A. Description of Course Content

The graduate micro and macro field seminar provides the opportunity for students to reflect on the application of theory and classroom learning in an actual social work setting. The seminar offers a safe environment for students to process field experiences with peers and the professor, and explore personal values, beliefs, attitudes, and competencies and their compatibility with the social work profession. Students will be expected to engage in an in-depth self-examination, be open to new ideas and input from others, and continually evaluate their own knowledge, values, and skill level. The seminar is a forum for the exchange of ideas, feelings, and experiences relative to practice issues, professional growth and development, cultural diversity, the helping process, and social work values and ethics. Students will receive systematic feedback to help them critically assess the field experience and their own development as a social work professional.

B. Student Learning Outcomes

Educational Policy 2.3 - Signature Pedagogy: Field Education

Signature pedagogy represents the central form of instruction and learning in which a profession socializes its students to perform the role of practitioner. Professionals have pedagogical norms with which they connect and integrate theory and practice. In social work, the signature pedagogy is field education. The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum - classroom and field - are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated and evaluated based on criteria by which students demonstrate the achievement of program competencies.
SOCW 5310 addresses the following core competencies:

2.1.1. Identify as a professional social worker and conduct oneself accordingly. Social workers serve as representatives of the profession, its mission, and its core values. They know the profession’s history. Social workers commit themselves to the profession’s enhancement and to their own professional conduct and growth. Social workers

- Attend to professional roles and boundaries;
- Demonstrate professional demeanor in behavior, appearance, and communication;
- Use supervision and consultation.

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

- Recognize and manage personal values in a way that allows professional values to guide practice;
- Make ethical decisions by applying of the National Association 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 Worker, Statement of Principles;
- Tolerate ambiguity in resolving ethical conflicts; and
- Apply strategies of ethical reasoning to arrive at principled decisions.

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;
- 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. 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 experience, a person’s life experiences may include oppression, poverty, marginalization, and alienation, as well as privilege, power, and acclaim. Social workers

- View themselves as learners and engage those with whom they work as informants.

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 equally and without prejudice. Social workers

- Understand the forms and mechanisms of oppression and discrimination.

2.1.6: Engage in research-informed practice and practice-informed research. Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers
workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge. Social workers

- Use practice experience to inform scientific inquiry and
- Use research evidence to inform practice.

2.1.7: Apply knowledge of human behavior and the social environment. Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand the biological, social, cultural, psychological, and spiritual development. Social workers

- 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 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

2.1.9: Respond to contexts that shape practice. Social workers are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice. Social workers recognize that the context of practice is dynamic, and use knowledge and skill to respond proactively. Social workers

2.1.10 (a)-(d): Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities. Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

**Engagement**

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

**Assessment**

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

**Intervention**

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

- Social workers critically analyze, monitor, and evaluate interventions.

C. Required Textbooks and Other Course Materials

No textbook is required for this course.

D. Additional Recommended Textbooks and Other Course Materials

In your field placement:

Required texts and other materials will be assigned by the Field Instructor. These may include agency operating procedures manuals, federal and/or state policies, research and other materials relevant to the agency services and population served.

Assigned Readings for EACH WEEK are posted in the course folders on Blackboard in addition to the weekly focus. Please utilize readings and focus to stimulate your thinking and responses when writing your journals each week. USE RUBRIC PROVIDED TO WRITE YOUR JOURNALS.

E. Descriptions of Major Assignments and Examinations

1. Verification of Understanding Form - Please review the syllabus and view the Field Orientation powerpoint presentation which is available in the course folder. You must review this presentation to proceed with the course. Please complete and submit the Verification of Understanding Survey verifying that you have read and reviewed the powerpoint as well as the course syllabus and understand the expectations for the course. You must complete the survey, save a pdf and upload to BB. Please send any questions by email to the instructor.

2. Agency Information Form - Complete the Agency Information Form and submit with your learning contract. You will find this form under course materials. This form will assist you in securing the information that you need to effectively begin your internship. Complete all sections.

3. Learning Contract - The student will work with the agency-based Field Instructor to complete the learning contract which includes the tasks students will be assigned to ensure mastery of all of the core competencies. These contracts will be signed by the student, the Field Instructor and the Field Liaison. The Learning Contract will be MAILED OR DROPPED OFF TO THE UNIVERSITY SCHOOL OF SOCIAL WORK ADDRESSED TO MY ATTENTION. Due: Friday February 17th by 6 pm.

The University of Texas at Arlington
School of Social Work
211 South Cooper Street
Box 19129
Arlington, TX 76019
Attention: Pamela Johnson

4. Supervision Logs - Please submit supervision log each week; Logs MUST be signed by your supervisor. If you do not have supervision that week, the form is submitted stating why supervision was not completed. No credit will be received if submitted late. You must make up a missed supervision.

5. Practicum Journal - One thoughtful, in-depth entry will be submitted each week (total of one page). Please use the weekly focus as well as the readings and RUBRIC under course materials to help you write your journal. There is a sample journals posted in the course folder. Journal entries are to be posted to
Blackboard by 11:59 on Sunday each week. They may be posted no earlier than Thursday of each week. **Journals will not receive points if submitted late.**

6. **Discussions** - there will be two topics of discussion during this semester. Instructions will be provided.

7. **Peer Instruction Presentation/feedback by students** - Instructions will be provided.

8. **Midterm and final evaluations**: will be submitted to me by your Field Instructor after reviewed with student - dates for submission: midterm due 3/10, final due 5/5.

9. Hard copies of the the agency information form and learning contract will be submitted by mail or hand delivered. A date will be provided.

10. Final submission of documents: 12 ORIGINAL signed Supervision logs and signed time sheet will be submitted by MAIL OR HAND DELIVERED. A date will be provided.

**PLEASE RETAIN ORIGINAL HARDCOPIES OF ALL DOCUMENTATION THROUGHOUT THE SEMESTER!**

Journals and supervision logs are to be submitted to Blackboard on Sundays by 11:59 each week. **Journals or supervision logs will not receive points if submitted late.** Please know that you cannot pass the course without these submissions. It is your responsibility to make sure that you can post materials each week. It is your responsiblity to make sure you have internet connection and scanning abilities.

Please contact me with questions or problems.

F. **Grading**

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>DUE DATE(S)</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review syllabus and Orientation</td>
<td>Sunday, January 22nd @ 11:59</td>
<td>5</td>
</tr>
<tr>
<td>Powerpoint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and submit verification form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Profile - under Discussions</td>
<td>Sunday, January 22nd @ 11:59</td>
<td>2</td>
</tr>
<tr>
<td>Agency Information Form - <strong>Mail or hand deliver hard copy</strong></td>
<td>FRIDAY, February 17th @ 6 pm</td>
<td>2</td>
</tr>
<tr>
<td>Learning Contract - <strong>Mail or hand deliver hard copy</strong></td>
<td>FRIDAY, February 17th @ 6pm</td>
<td>20</td>
</tr>
<tr>
<td>Supervision Logs 12 TOTAL</td>
<td>EACH SUNDAY by 11:59 pm beginning January 29th</td>
<td>1 each - 12 total</td>
</tr>
<tr>
<td>Practicum Journal 12 TOTAL</td>
<td>EACH SUNDAY by 11:59 pm beginning January 29th</td>
<td>3 each - 36 total</td>
</tr>
<tr>
<td>Discussion #1 Responses to 2 classmates</td>
<td>Ethical Dilemma Responses due Sunday, 2/26/17</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Responses due Sunday, 3/5/17</td>
<td></td>
</tr>
<tr>
<td>Discussion #2 Responses to classmates</td>
<td>Stress/Burnout/Self care Responses due Sunday, 4/2/17</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Responses due Sunday, 4/9/17</td>
<td></td>
</tr>
<tr>
<td>Peer Instruction Presentation Responses to 5 Classmates</td>
<td>Sunday, May 21st @ 11:59</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Sunday, May 28th @ 11:59</td>
<td>5</td>
</tr>
</tbody>
</table>
Final Submission of Documents
Mail or hand deliver  
DUE Wednesday May 10th @ 6 pm  
The course is not complete without submission of these documents.

| Total Possible Points | 100 |

Grade Scale:  
A = 90 - 100  
B = 80 - 90  
C = 70 - 80  
D = 60 - 70  
F = less 70

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. Please know that your grade will be calculated as follows: 30% from this course and 70% from your field practicum/placement. The grade will be recorded as an A, B, C, D, or F.

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 Exams

All assignments are to be submitted through Blackboard to the instructor. The assignment must be received by the instructor by 11:59 central time on the day it is due (please check below for assignment dates).

If the assignment is received after the 11:59 pm deadline or it is received but unable to be viewed by the professor, the assignment will be considered late until the problem is corrected and points will be deducted according to the late assignment policy below.

**PLEASE NOTE:** Written assignments are not accepted by fax, hard copy or email. You have chosen to participate in an online course; therefore all assignments will be submitted online through Blackboard.

**Late Assignments:** For assignments that are 5 points or less, you will receive 0 points if the assignment is posted late, meaning past the 11:59 pm deadline and no credit will be awarded for responses posted after the end date and time of that respective week unless otherwise noted. The Peer Instruction Presentation will lose 5 points each day if submitted past the 11:59 pm deadline. Since Blackboard will show the date and time of all assignment submissions and discussion board posts, there will be no discrepancies as to when an assignment or post has been submitted.

**Make up policy:** Assignments may not be made up. If a situation occurs that is out of your control, it will be discussed with the professor to see if it warrants making other arrangements.

**Participation:** Students are expected to attend their field placement according to the schedule determined by the students and field instructor, complete and submit all assignments when due and submit original, hardcopies of final documents. **Please keep the submit originals of all agency information forms, learning contracts and SIGNED supervision logs. Please make copies.**

H. Attendance

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients. As the instructor of this section,

**Attendance in an online course means that you will participate according to the course schedule.**

**Seminar Format** – Discussion forums are important components of this seminar. Active participation of every student is essential to this format. Students are expected to provide information and critical, supportive feedback as outlined for each discussion. The seminar offers a safe environment for students to process field experiences with peers and the professor, and explore personal values, beliefs, attitudes, and competencies and their compatibility with the social work profession. Students will be expected to engage in an in-depth self-examination, be open to new ideas and input from others, and continually evaluate their own knowledge, values, and skill level. The seminar is a forum for the exchange of ideas, feelings, and experiences relative to practice issues, professional growth and development, cultural diversity, the helping process, and social work values and ethics. Students will receive systematic feedback to help them critically assess the field experience and their own development as a social work professional.

Much of what students learn in the virtual 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 the fullest extent in the learning environment, and to facilitate others’ ability to participate at the same time. This means being prepared to join in the learning experience by completing assigned readings and other work, respecting ourselves and others, and taking responsibility for completing assignments in a competent and timely manner. But more than this, it also means that we each take shared responsibility for the growth and professional development of each of the individuals in our learning community.

I. Course Schedule

<table>
<thead>
<tr>
<th>WEEK/DATE</th>
<th>TOPIC</th>
<th>REQUIRED READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>*********</td>
<td>Please note: THE DATES LISTED ARE THE ASSIGNMENTS FOR THE WEEK YOU ARE BEGINNING. ALL ASSIGNMENTS ARE DUE ON THE FOLLOWING SUNDAY AT 11:59 PM CENTRAL TIME unless otherwise noted.</td>
<td></td>
</tr>
<tr>
<td>1/17/17</td>
<td>Introductory profile, Orientation, syllabus review/Verification of Understanding form</td>
<td>Syllabus, orientation powerpoint.</td>
</tr>
<tr>
<td>Due: 1/22/17</td>
<td>Due SUNDAY 1/22/17 @11:59</td>
<td></td>
</tr>
<tr>
<td>1/22/17</td>
<td>Safety in the field</td>
<td>See course folder</td>
</tr>
<tr>
<td>Due 1/29/17</td>
<td>Journal #1 Due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SIGNED Supervision Log Due</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Due Date</td>
<td>Topic</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>1/29/17</td>
<td>2/5/17</td>
<td>Role of Intern in the Agency Setting</td>
</tr>
<tr>
<td>2/5/17</td>
<td>2/12/17</td>
<td>Effective Use of Supervision</td>
</tr>
<tr>
<td>2/12/17</td>
<td>2/19/17</td>
<td>Social Work Values and Ethics</td>
</tr>
<tr>
<td>2/19/17</td>
<td>2/26/17</td>
<td>Ethical Decisions, Ethical Dilemmas</td>
</tr>
<tr>
<td>2/26/17</td>
<td>3/5/17</td>
<td>Policies and Practice impacting social work practice</td>
</tr>
<tr>
<td>3/5/17</td>
<td>3/12/17</td>
<td>Professionalism, Professional Practice</td>
</tr>
<tr>
<td>3/12/17</td>
<td>3/19/17</td>
<td>Diversity and Difference</td>
</tr>
<tr>
<td>3/19/17</td>
<td>3/26/17</td>
<td>Culturally Competent Practice</td>
</tr>
<tr>
<td>3/26/17</td>
<td>4/2/17</td>
<td>Stress, Burnout and self-care</td>
</tr>
<tr>
<td>4/2/17</td>
<td>4/9/17</td>
<td>Stress, Burnout, self-care Discussion</td>
</tr>
<tr>
<td>4/9/17</td>
<td>4/16/17</td>
<td>Terminus: Clients, Agency, Field</td>
</tr>
<tr>
<td>4/16/17</td>
<td>4/23/17</td>
<td>Reflections on Field</td>
</tr>
<tr>
<td>4/16/17</td>
<td></td>
<td>Peer Presentations Due</td>
</tr>
<tr>
<td>4/23/17</td>
<td>4/30/17</td>
<td>Peer Responses to presentations</td>
</tr>
<tr>
<td>4/30/17</td>
<td></td>
<td>All field paperwork due: All hardcopies (submitted via snail mail or hand delivered by Wednesday, May 10th 12 signed supervision logs, time sheet with hours logged and signed by your field instructor.</td>
</tr>
<tr>
<td>5/5/2017</td>
<td></td>
<td>Last day to complete field hours unless other arrangements have been made. Please contact your field liaison.</td>
</tr>
</tbody>
</table>
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 Grievances


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, 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.

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 oneself or someone else, supportive services are available. For immediate, 24-hour help call MAVS Talk at 817-272-TALK (817-272-8255). 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.uta.edu/library/help/subject-librarians.php
Course Reserves......................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
N. 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/).

O. 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). 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.

P. 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://uta.edu/eos).*

Q. 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.

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 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/.

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. 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/.

U. 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.

V. 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.