

# SYLLABUS

*In the event of a significant disruption of course activities because of an extraordinary environmental situation, this syllabus is subject to change. Any and all changes will be communicated with students in as timely a manner as the situation allows.*

**Semester:** *Click here to enter text.*

**Course Prefix:** *Click here to enter text.*

**Year:** *Click here to enter text.*

**Course #:** *Click here to enter text.*

**Course Title:** *Click here to enter text.*

## Course Description and Overview

*Click here to enter text.*

Meets:

***Delete all that do not apply:***

* Core Curriculum Requirements
* Global Perspective Requirements
* Major Requirements
* Elective Requirements
* Research Tools Requirement

## Faculty Contact Information

**Name of Instructor:** *Click here to enter text.*

**Office Location:** *Click here to enter text.*

**Phone Number:** *Click here to enter text.*

**Office Hours:** *Click here to enter text.*

**Email Address:** *Click here to enter text.*

## Measurable Student Learning Outcomes

*Click here to enter text.*

## Course Materials and Supplies

### Course materials:

*Click here to enter text.*

## Textbooks:

*Click here to enter text.*

## Supplies:

*Click here to enter text.*

## Activities, Assignments, and Grading Policy

*Click here to enter text.*

## Major Course Assignments and Examinations

*Click here to enter text.*

## Calendar of Classes, Sessions, Activities, Readings, Examinations & Assignments

*Click here to enter text.*

## Optional Requirements

*Click here to enter text.*

## Policy Statements

### **Disability Access Policy Statement**

Texas Woman's University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (e.g., mental health conditions, learning disabilities, chronic medical conditions, temporary medical conditions, etc.), please register with Disability Services for Students (DSS) to establish reasonable academic accommodations. After registration with DSS, please contact me so that we may discuss how to implement your accommodations. Applicable policy: [URP: 01.242 Academic Accommodations for Students](https://public.powerdms.com/TWU1/documents/1765594) (<https://public.powerdms.com/TWU1/documents/1765594>). DSS contact information: [DSS website](https://twu.edu/disability-services/) (<https://twu.edu/disability-services/>), [dss@twu.edu](mailto:dss@twu.edu), (940) 898-3835, CFO 106.

### **Title IX: Sexual Violence Education**

TWU is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and TWU policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. As students, if you or someone you know is experiencing sexual harassment, relationship violence, stalking, or sexual assault, there are campus resources available to provide support and assistance. Sexual misconduct can be non-confidentially reported to the Title IX Coordinator at the [Report an Incident website](https://twu.edu/civility/report-an-incident/) (<https://twu.edu/civility/report-an-incident/>) or at (940) 898-2968. Additionally, please be aware that under Title IX of the Education Amendments of 1972, all employees are required to disclose information about such misconduct to the Title IX Office. Students who wish to speak to a confidential employee who does not have this reporting responsibility can contact TWU Counseling and Psychological Services at (940) 898-3801 for the Denton Campus, (214) 689-6655 for the Dallas Campus, and (713) 794-2059 for the Houston Campus.

### **Title IX: Pregnant Students**

It is the policy of Texas Woman’s University to maintain a learning environment that is free from discrimination of pregnant or parenting students in accordance with the [Texas Education Code, Section 51.982](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.982:~:text=Sec.%2051.982) ([https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.982:~:text=Sec.%2051.982.%20%20PROTECTIONS,September%201%2C%202023.#51.982](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.982)), other applicable laws, and [Title IX](https://www.govinfo.gov/content/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap38.pdf) (<https://www.govinfo.gov/content/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap38.pdf>) of the Education Amendments of 1972 which prohibits discrimination on the basis of sex (including pregnancy discrimination in education programs or activities).

Students who may need academic adjustments due to their pregnancy, pregnancy-related conditions, or parenting status can first speak to their faculty member to discuss what adjustments can be made to the classroom environment (such as larger desks, restroom breaks, excused absences, or additional, reasonable time to complete coursework). Students who may need other reasonable parenting accommodations should complete and submit the [Pregnant and Parenting Students Accommodation form](https://twu.edu/pregnancy-accommodation-form/) (<https://twu.edu/pregnancy-accommodation-form/>) to coordinate additional academic needs. It is recommended that students request pregnancy adjustments and accommodations as soon as practicable. Applicable policy: [URP: 01.244 Student Parenting and Pregnancy Nondiscrimination](https://public.powerdms.com/TWU1/documents/1825769) (<https://public.powerdms.com/TWU1/documents/1825769>). For more information, including resources for parenting students, please visit [TWU’s Parenting Students webpage](https://twu.edu/student-life/parenting-students/) (<https://twu.edu/student-life/parenting-students/>). Dean of Students contact information: [dos@twu.edu](mailto:dos@twu.edu).

### **Academic Integrity**

Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance and that they have abided by all other provisions of the Academic Integrity Policy and the Student Code of Conduct as found on the TWU website and in the TWU Student Handbook. Cheating, plagiarism, collusion, multiple submissions of an assignment, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, removal from an academic program, or being suspended or expelled. Allegations of academic dishonesty in this course may be reported to the Office of Civility and Community Standards. The specific disciplinary process for academic dishonesty is in the [TWU Student Code of Conduct](https://public.powerdms.com/TWU1/documents/1745742) (<https://public.powerdms.com/TWU1/documents/1745742>) and [Academic Integrity Policy](https://public.powerdms.com/TWU1/documents/1748544) (<https://public.powerdms.com/TWU1/documents/1748544>). For details on avoiding plagiarism, review the [Library Tutorial: Avoiding Plagiarism](https://libguides.twu.edu/c.php?g=270163&p=1803990) (<https://libguides.twu.edu/c.php?g=270163&p=1803990>).

The following statement must appear on a course syllabus if an antiplagiarism tool is used in the course:

In an effort to ensure the integrity of the academic process, Texas Woman’s University vigorously affirms the importance of academic honesty as defined by the Academic Integrity Policy and the TWU Student Code of Conduct. Therefore, in an effort to detect and prevent plagiarism, faculty members at Texas Woman’s University may now use a tool called Turnitin to compare a student’s work with multiple sources. It then reports a percentage of similarity and provides links to those specific sources. The tool itself does not determine whether or not a paper has been plagiarized. Instead, that judgment must be made by the individual faculty member.

Delete statements that do not apply:

All required assignments in this course may be checked for plagiarism using Turnitin.com

Or

Some of the required assignments in this course may be checked for plagiarism using Turnitin.com.

Or

Assignments will be randomly checked for plagiarism using Turnitin.com.

### **TWU Attendance Policy**

Texas Woman’s University (“TWU” or “University”) recognizes that consistent and attentive attendance is vital to student success. Class attendance and participation is an individual student responsibility. Faculty set the attendance policy for each course they teach. The University expects regular and punctual attendance at all scheduled classes, and the University reserves the right to deal at any time with individual cases of nonattendance.

An absence may be excused for the following reasons: Personal injury or illness that is too severe or contagious for the student to attend class. Serious injury, illness, or death of an immediate family member; Immediate family may include: parents, siblings, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty or the Dean of Students Office. Participation in legal or governmental proceedings that require a student’s presence and that cannot be rescheduled; Active military service, including travel for that purpose; Religious holy day, including days necessary to travel for that purpose; Pregnancy and Parenting requirements under Title IX and the Texas Education Code; Participation in an Official University Function for which an excused absence form is provided including mandatory participation as a student-athlete in NCAA-sanctioned or other governing-sanctioned athletic competition; or Other official events as deemed appropriate by the Vice President of Student Life or Executive Vice President for Academic Affairs and Provost. Applicable policy:

[URP: 06.160 Excused Absence Policy](https://public.powerdms.com/TWU1/documents/1825773) (<https://public.powerdms.com/TWU1/documents/1825773>).

### **Student Religious Accommodation Policy**

It is the policy of Texas Woman’s University to accommodate students who observe work-restricted religious holy days. Upon receipt of proper notice, students who miss classes, examinations, or any other assignments as a consequence of their religious observance will be provided with a reasonable alternative opportunity to complete such academic responsibilities without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of absence. Students seeking religious accommodations must complete the [Accommodation for Work-Restricted Religious Holy Day Form](https://twu.edu/media/documents/student-life-office/Religious_Holy_Day_Accommodation_Form.pdf) (<https://twu.edu/media/documents/student-life-office/Religious_Holy_Day_Accommodation_Form.pdf>) as outlined by the dates in the [URP: 06.120 Student Religious Accommodation Policy](https://public.powerdms.com/TWU1/documents/1745752) (<https://public.powerdms.com/TWU1/documents/1745752>).

Emergency Preparedness Information

TWU is committed to safeguarding the well-being of all students and places a high emphasis on community safety. We have established thorough protocols to address emergencies such as fires, tornadoes, and active assailant events. Regular drills and training sessions are conducted to ensure that everyone is well-prepared to respond efficiently in case of any emergency. Pioneer Alerts notify students and faculty about rising emergencies via phones, email, and university computers. Keep your information updated through Pioneer Portal to receive these important notifications. In emergencies, evacuate during fires, seek shelter-in-place for severe weather, and call 911 and [RUN/HIDE/FIGHT](https://twu.edu/emergency/active-assailant/) (<https://twu.edu/emergency/active-assailant/>) for active assailants. Review the [TWU Emergency Guidebook](https://twu.edu/media/documents/risk-management/TWU-Emergency-Guidebook.pdf) (<https://twu.edu/media/documents/risk-management/TWU-Emergency-Guidebook.pdf>) for more details or contact Emergency Management at 940-898-3367 or [twuready@twu.edu](mailto:twuready@twu.edu). Follow @TWUReady for preparedness tips and updates. For severe weather areas, visit the [Shelter-in-Place Maps](https://twu.edu/emergency/building-maps/) (<https://twu.edu/emergency/building-maps/>).

CARE

TWU believes that to learn effectively, a student's basic needs must be met. If you are struggling with housing, enough food to eat, your mental health, financial issues, or any other basic need, TWU has resources that may be able to assist you. Please contact the CARE office at (940) 898-2789 or make an appointment via the [CARE website](https://twu.edu/care/) (<https://twu.edu/care/>).