

**EDT-5373-001 "Advanced Productivity in the Technology-Enhanced Classroom"  
CRN 26936 SYLLABUS**

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## UTEP Catalog Course Description EDT 5373 - Adv Productivity Tech/Clstrm

**Advanced Productivity Technologies for the Classroom (2-1)** Focus on curriculum strategies that utilize word processing, presentation programs, and spreadsheets for the EC-12 classroom; development and use of databases; extended web page creation integrating graphics, web-page scripts, and file transfer. Creation and implementation of online collaborative projects. Continued portfolio development and peer mentoring experiences. (Source: <http://catalog.utep.edu/grad/course-descriptions/edt/>)

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### Overview

This course meets in a FULLY ONLINE fashion. It is intended to help teachers and education professionals develop experience and skills in working with standard office productivity tools (word processing, presentations, spreadsheets, and to a lesser extent, graphics editing, web-development, and databases). Although it is an online course, the class meets in a weekly cycle with assignments that become available on most Thursday evenings at 5:00 PM, and that are generally due on the following Wednesday at 5 PM (assignments can be turned in early). The class assignments are made available from a folder that becomes active each week on the course home page in the online course environment in UTEP's Blackboard. All assignments are submitted or 'turned-in' via a link in that folder for that assignment. A PDF (Adobe Acrobat) document with detailed instructions for each assignment is also available in the folder for that assignment.

### Software for the course

Although much of the reading and course instruction can be done on a mobile device, participants must have a computer available upon which they may install and run the free UTEP version of Microsoft Office via an online app, or perhaps use Microsoft Office 365. Microsoft Office 365 is an online version of Microsoft Office that is available for UTEP Students, faculty, or staff at no cost\*. Students may also use Microsoft office 2010 or above (if they already have it installed on their computers) or LibreOffice, a free alternative to Microsoft Office that is cross-platform (Mac and Windows).

**\*Microsoft Office 365:** UTEP's licensing allows a user to run Microsoft Office 365 simultaneously on FIVE devices. *This is a great way to get the latest online version of Microsoft Office and use it from wherever you wish.* Go to the UTEP Helpdesk on the third floor of the UTEP Library for help on getting this installed - or students may use the 'Gear' function of their UTEP email. Go to <http://admin.utep.edu/Default.aspx?tabid=74266> to begin, or see the UTEP Web page at <http://admin.utep.edu/Default.aspx?tabid=74253> for information on installing this and other UTEP licensed software. Microsoft Office 365 and the MyApps version of Microsoft Office are both online versions, but one is hosted by Microsoft on their servers (Microsoft Office 365), and the other is hosted by UTEP on the UTEP servers (MyApps MS Office). **The UTEP Microsoft 365 page says "Students: Your free Office 365 account is automatically available through your UTEP email account. Log in to your email account from My.UTEP, click the "gear," choosing settings, then Software. Install the apps you want on your computer. Visit App Store of your choice to download to mobile devices. May require login with your UTEP username and password. Office 365 will become unavailable should you leave UTEP."** Source: <http://admin.utep.edu/Default.aspx?tabid=74253>.

LibreOffice contains all of the tools required to perform the work in the course and is available as a free download from <http://www.libreoffice.org/>. A 'Portable' version of LibreOffice that can be installed onto a USB thumb-drive and used on any modern Windows computer is available from [http://portableapps.com/apps/office/libreoffice\\_portable](http://portableapps.com/apps/office/libreoffice_portable). There is no charge for LibreOffice and it will function just as well as Microsoft Office in this course, and it is what your instructor often uses - the only complication is making sure that the user exports their work into the proper MS Office file format. Unlike face-to-face versions of this course, in a fully online environment an instructor cannot sit down with a student and coach them through a challenge. A basic familiarity with online tools and recent versions of a web browser with Java and Javascript installed is essential to performing in the course. Flash (a multimedia player) is not required for the course, but Flash multimedia functionality in your browser may be useful for accessing certain tutorial sites online. Students needing help with APA style or other writing issues may desire to use the free services of the UTEP Writing Center (<http://uwc.utep.edu/>).

All messages to the instructor should take place WITHIN the Blackboard course environment (in other words, not via UTEP email or private email unless there is a problem with Blackboard). Assignments will NOT be accepted via email, not using Blackboard's internal course email, nor UTEP's email. That is so that you have a way to track your assignment and so it won't get lost among other messages - each assignment has its own upload link in that assignment's folder. There are approximately 12 to 14 assignments per semester, each worth 10 'points' (not percent). That way being late or missing an assignment won't destroy your grade. *Staying up-to-date on assignments is essential to passing the course.* The UTEP Blackboard course environment is available from <https://my.utep.edu>. The first assignment and other materials for the course will become available in Blackboard on January 17, 2017.

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## Skills and Competencies

The technical skills and understandings that are addressed by this course are meant to prepare education professionals for professional writing, planning, presentations, portfolio development, and technology-assisted professional communication and planning. All documents must be formatted using styles and APA 6 (or OWL at Purdue) formatting - this formatting style will be introduced in the first two weeks of the course, and will be part of the grading rubric from then on. Skills and understandings required are derived from the basic skills expected of Texas Teachers and to a certain extent by those of Texas Master Technology Teachers (see the MTT and Texas Technology Standards listed below). Students are expected to master the following skills over the period of the course:

### **Copyright, Fair Use and Ethical Computing**

- Students will demonstrate a basic understanding of copyright and Fair Use law.
- Students will be able to explain key components of safe and ethical computing.

### **Word Processing:**

- Formatting professional documents - general layout and word processor menus and tool sets
- Formatting professional documents in APA 6 style.
- Integrating external content into a word-processed document.
- Exporting documents into online or other formats.

### **Presentations**

- Creating a basic PowerPoint presentation

- PowerPoint for note-taking and information-storage
- PowerPoint as a graphics program
- PowerPoint as a digital portfolio container
- Exporting PowerPoint into online and other formats

#### *Spreadsheets*

- Basic Spreadsheet structure and formatting
- Planning and forecasting using a spreadsheet
- Exporting Spreadsheets into online and other formats

#### *Graphics editing and video in the classroom*

- Graphics and video file formats
- Using easy and more complex graphics programs
- Exporting graphics and video into online and other formats

#### *Databases*

- Basic database structure and use
- Integrating databases with other tools, including online information tools

#### *Using office productivity tools in an online world*

- Integrating Word processing, spreadsheets, and presentations in an online classroom

There are fourteen weeks of class, and more than fourteen skills to assess, so there will be some overlap and integration of skills and understandings during the course. Each weekly activity, as well as the final, will be worth the same amount of 'points' (ten points each) totaling to approximately 140 points for the semester. The sum of the number of points received for each weekly activity, divided by the points possible for those activities will provide a decimal grade (see '[Grading](#)', below). For your convenience, here is a link to the UTEP Spring 2017 calendar: <http://catalog.utep.edu/grad/welcome-to-utep/academic-calendar/>.

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#### **Tentative Schedule (adjusted as needed)**

- (Module 1) January 17, 2017, Tuesday UTEP Spring semester begins, course becomes available, first weekly module becomes available on home page of Blackboard course (Due Wed, January 25). Theme: Course overview, Texas TechApps, accessing LibreOffice tools online and various Office alternatives online. PowerPoint for note taking with screen-captures 1.
- (Module 2) January 26, 2017. (Due Feb 1). Copyright and APA style (using Word doc or docx format). Use of the OWL at Purdue for APA reference. (The OWL at Purdue APA section is available at <https://owl.english.purdue.edu/owl/resource/560/01/>). Introducing the 'Tools Tasks, and Strategies' Framework. Due Wednesday, February 1.
- **February 1, 2017. Final Census Day - last day for a drop and be reimbursed.**
- (Module 3) February 2, 2017. Due Wednesday, February 8. PowerPoint for note taking with screen-captures 2.
- (Module 4) February 9, 2017. Due Wednesday, February 15. PowerPoint presentations tips and tricks beyond presentations. Incorporating online content ('washing' and converting online content).

- (Module 5) February 16, 2017. Due Wednesday, February 22. Document file formats and Formatting Word documents with Styles.
- (Module 6) February 23, 2017. Due Wednesday, March 1. Building a hyperlinked list of resources in Word
- (Module 7) March 2, 2017. Due Wednesday, March 8. Building a hyperlinked list of resources in PowerPoint
- (Module 8) March 9, 2017. Due Wednesday, March 22. Introducing Excel - a history of spreadsheets and how they are used for organizing data and making predictions.
- **March 13 - 16 Spring Break**
- (Module 9) March 23, 2017. Due Wednesday, March 29. Building a hyperlinked list of resources in a Spreadsheet
- (Module 10) March 30, 2017. Due Wednesday, April 5. Multimedia and graphics, part 1.
- March 31, 2016 Cesar Chavez Day (no classes)
- (Module 11) April 6, 2017. Due Wednesday, April 12. Multimedia and graphics, part 2.
- (Module 12) April 13, 2017. Due Wednesday, April 19. Exporting a hyperlinked list of resources into a web resource.
- April 14, 2017. Spring Study Day - No classes.
- (Module 13) April 20, 2017. Due Wednesday, April 26. Editing a web page by hand, and with Office tools.
- (Module 14) April 27, 2017. Due Wednesday, May 10. Building a hyperlinked multimedia presentation.
- **May 5 - 8 2017. Final Exams.**
- May 10, 2017. Final Exams (Final Projects - Module 14 - hyperlinked multimedia presentation) due.

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### Blackboard and hybrid course information

An online collaborative environment, Blackboard (available from "My UTEP.EDU" at <https://my.utep.edu>) is be used to provide course interactions, and each participant must be able to use their UTEP Blackboard account. You MUST have both a UTEP email address and password to take this course -- this is because the online course environment, Blackboard utilizes your UTEP email username and password. Because the course is taught in a fully online manner, you cannot effectively participate without access to the online course environment. The instructor will not accept projects or course materials that are not submitted through the UTEP Blackboard system (\*why not? because other email systems cannot be adequately associated with a particular student, and because they have no way to document "down" times that may affect coursework. We can look up what is happening with UTEP's system, but we have no way to adjust for the vagaries of AOL, AT&T, or other systems). You may ACCESS your course environment and email from any internet provider, but you must PARTICIPATE from within the UTEP course environments: UTEP email (webmail) and UTEP Blackboard. The <https://my.utep.edu/My> link gives you access to ALL UTEP online functions: Blackboard, Goldmine, and Webmail, among others. If you have trouble, the UTEP Information Systems help desk number is 915-747-4357 - (747-HELP), and online at <http://admin.utep.edu/Default.aspx?tabid=74092>.

## Microsoft Office Free for UTEP Students

All UTEP students are eligible to use Microsoft Office via an online app that is free and available at <http://admin.utep.edu/Default.aspx?tabid=74328>. The link for the downloading the Citrix App for Mac or Windows systems is <http://my.apps.utep.edu/> and the app is also available for mobile Android and iOS systems via the Google Play and Apple store - instructions for the download and installation are available at the MyApps page at <http://admin.utep.edu/Default.aspx?tabid=74328>.

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## Course Procedures and Absence Policy

The course is organized around a mix of lectures, activities, readings, video, interactive multimedia, online research, and student projects. Grades are derived from mastery of basic concepts (as indicated by student presentations, exercises, projects, activities, and student reading and writing exercises). STUDENTS CANNOT PASS THE COURSE WITHOUT REGULAR PARTICIPATION. Students who miss three activities (equivalent to three "absences") shall be dropped from the course. Graded course activities-modules take place each week, and students who miss these activities are not eligible to make them up.

The daily assignments and activities, as well as the objectives for each day may be found above This 'course sequence' list is a guide and it will be adjusted during the semester, as we learn together what is the best pace for the course. Still, it will give you a fair idea of what will be covered, and when.

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## Textbooks

- There are no physical textbooks that must be purchased for this course - instead, a set of free online resources is linked to each course module. Your instructor has also created some downloadable MP3 audio and MP4 video resources for various modules. Students are assigned readings, activities, and articles for the course that are available online from the "Links and Readings" pages of the Blackboard web environment. These are in either Adobe Acrobat or HTML (Webpage) format. The Adobe Acrobat reader is free and may be obtained from Adobe's website at: <https://get.adobe.com/reader/>.
- For students who feel more comfortable with a reference textbook at hand, Dr. Giza suggests (but does not require) that students pick up a copy of '*Office 2016 for Dummies*' (or similar) reference. *Office 2016 for Dummies* is available at booksellers such as Barnes & Noble and Amazon.com, and is only used to supplement the instruction and tutorials available online: Wang, W. (2016) Office 2016 for Dummies. Learning Made Easy. John Wiley and Sons, Inc. Hoboken, NJ. ISBN 978-1-119-29347-7 (\$26.99 plus tax at Barnes and Noble). An eBook version is available with ISBN978-1-119-29729-1.
- In order to keep things equitable for all, additional software used in this course will be available in free versions that are Windows and Macintosh compatible, or via online programs that run in a browser.

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## Course Objectives and Standards Alignment

This course is designed to align to the Texas State Board of Educator Certification "*Standards for Technology Proficiency for All Beginning Teachers*". (Available at [http://tea.texas.gov/index2.aspx?id=6230&menu\\_id=2147483665](http://tea.texas.gov/index2.aspx?id=6230&menu_id=2147483665)). We refer to these standards as the 'TechApps' standards in the course and in this document. In certain cases specific sub-objectives that pertain specifically to this course are detailed beneath a major standard. These five basic technology competency standards for all beginning teachers are:

- TechApps Standard I. All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
  - 1.14s discuss copyright laws, violations, and issues including, but not limited to, computer hacking, computer piracy, intentional virus setting, and invasion of privacy;
  - 1.15s model ethical acquisition and use of digital information including citing sources using established methods;
  - 1.16s demonstrate proper etiquette and knowledge of acceptable use of electronic information and products while in an individual classroom, lab, or on the Internet or an intranet;
  - 1.17s identify the impact of technology applications on society through research, interviews, and personal observation; and
  - 1.18s demonstrate knowledge of the importance of technology to future careers, lifelong learning, and daily living for individuals of all ages.
- TechApps Standard II. All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
- TechApps Standard III. All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.
- Standard IV. All teachers communicate information in different formats and for diverse audiences.
  - 5.2s identify and address equity issues related to the use of technology, including, but not limited to, gender, ethnicity, language, disabilities, and student access to technology;
- TechApps Standard V. All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

This course is also intended to prepare teachers to meet the expectations of the International Society for Technology in Education National Educational Technology Standards for Teachers (2008) which may be found at of the

[http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS\\_for\\_Teachers\\_2008.htm](http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS_for_Teachers_2008.htm). In particular this course focuses on certain components of the ISTE NETS for Teachers (2008) Standard 4:

- **4. Promote and Model Digital Citizenship and Responsibility**
  - Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices. Teachers:
    - a. advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources.



- b. address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources.

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## Technology Requirements

You will need an internet connection to perform the work in this course (the Internet is available from the UTEP campus). You will also need access to a relatively modern computer (running Windows 7 or above, Linux KDE 3 and above, or Mac OS X). You must use one of the recent Java, JavaScript, and perhaps Flash capable browsers: Firefox or Seamonkey (recommended) and /or Internet Edge or above in order to interact with the course Blackboard online environment and course activities. Microsoft Office (available on UTEP campus computers and via an online UTEP app) is the recommended tool for many assignments, especially for PowerPoint presentations. **Because collaboration among participants is important to this course, and in order to ensure that all participants can read each other's files, course assignments must be turned in in one of the following formats: Plain text (.txt), RTF text (.rtf), PowerPoint (.ppt or .pptx), MS Word (.doc or .docx) format, Excel (.xls or .xlsx) format, or HTML format.** For the same reason, the file types from following products are not allowed: .pages files (from Apple computers), and "Works" packages (*in other words, please do not use Appleworks, Clarisworks, or Microsoft Works*). These "Works" packages usually produce proprietary files that cannot be read by other users who are using more standard productivity packages. For this reason, students are encouraged to obtain and use a real office productivity suite: Microsoft Office, or LibreOffice (LibreOffice is free at <https://www.libreoffice.org/>, and a "portable" Windows version that runs from a USB drive is available from <http://www.portableapps.com>). Many of the other software tools mentioned in the course are also available from <http://www.portableapps.com>). In certain cases, however, other file type formats may be required for a specific assignment as part of a learning activity (for example, jpg or gif format graphic images, MP3 audio format, and .mp4 format video images).

File names for documents submitted by students should follow these guidelines: (1) No spaces in the names, (2) appropriate file extensions such as docx or pptx for the file type, (3) "Lastnamefirstname\_exercisename.xxx". Failure to follow these requirements impedes the ability to download and exchange documents among course participants and will result in a reduced grade, or even no grade. For example, having a space in a file name will often lead to a file that is incompletely uploaded or downloaded, or is turned in as an unidentifiable file. That is a complication of web servers, not a course issue. Using no spaces, an underscore (\_) or a dash (–) instead of spaces avoids this problem.

We shall be using an originality checking service to evaluate the level of originality in papers written in this course. Students are required to abide by the UTEP Plagiarism and copyright policies as stated in the [Academic Policies](#) section below.

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## Grades and Grade Policies

Individual and collaborative student projects are an important part of the student's grade. You will be required to interact and present back to the class both individually and in *instructor-assigned* groups. There is a great



amount of reading and collaboration. Typically there will be assigned readings in every weekly module, along with a list of key points or resources, and an assignment. There is a great deal of reading and writing in this course, and it is difficult to catch up if you fall behind. Please let me know if you are unavailable, or unable to complete an assignment due to some conflict, or if there is a network or access problem. There are alternatives available for that, but I must know in time to work with you. Students with work that meets the minimum requirements for assignments will receive a grade of C. Grades of B or better require a higher level of participation and accomplishment. Assignments turned in that do not follow the regular naming convention (E.g.: "LastnameFirstnameAssignmentname.xxx" or that have spaces in the name may receive a reduced grade (why? because they might not be identifiable or exchangeable in an online environment). A typical assignment, or part of an assignment is worth ten points (not ten percent - a total number of points for the course is usually around 140 points). Students whose work is late may receive a zero, or in certain cases, a reduced grade at the discretion of the professor.

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#### Grading Scale

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = below 60%

Grade calculations are derived from the following formula: There are daily reading or laboratory assignments, usually worth 10 points. Summing up the points received and dividing this total by the points possible gives a decimal fraction that provides a running total of the grade. In other words, a student who has a total of 41 points received out of 55 points possible at a particular point in the course would have a grade of 41/55 or 0.745 (74.5 percent). A sample spreadsheet for keeping grades appears as an image below.

Assignment num	Assignment Name	Due Date	Received Date	Points Received	Points Possible	Assign pct
1	ind ex 1	27-Aug		3	5	60
2	group ex 1	30-Aug		4	5	80
3	ind ex 2	6-Sep		2	5	40
4	group ex 2	6-Sep		4	5	80
5	ind ex 3	11-Sep		5	5	100
6	group ex 3	13-Sep		5	5	100
7	ind ex 4	18-Sep		4	5	80
8	group ex 4	20-Sep		5	5	100
9	ind ex 5	24-Sep		5	5	100
10	group ex 5	27-Sep		5	5	100
11	ind ex 6	1-Oct		3	5	60
12	group ex 6	4-Oct		4	5	80
13	ind ex 7	8-Oct		5	5	100
14	group ex 7	11-Oct		4	5	80
15	ind ex 8	15-Oct		5	5	100
16	group ex 8	18-Oct		5	5	100
17	ind ex 9	22-Oct		5	5	100
18	group ex 9	25-Oct		5	5	100
19	ind ex 10	29-Oct		5	5	100
20	group ex 10	1-Nov		4	5	80
21	ind ex 11	5-Nov		4	5	80
22	group ex 11	8-Nov		5	5	100
23	ind ex 12	12-Nov		5	5	100
24	group ex 12	15-Nov		5	5	100
25	ind ex 13	19-Nov		5	5	100
26	group ex 13	22-Nov		5	5	100
27	ind ex 14	27-Nov		5	5	100
28	group ex 15	3-Dec		5	5	100
29	ind final project	5-Dec		5	5	100
30	grp final project	5-Dec		5	5	100
<b>Column Sums</b>				<b>136</b>	<b>150</b>	<b>90.666667</b>

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## Dr. Giza's teaching approach

This course is meant to help you teach and use technology effectively, as well as playing a leadership role in integrating technology in educational settings. Your contribution in the development of technology-enriched classroom lessons is a critical component of the course. We shall work to help you feel comfortable with some key tools and approaches that will be useful in both the classroom and in life. My bottom line is making sure that you understand these concepts and that you come away with a useful experience. I love teaching, I love technology, and I hope that you will get a feeling for why I feel that way while we participate together in this course. If you run into barriers or problems please contact me within the Blackboard course system (or by UTEP email if the Blackboard system is unavailable) and we'll work to overcome them together.

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## Resources

- UTEP Citrix Receiver log on link: <https://my.apps.utep.edu/vpn/index.html> (for use after a successful Citrix MS Office Install)
- UTEP MS Office Online Apps link: <http://admin.utep.edu/Default.aspx?tabid=74328>
- UTEP Citrix app for running UTEP MS Office online is at <http://my.apps.utep.edu/>
- APA Formatting Style Guide at the OWL at Purdue: <https://owl.english.purdue.edu/owl/resource/560/01/>

- International Society for Technology in Education (ISTE): <http://www.iste.org/> and the ISTE Standards: <http://www.iste.org/standards/standards>
- Society for Information Technology and Teacher Education (SITE): <http://site.ace.org/>
- Center for Applied Special Technology (CAST): <http://www.cast.org>
- Edutopia, and the George Lucas Educational Foundation: <http://www.edutopia.org/>
- The Texas Educational Agency Curriculum and Instructional Materials: [http://tea.texas.gov/Curriculum and Instructional Programs/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/)
- Free Portable Software for Windows: <http://portableapps.com/> (Some similar Macintosh OSX apps can be found at <http://www.freemug.org/portableapps>)
- TuxPaint, a free Paint program for kids with many useful features and add-ons: <http://tuxpaint.org/>
- United States Copyright Law website: <http://www.copyright.gov/title17/>
- Tutorials for Office
  - <http://www.gcflearnfree.org/topics/office2013>
- Wang, W. (2016). *Office 2016 for Dummies*. Learning Made Easy. John Wiley and Sons, Inc. Hoboken, NJ. ISBN 978-1-119-29347-7

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### Academic Policies

Participants are expected to abide by the UTEP policies concerning academic honesty found at <http://sa.utep.edu/osccr/academic-integrity/>. Use of another person's product (in whole or in part), or your own product from another class, without permission is a violation of this policy. Student work will be checked for plagiarism via a software tool, and the re-use of extensive passages of text, whether cited or not, constitutes plagiarism. Work turned in will be checked for originality, and all work must pass an evaluation of writing originality.

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation, contact your professor and we will help you with the appropriate modification, within the procedures established by the University. Students with special needs may contact UTEP's Center for Accommodations and Support Services in room 106 of Union West (<http://sa.utep.edu/cass/>)

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Last Updated January 5, 2017 by B. H. Giza