**Syllabus & Forms for Internship**

**KINE 4388, 4389, 4490, 4589, 5393**

**Exercise Science and Fitness Management Internship**

***FALL 2016***

**Instructor:** Brad Heddins, M.S. **Office:** 149 Mavericks Activities Bldg (KINE DEPT.)

**Phone:** 817-272-1335 **Office Hours:**  Monday, Wednesday 10:00 a.m.-11:30 a.m.

**e-mail:** **heddins@uta.edu** Or By Appointment

**Course:** KINE 4388, 4389, 4589, 5393

**Time and Place of Class Meetings:** We have three meetings this semester. Time and dates are listed below. **Meetings should be in MAC 223** for the first two and the Lone Star in the MAC for the third. However, due to the size of the class and unforeseen scheduling conflicts the room location may change. Please check emails prior to the meeting date for confirmation.

**Faculty Profile:** [**https://www.uta.edu/profiles/brad-heddins**](https://www.uta.edu/profiles/brad-heddins)

**Credit:** 3 hours for 4388 and 4389, 5393 (135 hours) and 5 hours for 4589 (225 hours)

**As the Professor for this course, I reserve the right to adjust this course in any way that serves the educational needs of the students enrolled in this course. No syllabus or manual can be written to account for all possible situations, concerns or crisis. Therefore your Professor and Site Supervisor have the final say in all disputes. If you have a problem, dispute, or complaint you must contact me in writing first. I will then meet with you and will provide you in writing a signed copy of my decision. You cannot state that you “spoke with me” about your problem as a reason for your actions. Do not attempt to represent the views of your Professor or the University in matters of dispute with your site supervisor.**

**Start Date:** ***You may start as early as August 15, 2016 if you like.***

**Final Deadline:** **All internship hours, evaluations and hourly forms and special project must be completed by the deadline of December 7th *at 11:00 a.m.* or you will receive an INCOMPLETE for the course. *ALL ITEMS ARE DUE BY 11:10 NO LATER.* Ten points will be taken off your final grade for items turned in late and for every day the internship is not completed or forms are not turned in.**

**Required Class Time Meetings:** There will be three mandatory hourly meetings held during the semester. All meetings are held in 150 MAC (this might change)***. Failure to attend any of these meetings will result in -10 points being taken off from your final grade. Failure to turn in items BY 10 MINUTES AFTER THE START OF THE MEETINGS will result in -10 points being taken off your final grade.* Absence:Only University excused absences will be accepted as reasons for missing the meetings. Work is not a University excused absence.** These are the latest times to turn these items in. They may be turned in early but you still have to attend the meetings. The **Internship Application** is ideally due when you have secured a site and the **Special Project Proposal and Objectives** form is due at the end of the first week of your internship.

**Initial Meeting:  (Please note that room numbers are subject to change – check email)**

Tuesday, Aug. 30th at 9:30 a.m. in 154 MAC or Wednesday, August 31st at noon in 223 MAC

Final Deadline of Items due**: *Internship Application****,* ***Special Project Proposal and Objectives form.*** You should meet with your site supervisor to complete this form. Objectives are the responsibilities you will have and what you will learn at the site. Please see the grading section for more information on the Special Project.

**Mid-Term Meeting:**

Tuesday, Oct. 11th at 9:30 a.m. 154 MAC or Wednesday, October 12th at noon in 223 MAC

Final Deadline of Items due:***Mid-term evaluation form with updated hourly form****.* The mid-term evaluation must be turned in by these meetings even if you have not achieved half of your hours.

**Final Meeting:**

Wednesday, December 7th at 11:00 in the Lone Star Auditorium.

*We will then go to the Kinesiology Awards Banquet for the December graduates.*

Final Deadline of Items due: ***Internship hours must be completed and*** y***our completed final evaluation and hourly forms and special project must be turned in by this date or you will receive an INCOMPLETE.***

**Minimum Required Hours for Internship:** Your internship site supervisor may require more than the minimum hours required by the UTA Department of Kinesiology. In such cases, once you accept the hourly requirements of your internship site supervisor you are required to complete those hours by the deadline set for the course. Even a verbal agreement is binding but it is highly suggested you get your hourly requirements in writing from the site. For the courses the minimum required hours are 135 for 4388, 4389, 5393 and 225 for 4589.

* **All internship hours must be completed by the deadline of December 7th *at 11:00 a.m.* or you will receive an INCOMPLETE for the course. Ten points will be taken off your final grade for every day the internship is not completed.**

**Prerequisites:**  KINE 4315, 4329, 4331, 4400 (or concurrent enrollment), **purchase of professional liability insurance** and the **Internship Manual** through the Department of Kinesiology front desk, and permission of your advisor and the Professor for the course, Brad Heddins.

***How to Purchase the Manual:*** The manual is a self help guide to the internship and contains all the forms necessary. It can be picked up at the front desk of the Kinesiology department after paying $12 payable by credit or debit card. Thismust be purchased **with a credit card or debit card on the KINE UTA Website under “ACADEMICS” heading.** Here is the link to the KINE website to buy the manual and the liability insurance:

If you do not have a credit card you need to get a $5 cashier’s check or money order (no personal checks or cash) and bring to the KINE front desk. Make the cashier’s check or money order payable to **UT Arlington Department of Kinesiology.**

***How to Purchase the Student Liability Insurance:*** Thismust be purchased **with a credit card or debit card on the KINE UTA Website under “Undergraduate Programs” heading.** If you do not have a credit card you need to get a $5 cashier’s check or money order (no personal checks or cash) and bring to the KINE front desk. Make the cashier’s check or money order payable to **UT Arlington Department of Kinesiology**.

<https://www.uta.edu/kinesiology/academics/order-manuals-insurance.php>

**After this is purchased you will be cleared to register for the class by the Kinesiology secretary**. Please note that this $5 is not your tuition payment. You must also pay your tuition or you will be dropped from the course. Here is the link to the KINE website to buy the manual and the liability insurance:

 <https://www.uta.edu/kinesiology/academics/order-manuals-insurance.php>

***How to register for the course***: Once you have paid for your liability insurance and purchased the Internship Manual the secretary will clear you and you may register for the course. This can be done before the site is found if needed.  **YOU MUST REGISTER FOR THE COURSE BEFORE REGISTRATION ENDS FOR ANY GIVEN SEMESTER. THESE REGISTRATION DEADLINES MAY BE FOUND ON THE UTA WEBSITE UNDER A-Z INDEX, THEN SEARCHING ACADEMIC CALENDER.**

**LIMITATIONS:**

**Interning where you presently work:** You may not do your internship course at the location where you work unless you get prior written approval from Brad Heddins. Each situation is different and every request to do so may not be honored.

**Agreement Required:** The University of Texas at Arlington must have a signed **“Educational Affiliation Agreement”** with any site before the student may start an internship there. The Department of Kinesiology has a list of sites that we have an agreement with that you may obtain from Brad Heddins. Any new site found cannot be used if the agreement is not signed and approved by the University. Additionally any new site may be rejected by Brad Heddins for any reason. Most common reasons are that the site does not offer the right experience or is not related to your degree.

**UTA Email Communication:** Since we are not meeting on a weekly basis you must be responsible and **check your UTA email** to keep up with postings and reminders. **There is no excuse for not knowing about deadlines or changes to the course.**

**Holidays:** You must let your Site Supervisor know if you will not be available on holidays or the days surrounding holidays. **These holidays include, but not limited to, Martin Luther King Day, Spring Break, Good Friday, Labor Day, Memorial Day, Fourth of July and Thanksgiving.**  Regardless of the UTA calendar it is the decision of your site supervisor whether or not you can have any days off. Believe it or not, not everyone celebrates Spring Break.

**Description of Course Content:**

**KINE 4388. EXERCISE SCIENCE INTERNSHIP (0-9)** 135 hours. Individualized academic training in an external professional exercise science setting (e.g., hospital, physical therapy, university laboratory) under the direct supervision of an exercise science professional.

**KINE 4389. FITNESS MANAGEMENT INTERNSHIP (0-9)** 135 hours. Designed on an individual basis to allow the student to apply academic training in a professional fitness center under the direct supervision of a fitness specialist. Prerequisite:

**KINE 4490. EXERCISE SCIENCE INTERNSHIP** 180 Hours. Individualized academic training in an external professional exercise science setting (e.g., hospital, physical therapy, cardiac rehabilitation, fitness center) under the direct supervision of an exercise science professional or licensed therapist.

**KINE 4589. FITNESS MANAGEMENT INTERNSHIP (0-15)** 225 hours. Designed on an individual basis to allow the student to apply academic training in a professional fitness center under the direct supervision of a fitness specialist.

KINE 5393. PHYSIOLOGY OF EXERCISE INTERNSHIP

Individualized academic training in an external professional exercise physiology setting (e.g., physical medicine, athletic training, external laboratory, health/fitness facility, professional teams or sports management) under the direct supervision of an exercise science professional.

**Required Textbooks:**  An Internship Manual will be provided for purchase. You must read and agree in writing to the rules and regulations of the internship or you will not be allowed to take the course. No changes or photo copies may be made to this manual by the student.

**CONCEPT FOR THE COURSE: Exercise Science Internship**

1. The internship is designed to be taken during or near your last semester at UTA. It may not be taken if you have not completed the pre-requisites. Approval from your advisor is required. You should have your internship site set up as soon as possible the semester before and at the very least by the end of the semester. If you do not have a site set up within two weeks of the prior semester ending please contact me for help and guidance. There is a list of approved internship sites that include PT, cardiac rehabilitation, graded exercise testing (4388) or fitness/wellness and corporate fitness (KINE 4389). You must obtain this list directly from me either in a group setting meeting or one on one. The list will not be posted.

2. It is recommended that you compile of list of at least three of your top choices. Many

sites take only one or two interns. Contact the sites by email first, then by phone if needed. Sometimes site supervisors change and the list may not be accurate, so be prepared for that. If this happens simply ask for the site supervisor for internships. They can give you more details about their internship. It is a good idea to let them know your availability (schedule for the semester during which you will be doing the internship) as sometimes the student’s hours do not match those of the site.

* You must let your site supervisor know if you will not be available on holidays or the days surrounding holidays. **These holidays include, but not limited to, Martin Luther King Day, Spring Break, Good Friday, Labor Day, Memorial Day, Fourth of July and Thanksgiving.**  Regardless of the UTA calendar it is the decision of your site supervisor whether or not you can have any days off. Believe it or not, not everyone celebrates Spring Break.

If the site has an opening; you will need to set up **an interview**. Bring your resume and a copy of your transcript (a departmental print out will be sufficient – no official copy needed). Treat this as a professional interview by dressing professionally. This is your opportunity to evaluate the site, as well. Ask specific questions about your duties and what skills and knowledge you can expect to acquire. The site supervisor can be your best reference for a job when you graduate if you do well in your internship. Never underestimate the need for multiple professional references.

* You may obtain help with a resume and cover letter by going to the UTA Career Center web page. They also have sessions to look over your resume and can offer interview help. As the professor of the course I can evaluate resumes but I ask that you contact the Career Center first.

3. When you have chosen your internship site, complete an **Internship Application for KINE Internship Program** and email or bring to your professor, Brad Heddins, heddins@uta.edu. My phone is 817-272-1335 if you would like to speak with me. This form and others are located at the end of this syllabus.

4. Record your hours the internship on a daily basis and turn the **hourly form** in with your mid-term and final evaluations. The hours must be signed off on weekly by your site supervisor. For a 3 hour internship, you are required to complete a minimum of 135 hours (or more if required by your site). There is form to record your hours with this syllabus but you may turn in one used by your site if they have one. Your 3 credit internship requires 135 hours minimum at the site. If your site requires more hours you are bound by their requirements.

5. It is the student’s responsibility to alert the site Supervisor to complete the **mid-term evaluation** form BEFORE you have accrued ½ the required hours or when the midterm meeting deadline arrives**.** If you do not have half of your hours by the deadline the form must still be filled out and turned in regardless.  **You should set up a meeting with the site Supervisor to review the mid-term evaluation and determine if you need to make any performance changes. DO NOT FORGET TO WRITE YOUR 5 OBJECTIVES ON THE MID-TERM AND FINAL EVALUATION. THIS ALLOWS YOU TO BE BETTER RATED BY YOUR SUPERVISOR.** Fax, email or bring by the evaluation form along with your updated hourly form to Brad Heddins.

6.Turn in the **final evaluation and hourly form and special project** to Brad Heddins when the internship is completed. The forms are due no later than the final mandatory meeting date. Failure to meet this deadline will result in an INCOMPLETE for the course.

7. Your internship should be considered a professional job. This cannot be treated as just another class at UTA. You are to conduct yourself as a member of the company and this means you are expected to be polite to the other staff, punctual, dependable, well groomed and appropriately dressed. **Never underestimate the need for multiple professional references to add to your resume. This greatly helps in your job search and acceptance into higher education programs.**

Missing a day with the excuse that you need to deal with family matters, study for another course, go out of town, or because you are too tired are not looked on favorably by your internship Site Supervisors. Many students in the past have received low scores and had trouble finishing their hours due to unscheduled absences during the semester. Many have been dropped by sites for lack of attendance. If you are truly ill and must miss a day, call your internship Supervisor before your scheduled arrival time and inform him/her. Also, ask your Supervisor what is considered appropriate attire for your site. In addition, it is inappropriate to use your cell phone (calls, internet, texting, etc.) while on duty for your internship hours.

**As stated before, as the Professor for this course, I reserve the right to adjust this course in any way that serves the educational needs of the students enrolled in this course. No syllabus or manual can be written to account for all possible situations, concerns or crisis. Therefor your Professor and Site Supervisor have the final say in all disputes. If you have a problem, dispute, or complaint you must contact me in writing first. I will then meet with you and will provide you in writing a signed copy of my decision. You cannot state that you “spoke with me” about your problem as the reason for your actions. Do not attempt to represent the views of your Professor or the University in matters of dispute with your site supervisor.**

**Grading Policy:**Your grade is based upon the following criteria plus see below about additional grading deductions by not meeting the deadlines:

**(A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F <60%)**

Mid Term Evaluation graded by your site supervisor due **October 11th or 12th or before if hours are completed** 40%

Final Evaluation graded by your site supervisor due **Dec. 7th** **or before if hours are completed** 40%

Special Project graded by your site supervisor and professor **Dec. 7th or before if completed** 20%

Total 100%

**Additional Grading: 10 points** will be deducted from your final grade for failure to complete hours or failure to turn in of each individual form and special project by deadlines provided. Also any **feedback** via email from your site supervisor will be added to your evaluation form and taken into consideration for your final grade. These are the latest times to turn these items in. They may be turned in early but you still have to attend the meetings. **Deadlines:** **Failure to do so will result in ten points being deducted off your final grade.**

* **Internship Application (due when you secure a site), Special Project Proposal & Objectives form (due at the end of the first week)***, last chance to turn in without a penalty is the* ***August 30th or 31st meetings****.* Keep a copy of the objectives for your evaluation.
* **Mid-term evaluation and updated hourly form**. Due when you completed 67.5 hours or if hours not complete by the ***October 11th or 12th*** ***meetings.***
* **Completed hours, final evaluation and hourly forms, special project**. Due when completed or by the ***December 7th at 11:00 a.m. meeting***. Keep a copy of all of your hours for applying to PT, OT or other professional schools.

**Special Project:** This is something that should be agreed upon by you and your Site Supervisor. The project should benefit the site and yourself. If your Site Supervisor does not require a project you still have to complete one for the course. You should be able to upload the project to a provided MavSpace link. I will provide this link at a later date.

**Guidelines for Special Project:** Must be put into WORD or PowerPoint presentation format and turned in at the end of the semester by the deadline. For PowerPoint provide a minimum of 15 slides that does not include the title slide or references. For WORD provide a minimum of 15 pages and no greater than double spaced content. One inch maximum formatting for margins. You may provide pictures and charts but keep in mind that the content and the overall presentation appearance will be part of the grade. Simply providing 15 slides with a single sentence and picture on each will not be acceptable. **You must have at least 3 peer reviewed research studies or Kinesiology related Textbooks as part of your references. Make this project look like 20% of your final grade.** Suggested ideas for the project include but are not limited to:

* Informational ECG file. Both real life ECGs and descriptions of each.
* Documenting a workout program. Specific exercises and how to do them.
* Nutritional Information. Types of foods, supplements, healthy vs. unhealthy foods for your clients.
* Outlining your organization of a special event. Include tasks, flyers, programs, information about event.
* Information on a specific disorder or injury. Knee, shoulder, concussion. Surgery and rehab techniques.

**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. For grade grievances see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>;. For student complaints, see <http://www.uta.edu/deanofstudents/student-complaints/index.php>.

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 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 and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee’s decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.

**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/>).

**Disability Accommodations:** UTArlington 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).Only those students who have officially documented a need for an accommodation will have their request honored. 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. 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).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *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://www.uta.edu/hr/eos/index.php)*.*

**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](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5CHeddins%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CZDT8D341%5Cjmhood%40uta.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 in their courses by 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. Additional information is available at <https://www.uta.edu/conduct/>.

**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>.

**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/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** 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 are located at the front and back sides of the room. 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.

<http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php>.

[http://www.uta.edu/police/Evacuation Procedures.pdf](http://www.uta.edu/police/Evacuation%20Procedures.pdf))

Students are also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 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.

 **“*As the instructor for this course, I reserve the right to adjust the lab and lecture schedules in any way that serves the educational needs of the students enrolled in this course. –Brad Heddins.”***

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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