RWS 4300: Senior Writing Practicum

Course: RWS 4300: Senior Writing Practicum
CRN Section: 24058
Course Dates: January 17, 2023-May 04, 2023 (May 8-12 final exams)
Time: TBA
Day: TBA
Location: Online: Blackboard Platform using Zoom
Additional: Blackboard Ultra
Instructor: Esther Solis Al-Tabaa
UTEP E-mail: eal-tabaa@utep.edu
Office: Hudspeth 211 (All Online sections only available to meet online)
Online Office: (Available only online under Blackboard’s Instructor’s Office and
Online Office Hours using Zoom within Blackboard)

Online Office Hours: Mondays & Wednesdays from 9:00 a.m. – 2:00 p.m.; and or by appointment. Mountain Standard Time. (I will be logged into our Zoom online office hours during this time). We have the Zoom link embedded in our Blackboard Shell. Zoom is available for audio and or video use.

Face-to-Face Office Hours: Tuesdays & Thursdays 11:55 a.m. -12:30 p.m. outside in the foyer of UGLC 232/UGCL 234; Thursdays 9:45 a.m. to 10:20 a.m. in HUD 211; or by appointment. (Locations: HUD 211 and/or outside of Hudspeth Hall on the lawn)

***Note: If you are sick or think you are sick, do not come to the face-to-face office hour sessions. I will accommodate you with an online session.

Also, I am available by online appointment- use the online Blackboard platform email function to communicate. I will respond within 24 hours.

Backup for communication:
If, for some reason, Blackboard is down, send me an email through my UTEP email. Also, if you need to talk to me, send me a phone number where I can reach you. I will call you from my home landline.

Use Blackboard (the delivery system) built-in e-mail to contact me. It is easier for me to keep organized and to respond in a timely manner. Thank you. To set up an appointment, email me via Blackboard. Appointments are available online and by email correspondence. If you have any questions throughout the semester, please contact me.

Writing is developed by an abundance of practice, patience, and perseverance and is a big part of this course. I know that every single one of you will succeed in this endeavor.

Copyright
© All rights are reserved to Esther Solis Al-Tabaa, and no copying is allowed without permission. The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

Copyright Statement for Course Materials: All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.
COVID-19 PRECAUTION STATEMENT
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, 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.

Required Texts and Materials

All readings will be posted on Blackboard, or instructions will be provided for accessing them. In the next section, I provide an overview of the assignments we’ll cover in this course. Specific assignment guidelines can be found in Blackboard. I’ll also post further instructions on our Blackboard course content.

Online Tools (Links available in Blackboard Website Resources)
Website for APA Style Online (Free Quick Reference Section). The American Psychological Association (APA) Style Manual Central
http://www.apastyle.org/?gclid=Cj0KCQjwvezZBRDkARIsADKQvPnPkyQuv7pr_LfM5SEIMPZ62Br04HVxWBxKCVgniVDmdMYNhU5kimdsAidFEALw_wcB

Adobe Acrobat Reader DC https://get.adobe.com/reader/otherversions/
Grammarly: Free Writing Assistant: https://www.grammarly.com/
WIX Website Creator: https://www.wix.com/
Weebly Website Creator: https://www.weebly.com/
Canva: https://www.canva.com/
Venn gage: https://venngage.com/
Piktochart: https://piktochart.com/
Dropbox: https://www.dropbox.com/?landing=dbv2
UTEP Cloud: One Drive for Business: Located on your UTEP page under Technology. (There are other Technology applications located there as well).

Type of Computer Technology Needed for this Class
• UTEP e-mail account and ID—You will need this for access to Blackboard and Library Databases
• Internet access from home—students can set up VPN access (GlobalProject)
• Check the Technology Support Center in Library: https://www.utep.edu/technologysupport/
• Check the Library for the updated versions needed to open their databases (VPN) (GlobalProject)
• Check the bookstore and technology for all software for student discounts and free downloads
**What Else??**
All online discussions, chats, handouts, and assignments will be in your Blackboard course for this class, including the syllabus and course calendar and any material I ask you to download from the Internet, such as readings.

You will need a USB driver or a cloud to place large amounts of work. Back-up all your work!

Suggestion: Use a Cloud, such as Dropbox or One Drive for Business: Located on your UTEP page under Technology. (There are other Technology applications located there as well).

**How much time do I expect to spend working and studying for this course?**
There is a misconception that being in a computer classroom creates more or less work for the student. I hope that this information will assist in understanding the expectations for this course. Here is the breakdown of the time needed for this course.

Time spent working outside of class: You have probably heard that you should generally spend two hours doing homework (reading, writing, etc.) for each hour you are in class. So, in a three-credit (face-to-face) class, you would be spending at least six hours doing “homework”—3 hours in class x 2 = 6. This course uses Blackboard for most writing assignments and discussions. Keep this average in mind. Writing in an online environment takes much more time, so plan accordingly.

This course uses Blackboard for all communication and submission of work. There are due dates, online participation, and activities, even though we meet twice a week. Therefore, expect to be working approximately 7.5–9 hours outside of class on these occasions. Some weeks it may be more; some weeks, it may be less but keep this guideline in mind. Expect to spend at least seven hours outside class a week for the online writing portion of the course. This course is heavily situated in writing and academic research. Blackboard online work is not an option. It is part of this course.

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**RWS 4300: Senior Writing Practicum**

**Course Description:** Capstone: Digital Portfolio. In this course students will create a digital portfolio that showcases examples of their community and professional experiences and that includes reflections on the ethics and responsibilities of communicators in temporary life. Prerequisites: RWS 1302 or ENGL 1312 or ENGL 1313 or ESOL 1312 with a grade of “C” or better. Junior standing recommended.

3.000 Credit hours
0.000 Lecture hours
0.000 Lab hours
3.000 Other hours

**Practicum Guidelines:**

**Practicum:** A three-hour, one-semester culminating project for the MA (ENGL/RWS 5397). A standard definition of a practicum is a “supervised practical application of previously studied subject matter.” In the practicum, students use their knowledge of rhetoric to produce (1) a workplace project, broadly conceived, and (2) an introduction to the project that draws on rhetorical theory to explain the choices the author made while creating the document.
**Purpose:** The practicum gives students the opportunity to draw on what they have learned from their coursework to create a project derived from a “real world” need. The practicum helps determine if program outcomes have been met.

**Format:** The particular rhetorical context will determine the scope of the workplace project. The introduction should be around 20-25 pages or its equivalent. It is assumed that many practica will be multimodal.

**Steps:**
- Pick a topic and discuss it with your director.
- Write a brief proposal for your practicum, including a preliminary bibliography. Proposal should be approved by the practicum director before you proceed with the practicum. Proposal should be signed off by both the director and the second reader. You and your practicum director should have a copy of the signed, practicum proposal.
- Establish a meeting schedule and proposed date of completion. This should be discussed, negotiated, and approved by the director. Once a schedule is established, if you miss meetings and/or deadlines, the director may terminate the practicum.
- This practicum is only one semester long, be sure to adhere to deadlines to assure completion by the final deadline in the semester. Arrange due dates for drafts with your director. You are expected to show continued progress toward completion. If your progress is interrupted, you must discuss the interruption with your practicum director. If at any time in the process, your practicum director feels you are not making adequate progress, s/he may resign from the practicum or terminate the practicum. You then must find a new practicum director (and possibly a new committee), resubmit a proposal, and complete the practicum.
- Once completed, submit a practicum draft to director to receive feedback. Distribute as an electronic copy. The draft should be submitted a month before the final copy.
- Prepare for final presentation of practicum with director.
- Submit an electronic copy of the final draft of the practicum to your director. If asked by your director, submit a hard copy of the practicum as well.

This is a senior course, and I suspect that many of you are preparing to enter graduate or professional school. Thus, to the extent that it’s possible, we will treat our class as a graduate-style seminar. You will have the opportunity to present a course reading and facilitate a discussion based on that reading.

**Course Goals:**
The goals of this class are as follows:
- To introduce you to the theory of rhetoric and writing studies.
- To improve your skills as a critical consumer of arguments.
- To enhance your ability to present sound arguments.
- To integrate your research strategies.
Course Assignments and Grading

Grade Distribution (Students can earn a total of 1000 points for the course):

Total possible points 1000

1000-900 = A  
899-800 = B  
799 -700 = C  
699- 600 = D  
599 or below = F

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reading Reflection Journals (4) @ 25 points each</td>
<td>100</td>
</tr>
<tr>
<td>Progress Report: Meet with professor throughout the semester every two weeks via Zoom to discuss progress on Writing Practicum</td>
<td>100</td>
</tr>
<tr>
<td>Analysis Papers (3) @ 100 points each: This section is the scaffolding section for the Writing Practicum. Analysis Paper #1: Proposal with thesis and research questions Analysis Paper #2: Data Collection Analysis using a Critical Annotated Bibliography (CAB), including a Reflection on Strategies used to collect CAB Analysis Paper #3: Literature Review for the Writing Practicum (Review Assignment Handouts for the course folder in Blackboard for additional information)</td>
<td>300</td>
</tr>
<tr>
<td>Draft of Senior Writing Practicum Research</td>
<td>100</td>
</tr>
<tr>
<td>Final Revised Writing Practicum Research</td>
<td>300</td>
</tr>
<tr>
<td>Final: Online Debriefing Executive Summary w/ Q &amp; A session with professor</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

***Note: A specific calendar of due dates located in Blackboard.

Grading: Your instructor will assign due dates for all and will provide you with detailed assignment sheets that describe expectations, constraints, and deadlines for each project. You are required to adhere to the terms of your instructor’s grading policy that is attached to this syllabus.

Administrative Components of the Course: University and Instructor Policies

Course Delivery of Course: This course is delivered face-to-face in the classroom and on Blackboard. There is extensive use of Blackboard. The Undergraduate Rhetoric and Writing Studies (RWS) Program uses Blackboard. Projects will be submitted and graded through Blackboard.

Technology Requirements:
Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser.
Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP’s Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Technology and RWS 4300: Instructor’s Note.
Let me know early on if you are experiencing technical difficulties or technology issues. In order to help students, have a more positive experience in RWS 1302 and with completing its multimedia coursework requirements, keep in mind the following:

1. Get access: This course makes heavy use of technology and multimedia. It is strongly recommended that students have access to the Internet from home and are comfortable using a computer and the software needed for some assignments.

2. Use time management: A great deal of work will be done online, and not having access to a computer will not be an excuse for incomplete or late assignments. Technology problems are also not an excuse for work that is late or missing. Students need to get into the habit of completing assignments for this course well before/re the due date to allow time for dealing with technology problems, as well as time for revision if needed.

3. Be prepared and flexible. Murphy’s Law: “Anything that can go wrong will go wrong.” Expect that at some time, the network will be down, computers will go on the fritz, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

4. Don’t freak out. If there are situations or issues that prevent students from completing coursework, reach out to your instructor, and keep her in the loop.

Submitting Work: All work will be submitted through our Blackboard course shell. Since the Blackboard comment and grade function works best with Microsoft Word, please submit all assignments in Microsoft Word following APA format unless directed otherwise. Microsoft Word is available to students through the Office 365 Cloud. Go to the “My UTEP” page: Go to the Technology section and click on “OneDrive for Business” to access apps. We will be using the APA style for the course. This way, we are all on the same page using a citation style. Most disciplines require an APA citation format. However, sometimes you will need to use MLA citation style, so you will have to learn this additional style on your own, as needed for future courses.
It is also a good idea to label your submissions. Be sure to name each submitted assignment with your name and the title of the assignment. (For example: jmartinez rhetanalysis draft; jmartinez rhetanalysis final).

**Project Format: Use APA style:** All projects must be word-processed and saved as a (doc. or docx.) file. They should be in 12 pt. font-- have one-inch margins, and be double-spaced. Use a font style that is easily readable like Times New Roman, Arial, or Georgia. (Do not use Courier style). Note: If you prefer to use MLA style, that is fine, but make sure not to mix styles.

**Due Dates for Major Assignments:** All major assignments will be due on Sundays at midnight.

**Late Work:** It is important to submit work before deadlines for full credit and feedback. All assignments are due on the due dates posted. Assignments uploaded late will be penalized a letter grade for each class day the work is late. Also, it will take me longer to score late work. If, for some reason, you cannot turn in your assignment because of a scheduling problem, e.g., going out of town, no Internet access, you may turn the assignment in early. Let me know if there are special circumstances or situations that may prevent you from submitting work on time. I am flexible in such situations.

***Submissions:** All online and face-to-face classroom submissions need to be placed into the correct Blackboard assignment dropbox. All discussions, including peer reviews and assignments, will automatically lock out after two weeks from when the item is due. Afterward, the assignment dropbox or submission will no longer be available, and you will earn an automatic zero for that submission.

***Note:** Also, it is your responsibility to let me know at the beginning of the semester if you are planning on graduating at the end of the semester. Make sure all work is completed by the last day of class. I will not accept any late work after the last day of the course. It is your responsibility to keep track of deadlines.

**Group Assignments:** Group work is a common practice for academic and workplace projects. Group assignments are valuable because they help students work together for a common goal. Students who are not doing their group work can be voted off of their groups and will have to complete the project on their own. Blackboard assignments are to be posted when due. Upload your work in a timely manner.

I suggest you do not wait until the last hour to upload your work because you may encounter technical difficulties. This is not an acceptable excuse. However, if it is system or there is a platform error that no one foresees there, extensions are granted. Major projects for final grading will be submitted to Blackboard and due on Sunday at midnight.

**Peer-Review Rough Drafts:** Part of the participation grade will include the submission of rough drafts. To get the most useful feedback, rough drafts should be completed projects. They must also be submitted before or on the due date.

**Peer-Review Rough Draft Feedback:** On the rough drafts, students will receive marginal comments as well as comments at the end of the project. The purpose of this feedback is: To be sure that the project is on the right track; and that it meets the requirements of the assignment. To comment on the “big issues.” Students will receive comments based on the most important elements of the assignment. Addressing these concerns should help students write a more effective project. The comments will NOT focus on grammar and such—so it is a good idea to get additional help from the Writing Center for this.

**Participation:** As your instructor, I want you to know that your individual participation, as well as group participation in our online course, is very important. The online discussions take the place of a face-to-
face environment. Lively discussions are welcomed (refer to the Netiquette guidelines below). This is what I expect from our online conversations and discussions:

Participation in the online environment includes the following:

- Students should be prepared to participate in online discussions in reference to textbook material and to the reflection discussions.
- Participate in peer-review sessions, post and respond promptly to classmates’ documents, and incorporate the rhetorical strategies and processes used to complete the projects.
- Answer discussion prompts completely.
- Reply to classmates’ posts in a timely manner.
- Stay on the task on a weekly basis; in other words, be present in the online environment; and,
- Ask questions when not sure of what is expected in an assignment or discussion.

Classroom Etiquette and Netiquette:

Netiquette Guide for Online Courses, which will be posted in the navigation bar under Ready for Online Learning (located under Blackboard Tutorials)

- Debate, critical inquiry, and intellectual diversity are essential elements of higher education and a process of learning. There is the potential during this course for controversial and sensitive topics to be discussed during small group or whole class interaction (whether face-to-face or online), and to surface through discussion board postings. You are expected to demonstrate respect and courtesy for your peers and instructor when they express differing arguments, viewpoints, and/or experiences. Sexist, racist, homophobic, or hateful speech will not be permitted. Angry displays, whether in writing, online postings, or class discussions, will be handled as disruptions to the well-being of the class and responded to as negative participation.
- As a rule: always consider the audience, in class and online. As Virginia Shea writes in Netiquette, the first, or “golden,” rule of online practice is to “Remember the human.” Remember that members of the class and the instructor will be reading your postings. When reacting to someone else’s message (verbal or written), address the ideas, not the person, and post only what anyone would comfortably state in a F2F situation.
- Blackboard is not a public Internet venue; all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for your RWS classmates and instructor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).
- Treat each other with respect. I will not tolerate obscenities and disrespect to fellow classmates, guest speakers or to me. I will ask you to leave the classroom if this occurs. I also reserve the right to drop you from the course if you are preventing others from learning because of your face-to-face and/or online classroom disruptions.
- Title IX: https://www.utep.edu/titleix/ --Make sure to read the new reporting requirement by all UTEP Employees: https://www.utep.edu/titleix/bulletins/bulletin-092517.html

Course Policies: What do you need to do to be successful in the course?

Attendance and Participation: Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by the completion of the following activities:
• Reading/Viewing all course materials to ensure understanding of assignment requirements
• Participating in an engaging discussion with your peers on the discussion boards (grading rubric provided in the “grading information” area of each forum)
• Participating in scheduled Blackboard Collaborate sessions
• Other activities, as indicated in the weekly modules
• Attending face-to-face classes and being prompt and staying for the entire class time.

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

Class Attendance: According to UTEP’s Curriculum and Classroom Policies: The student is expected to attend all classes and laboratory sessions. It is the responsibility of the student to inform each instructor of extended absences. When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a grade of W before the course-drop deadline or with a grade of F after the course-drop deadline.

Please consult UTEP’s Curriculum and Classroom Policies for more information regarding Excused Absences for University-Recognized Activities, Absence for Religious Holy Days, and Military Leave.

Students are expected to attend all class meetings and participate in discussions and workshops. The class discussions will help students improve their writing, often through the discussion of a sample student project (sometimes the student’s, sometimes one written by a classmate). If you are sick, please contact me so that I may include you in the class using a Zoom link so that you may participate in the class.

***For Face-to-Face Classes:
Students are entitled to a single week of unexplained absences without penalty (for example, 3 classes missed in a three-times-a-week class, 2 classes missed in a twice-a-week class, 1 class missed in a once-a-week class).
After 2 total weeks of absence (not necessarily consecutive classes), the student’s grade is lowered by a full letter (A becomes B, etc.).
After 3 total weeks of absence (not necessarily consecutive), the student is automatically dropped from the class.
Missing a scheduled conference with the instructor constitutes an absence.

NOTE: ***This is for Face-to-Face classes: As your instructor, I have provided an online Zoom live session option if you are sick and cannot attend class. However, you are only afforded FOUR live online Zoom sessions. Additional online class sessions must be approved by me. Otherwise, you will be counted absent. ***

***For Hybrid courses:
The attendance policy for hybrid courses aligns with the structure for face-to-face courses, with each missed weekly class meeting constituting an absence from a week of class.
The program recommends that the student contact the instructor to discuss the attendance policy and how it applies in cases in which it is not possible to attend a weekly class meeting while continuing to maintain robust participation in-class activities. [see also online courses]

***Note: DO NOT come to class if you are sick including if you think you have contracted COVID-19. I am reasonable and flexible about missed classes. --Miners take care of Miners.
*** Blackboard use of the course

In an online environment, attendance is measured by participation in class activities. The attendance policy for online courses aligns with the structure for face-to-face courses, with each missed week of class activities constituting an absence from a week of class.

The instructor can measure participation through various pathways, such as completion of scaffold activities and discussion posts and responding to other students’ posts and feedback. We also recommend measuring course activity using the Course Reports feature on Blackboard, particularly the Course Activity Overview.

When it becomes evident that it is not possible to participate in class, the program recommends that the student contact the instructor to discuss the attendance policy and how it applies before resuming robust participation in class activities.

Drop Policy

If you cannot complete this course for whatever reason, please contact your instructor. Your instructor can help you with the drop process, and you can contact the Registrar’s Office. If you do not drop, you are at risk of being dropped by the instructor and possibly receiving an “F” for the course.

Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Instructors are required to report the suspected academic dishonesty to the Office of Student Affairs. Visit the Office of Student Conduct and Conflict Resolution page for more information on Academic integrity.

Accommodations

UTEP 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). Students are encouraged to visit CASS in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu.

University Writing Center

UTEP’s University Writing Center (UWC) offers free writing tutoring assistance for all UTEP students. The tutors are undergraduate and graduate students who can help with all parts of a writing assignment, including prewriting, organizing, revising, and editing. They can also help to understand any writing assignment and help work on comprehending difficult textbook material.

Go to University Writing Center - UTEP to make an appointment with a writing center consultant. There are now two options students can take advantage of:
1) **Synchronous online assistance** – students can go to our website (utep.edu/uwc) and use the link to log into Blackboard Collaborate. No Appointment Needed! We will review your paper with you live online! Visit our website for current hours and availability of Synchronous Sessions.

2) **Email us your paper** – go to our website (utep.edu/uwc) and choose the Email option. You can email your paper to us any time. We will review it during our next open hours of operation and return it to you with suggested revisions. There may be up to a 72-hour turnaround for emailed papers, so plan ahead.

**Military Students**
If you are a military student (veteran, dependent, active) please visit the Military Student Success Center. I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

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**Copyright and Fair Use:** The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

<table>
<thead>
<tr>
<th>Title IX</th>
<th>915-747-8358</th>
<th>Institutional Compliance</th>
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</thead>
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<tr>
<td>Dean of Students</td>
<td>915-747-5648</td>
<td>Dean of Students</td>
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<tr>
<td>UTEP Health &amp; Wellness Center</td>
<td>915-747-5624</td>
<td><a href="https://www.utep.edu/chs/shc/studenthealth@utep.edu">https://www.utep.edu/chs/shc/studenthealth@utep.edu</a></td>
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<tr>
<td>UTEP Police Department</td>
<td>915-747-5611</td>
<td><a href="https://www.utep.edu/police/police@utep.edu">https://www.utep.edu/police/police@utep.edu</a></td>
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<tr>
<td>Counseling and Psychological Services</td>
<td>915-747-5302</td>
<td><a href="https://www.utep.edu/student-affairs/counsel/caps@utep.edu">https://www.utep.edu/student-affairs/counsel/caps@utep.edu</a></td>
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<tr>
<td>Important Dates for this Semester: Spring 2023</td>
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<tr>
<td>January 17</td>
<td>Spring Classes Begin</td>
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<tr>
<td>January 17-20</td>
<td>Late Registration (Fees are incurred)</td>
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<tr>
<td>February 1</td>
<td>Spring Census Day: Note: This is the last day to register for classes. Payments are due by 5:00 p.m.</td>
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<tr>
<td>March 13-17</td>
<td>Spring Break</td>
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| March 30 | Spring Drop/Withdrawal Deadline  
Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F. |
| March 31 | Cesar Chavez Holiday—No classes |
| April 7 | Spring Study Day |
| May 4 | Spring- Last Day of Classes |
| May 5 | Dead Day |
| May 8-12 | Spring Final Exams Check the UTEP finals week calendar for your course |

Visit [https://www.utep.edu/student-affairs/registrar/Academic%20Calendars/academic-calendar.html](https://www.utep.edu/student-affairs/registrar/Academic%20Calendars/academic-calendar.html) for important dates.