

**EDT-5373-001 "Advanced Productivity in the Technology-Enhanced Classroom"  
CRN 26948 SYLLABUS**

**Brian Giza, PhD**

**Online hours in the Blackboard course on  
Wednesdays 7-9 PM MST**

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

**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 Wednesday Mornings at midnight and that are generally due on the following Tuesday at 7 PM (students are encouraged to turn in assignments 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 within 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. The course focuses on mastery of instructional objectives, and therefore the instructor has discretion as to which modules are or are not included in grading.

**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, neither using Blackboard's internal course email, nor UTEP's email.** That restriction to accepting assignments only through the Blackboard submission system is so that you and your instructor have a way to track your assignment and ensure that 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 18, 2021.

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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 7 (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 demonstrate mastery of 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 7 style.
- Integrating external content into a word-processed document.
- Exporting documents into online or other formats (E.G.: PDF & HTML).
- **Creating professional articles for submission to a Journal.**

#### *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 (E.G.: PDF & HTML).

#### *Spreadsheets*

- Basic Spreadsheet structure and formatting
- Planning and forecasting using a spreadsheet
- Exporting Spreadsheets into online and other formats (E.G.: PDF & HTML).

#### *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
- Integrating interactive video in education

#### *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
- **Preparing an original article for submission to a professional Journal**

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) summing 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 2022 calendar: <https://www.utep.edu/student-affairs/registrar/Academic%20Calendars/academic-calendar.html>

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### Tentative Schedule (Schedule will be altered or adjusted as needed during the period of the course)

- (Module 1) Available on Tuesday, January 18, 2022, (Generally, activity modules become available on Wednesdays, but Module 1 is available on Tuesday January 18 because it is the first day of the semester). UTEP Spring semester begins, course becomes available, first weekly module becomes available on home page of Blackboard course. Due Tuesday, January 25. File extensions and file naming. PowerPoint for note taking with screen-captures part 1.
- (Module 2) Available January 26, 2022. 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.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)). Grammar Girl & other online writing resources. Introducing the 'Tools Tasks, and Strategies' Framework. Due Tuesday, February 1.
- **February 2, 2022. Final Census Day - last day to drop and be reimbursed.**
- (Module 3) Available Wednesday, February 2, 2022. Due Tuesday, February 8. PowerPoint for note taking with screen-captures 2. Word links, lists, and search terms. Incorporating online content ('washing' and converting online content) and the Fair Use Doctrine.
- (Module 4) Available Wednesday, February 9, 2022. Due Tuesday, February 15. Explaining 'Styles'. Resources for Academic Writing. Introducing the Tools, Tasks, and Strategies Framework.
- (Module 5) Available Wednesday, February 16, 2022. Due February 22. Document file formats and Formatting Word documents with Styles. Active links and inactive links in web resources. The role of styles in organizing web content.
- (Module 6) Available Wednesday, February 23, 2022. Due March 1. Technology persistence and obsolescence. Formatting a document with Styles, with references from print and online sources, and in sections.
- (Module 7) Available Wednesday, March 2, 2022. Due March 8. Creating a resource brochure.
- (Module 8) Available March 9, 2022. Due March 22. Object Linking and Embedding (OLE) with PowerPoint audio.
- **March 14 - 18, 2022 Spring Break**
- (Module 9) Available Wednesday, March 23, 2022. Due March 29. Online research. Primary versus secondary resources. Organizing references into lists, spreadsheets, and databases.
- **March 25, 2022 - Cesar Chavez Day (no classes)**
- (Module 10) Available Wednesday, March 30, 2022. Due April 5. Introducing Excel - a history of spreadsheets and how they are used for organizing data and making predictions. Excel inventories.
- (Module 11) Available Wednesday, April 6, 2022. Due April 12. Presenting Excel Data and Graphics. Selecting a Journal for an article.
- (Module 12) Available Wednesday, April 13, 2022. Due April 19. Data and graphics in MS Word. Do's and Don'ts for exporting a hyperlinked list of resources into a web resource. Writing for publication. Crafting an article according to Journal requirements.

- **April 15, 2022 Spring Study Day (no classes)**
- (Module 13) Available Wednesday, April 20, 2022. Due April 26. MS Word and databases, exporting Word to web-pages. Layout draft of Journal Article exported to HTML.
- (Module 14) Available Wednesday, April 27, 2022. **Due Tuesday, May 10.** Final version of Journal Article-portfolio.
- **May 5, 2022. Last day of classes.**
- **May 6, 2022. Dead Day - No classes.**
- **May 9 - 13, 2022. Final Exams. Module 14 is the 'Final exam'. It is worth the same amount of points as the rest of the modules. It is a paper, formatted for submission to a specific Journal, relating to a subject developed by the student during activities in the course. Students need not submit the paper, but must write it to the standards for publication of a Journal they identify with the approval of the professor. Because of the stress of exams, the final module has a longer work time (April 27 to May 10). Any work turned in after Tuesday, May 10 at 7 PM is considered late and might not be accepted.**

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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 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 assignment submission 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 other email 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 <https://www.utep.edu/technologysupport/>.

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### Course Procedures and Absence Policy

The course is organized in an asynchronous modality as a series of modules, mostly available on Wednesday mornings and usually due on the following Tuesday at 7 PM. Each module becomes available to students at 12:01 AM on a Wednesday, and consists of a PDF (Adobe Acrobat) format instruction sheet, a PDF format 'Context' document ('Lecture'), a link for submitting that assignment via Blackboard upload, and links to additional resources, usually as links to outside locations or PDF-format readings. There may be occasional videos in MP4 format (MP4 videos are widely supported on Apple, Windows, and Android systems), and MP3

audio (MP3 format is widely supported on Apple, Widows, and Android systems). Image formats are mostly limited to universally supported JPG, PNG, and GIF images. Much of the work is performed by students doing guided online research and individual student projects. Almost all work is submitted in Microsoft Word, PowerPoint, Excel, or HTML format. Naming of files in an online course is important (try to imagine the challenge for the professor for downloading and grading if several people all named their files 'My File'), so file naming is part of the grading for each module. 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 fail to turn in three module activities (equivalent to three "absences") can 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. There are fourteen modules and getting a zero on any one of the modules will not ruin a person's grade, but missing more than that can rapidly reduce a grade.

The weekly assignments and activities, as well as the objectives for each module may be found [above](#). The Tentative Schedule' 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 students 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 sometimes creates 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 module instruction sheets and "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, 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 modern browser.

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### Course Objectives and Standards Alignment

**This Course is aligned to the Texas Master Technology Teacher Standards (2002) and particularly to Standard V:**

**Standard V.** The Master Technology Teacher facilitates appropriate, research-based technology instruction by communicating and collaborating with educational stakeholders; mentoring,

coaching, and consulting with colleagues; providing professional development opportunities for faculty; and making decisions based on converging evidence from research.

**This course is also 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 Educators which may be found at <https://www.iste.org/standards/iste-standards-for-teachers>, Specifically:**

#### **2.1 Learner**

Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.

#### **2.2 Leader**

Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning.

#### **2.3 Citizen**

Educators inspire students to positively contribute to and responsibly participate in the digital world.

#### **2.4 Collaborator**

Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.

### 2.5 Designer

Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.

### 2.6 Facilitator

Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.

### 2.7 Analyst

Educators understand and use data to drive their instruction and support students in achieving their learning goals.

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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), On desktop or laptop computers you should use one of the recent Java, JavaScript, and perhaps Flash capable browsers: Google Chrome, Firefox or Seamonkey, and /or Internet Edge in order to interact with the course Blackboard online environment and course activities. Microsoft Office (available on UTEP campus computers and free for UTEP students and faculty) is the required 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, Adobe Acrobat (.pdf), or HTML format.** For the same reason, the file types from following products are not allowed: .pages files (from older 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, whether installed on your device or run over the Internet (Office 365), 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).

### Microsoft Office Free for UTEP Students

All UTEP students are eligible to use Microsoft Office 365 which is free and available at [https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE\\_PAGES/soft\\_microsoftoffice365.html](https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html).

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### File Names for submitted work

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 that is turned in as an unidentifiable file. That is a complication of web servers, not a course issue. Replacing all spaces with an underscore (\_) or a dash (–) avoids this problem.

## Plagiarism Checking Software

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. Although this course is designed in an individual asynchronous work format you may be required to interact and present back to the class both individually and occasionally 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.: "**Lastname-Firstname\_Assignmentnumber.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). **DO NOT turn in assignments via email, neither by UTEP email nor by Blackboard email. Assignments are only accepted and graded if they are submitted through the Blackboard assignment upload system.** There will be an upload link for every assignment included in the module folder for that assignment that is available via the course Home Page in Blackboard. Students whose work is late may receive a zero, or in certain cases, a reduced grade at the discretion of the professor. If the Blackboard assignment system is failing, DO NOT submit the assignment through some other method. Instead, send an email via the Blackboard internal email system describing the issue so that it can be assessed and addressed within the course system.

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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 using the following calculation process: There are weekly module 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 50 points possible at a particular point in the course would have a grade of 41/50 or 0.82 (82 percent).

## UTEP Resources for Students

Below are a few of the UTEP's resources to aid students' success.

Student Success Help Desk <a href="https://www.utep.edu/advising/student_resources/student-success-helpdesk.html">https://www.utep.edu/advising/student_resources/student-success-helpdesk.html</a>	UTEP Academic Advising Center <a href="https://www.utep.edu/advising/">https://www.utep.edu/advising/</a>
Tutoring Services <a href="https://www.utep.edu/tutoring/">https://www.utep.edu/tutoring/</a>	Office of Student Financial Aid <a href="https://www.utep.edu/student-affairs/financialaid/contact-us/index.html">https://www.utep.edu/student-affairs/financialaid/contact-us/index.html</a>
More Student Resources <a href="https://www.utep.edu/student-affairs/resources/">https://www.utep.edu/student-affairs/resources/</a>	Military Student Success Center <a href="https://www.utep.edu/student-affairs/mssc/">https://www.utep.edu/student-affairs/mssc/</a>
Office of International Programs <a href="https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/index.html">https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/index.html</a>	Miner Athlete Academic Center <a href="https://utepminers.com/sports/2017/6/7/school-bio-academic-center-html">https://utepminers.com/sports/2017/6/7/school-bio-academic-center-html</a>
University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources. <a href="http://uwc.utep.edu/">http://uwc.utep.edu/</a>	RefWorks: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide. <a href="https://refworks.proquest.com/">https://refworks.proquest.com/</a>
Counseling and Psychological Services <a href="https://www.utep.edu/student-affairs/counsel/resources/">https://www.utep.edu/student-affairs/counsel/resources/</a>	

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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 together 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 will work to overcome them together.

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## Useful Resource Links

- UTEP MS Office and other free software for UTEP students:  
[https://www.utep.edu/technologysupport/ServiceCatalog/SOFT\\_AllSoftware.html](https://www.utep.edu/technologysupport/ServiceCatalog/SOFT_AllSoftware.html)
- UTEP MS Office free for students link:  
[https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE\\_PAGES/soft\\_microsoftoffice365.html](https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsoftoffice365.html)

- APA 7 Formatting Style Guide at the OWL at Purdue: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- International Society for Technology in Education (ISTE): <http://www.iste.org/> and the ISTE Standards: <https://www.iste.org/standards/iste-standards-for-teachers>
- 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: <https://tea.texas.gov/academics/curriculum-standards>
- Free Portable Software for Windows: <http://portableapps.com/> (Some similar legacy Macintosh OSX apps can be found at <http://www.freemug.org/portableapps> although Apple no longer supports Portable software.)
- TuxPaint, a free Paint program for kids with many useful features and add-ons: <http://tuxpaint.org/>
- United States Copyright Law website: <https://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

SCHOLASTIC INTEGRITY. Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action.

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.

## Accommodations Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act

Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal at <https://www.utep.edu/student-affairs/cass/>.

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## **COVID-19 PRECAUTIONS**

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu), so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).

Last Updated January 10, 2022 by B. H. Giza