
  - First Follower Leadership Video (2.1.3.1.8)

The Social Work Profession

Read Chapter 12

No Quiz This Week
- Review the Sanchez Family and be prepared to discuss "Intervene, Evaluate, & Terminate" http://www.routledgesw.com/sanchez/home
- Complete the Intervene area online for Sanchez Family. Answer the questions regarding Goals & Needs prior to class time.
- Be prepared to discuss: What are the Client’s Tasks & What are the Social Worker’s Tasks? (2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.8)

You & The Profession

What Have We Learned about Social Work

No Text Reading This Week

No Quiz This Week
- Self-Reflection on Community Assignment
- Students turn in Community Service Letter from Volunteer Coordinator (OR)
- Students turn in their questions from page 366 of the text and be prepared to discuss the experiences in class.
- Students will discuss in class what they have learned from the course.
(2.1.2, 2.1.3)

What Have We Learned?

No Text Reading

5/5/16 is the Last Day of Class. Students are expected to attend the last day of class.

OUTSIDE OF CLASS. The final is completed on Blackboard.

The final exam will become available on 5/5/16 and is due on Blackboard by 5/10/16 11:59pm. Students must inform the instructor one week in advance if they would like to request to take the exam via paper copy and in person on 5/10/16 during regularly scheduled class time 2:30pm.

*FINALS

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.

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 817-272-6107, or send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

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/wwebv/enterCourseReserve.do
Library Catalog....................... http://discover.uta.edu/
E-Journals.............................. http://utalink.uta.edu:9003/UTAlink/az
Library Tutorials........................ http://www.uta.edu/library/help/tutorials.php
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 individuals with disabilities.

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 (http://wweb.uta.edu/aao/fao/).

P. 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](http://www.uta.edu/disability) or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://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](http://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 does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://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, §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.

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](http://www.uta.edu/oit/cs/email/mavmail.php).

T. Student Feedback Survey:
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.

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.