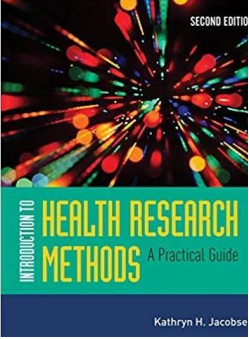




**College of Health Sciences  
Department of Public Health Sciences  
Health Promotion Program Syllabus**

<b>Course name:</b>	<b>Research for the Health Professional</b>
<b>Course no.:</b>	<b>HSCI 3315 – 002</b>
<b>Course CRN:</b>	<b>27620</b>
<b>Semester/year</b>	<b>Spring 2023</b>
<b>Undergraduate credit hours:</b>	<b>3</b>
<b>Class location:</b>	Online (asynchronous) – Blackboard®
<b>Class meeting time:</b>	N/A
<b>Class instructor:</b>	Silvia Salinas Lopez, MD, MPH
<b>Contact methods:</b>	UTEP Email, Blackboard messages, or conference through Zoom
<b>Email:</b>	<a href="mailto:ssalinaslopez2@utep.edu">ssalinaslopez2@utep.edu</a>
<b>Online Office:</b>	Virtual office hours through Zoom every Wednesday from 11:00 am to 1:00 pm or by scheduling an appointment.
<b>Preferred contact method:</b>	<b>Email</b>
<b>Assigned TA:</b>	TBD
<b>Course description:</b>	This course addresses the importance of planning for research in health-related fields, and although it is mainly intended for students pursuing a health-related degree, its multidisciplinary approach can fit most degree plans. It will introduce students to the fundamentals of research study design, methods, and data collection, as well as ethical issues when conducting research, always from a public health perspective.
<b>Course pre-requisites:</b>	To enroll for this course, you will need to meet the following prerequisites: Students must have already completed and passed with at least a grade of C or better “HSCI 3301” and an undergraduate statistics course “PSYC 1303” or equivalent.
<b>Required textbooks:</b>	<p><b>Introduction to Health Research Methods: A Practical Guide – 2nd edition</b> By Kathryn H. Jacobsen, Jones &amp; Bartlett ISBN: 1284094383 ISBN-13: 978-1284094381</p> 
<b>Required and Supplemental readings:</b>	Most, if not all, textbook chapters will be covered, and to successfully pass this course, students will be required to complete reading the assigned book chapters. Additionally, students will be required to review supplementary posted materials on the Blackboard Learn® platform.
<b>Course format:</b>	This course is a full, online course using an asynchronous format, meaning that no traditional face-to-face classroom meetings will take place during the semester, and students can schedule their own time to access the course through the Blackboard® Learn platform during the specified time periods. In addition, both <b>individual and group coursework will be fundamental for this course</b> . Even though this is an online course, learning techniques will emphasize a critical thinking approach to learning. A <b>critical thinking approach</b> assumes that a student's knowledge is not passively absorbed from the instructor. In contrast with other learning techniques, critical thinking assumes students will create knowledge in their own minds by actively thinking about the material. <b>It will be crucial that you study for each lesson independently, reading and reviewing the material</b>

	<p><b>before engaging in lessons, online discussions, and assignments.</b> To learn more about critical thinking, visit the “<a href="#">The Critical Thinking Community</a>” website. In this course, students will apply the gained knowledge to solve common and practical problems related to the research process. Because the course is designed to challenge you intellectually, you may be required to cover additional materials and conduct activities to complete assessments and assignments. Supplementary readings and assignments will be used for activities and discussions, and <b>ALL course materials are testable.</b> Additional, but not all, resources, course material, readings, etc. will be made available through the Blackboard® Learn platform.</p> <p><b>Group work will be an integral part of the course.</b> Groups will be formed during the first two weeks of the course. During this time period, students will be given the option of freely assembling and joining one group until a set deadline; however, if a student does not join a group by the set date, the instructor will assume that the student wishes to work independently for both major written assignments (i.e., SLR and HRP) in this course. More details on group work can be found in the ‘Grading Criteria’ section.</p>
<p><b>Course requirements:</b></p>	<p><b>Time commitment is essential to complete the course requirements.</b> Usually, an online course will require the student to spend more time reading and learning than a typical face-to-face course. <b>A time commitment of at least 9 hours per week is required.</b> Online “attendance” is determined by the students’ quantity and quality of weekly participation, time spent on accessing material posted on Blackboard®, and all online materials and assignments are expected to be completed by all the students.</p> <p>Since this is an <b>online course</b>, all students are required to have access to a computer with a webcam and microphone that connects to the internet and a working UTEP e-mail account (@miners.utep.edu). Other e-mail systems should not be used for this course. If you do not own a computer, you can make use of several computer labs on campus or apply for a long-term laptop loan at the library. The <b>course is only accessible online</b> by logging in to your “<b>My UTEP</b>” portal (<a href="#">my.utep.edu</a>) and <b>accessing through the Blackboard®</b> Learn platform. Therefore, students must be able and have the means of accessing the UTEP online course through Blackboard®, as well as connecting to GlobalProtect VPN (sites will 'think' you're at UTEP when you're connected) when necessary. For information on how to log in or connect to the VPNnet, contact the UTEP Help Desk at (915) 747-4357 (HELP) or <a href="mailto:helpdesk@utep.edu">helpdesk@utep.edu</a>, or check their information page <a href="https://www.utep.edu/technologysupport/learningremotely.html">https://www.utep.edu/technologysupport/learningremotely.html</a>. Students are expected to be able to use Blackboard® email, chats, and discussion boards, as well as perform internet searches, study independently, and have good time management skills. Similarly, it is anticipated that students know how to use word processing, spreadsheet, and visual media software, as well as the capability to open pdf-type files, store all course assignments and, if necessary, submit them electronically through the Blackboard® Learn platform.</p> <p>Download Lockdown Browser (<a href="http://www.respondus.com/lockdown/download.php?id=586140509">www.respondus.com/lockdown/download.php?id=586140509</a>). It is the student’s responsibility to ensure they have all the software and connectivity requirements.</p> <p><b>Students will not be allowed to re-submit an assignment or quiz because of internet connectivity issues, NO EXCEPTIONS.</b></p>
<p><b>Major learning objectives (must be numbered)<sup>1</sup>:</b></p>	<p><b>After completing the course, the student will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Acquire and/or increase, and demonstrate scientific writing skills through writing assignments.</li> <li>2. Apply and practice his/her critical thinking skills through individual and group work.</li> <li>3. Practice his/her ability to critically review research-based materials related to public health/health promotion.</li> <li>4. Acquire skills for interpreting research findings in the public health/health promotion field. <ol style="list-style-type: none"> <li>a. Identify a study problem, and structure a problem statement.</li> <li>b. Elaborate on research questions and identify appropriate research designs for public health/health promotion issues.</li> <li>c. Demonstrate knowledge of sample selection and measurement.</li> <li>d. Evaluate strengths and weaknesses of different research designs</li> <li>e. Describe and select appropriate research design methods for public health/health promotion problems.</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>5. Produce an undergraduate-level quality research protocol, including background, sampling, measurements, and data analysis plan;</li> <li>6. Increase their skills and potential for group work and potentially help others to develop research and writing skills and protocols.</li> </ol>
<b>Course outcomes:/ competencies lined with NCHEC Health Education Specialist:</b>	<p><b>After completing the course, the student will demonstrate the following learning outcomes/competencies (<u>under review</u>):</b></p> <ol style="list-style-type: none"> <li>1. Assess needs, assets, and capacity for health education.</li> <li>2. Plan health education.</li> <li>3. Conduct evaluation and research related to health education.</li> <li>4. Serve as health education resource person.</li> <li>5. Work individually and within a group setting to produce an undergraduate-quality level report based on a systematic literature review.</li> <li>6. Communicate effectively in written and electronic modes of communication.</li> </ol>
<b>Assessment strategies:</b>	<p><b><u>Attendance:</u></b> The course week runs from Monday through Friday. The student must comply with a <b>minimum of 80% attendance</b> translated as <b>weekly participation</b> in asynchronous online discussion. The total value for attendance is 10% of your final grade. For details, refer to the attendance criteria in the “discussion boards” section.</p> <p><b><u>Online Examinations:</u></b> (1) <b>Midterm</b> and (1) <b>Final Comprehensive examinations</b> will be given for the Spring 2023 Semester. Examinations are scheduled for Wednesday, 3/8 &amp; Wednesday, 5/10, respectively, and they will consist of a combination of multiple-choice, true/false, short answer, and matching columns. They will be available online through Blackboard® on the scheduled date. The midterm examination is worth 15% and the final 20% of your final grade. The exams are conceptual in nature and based on covered reading materials, assignments, and discussions up to the week before of the examination date.</p> <p><b><u>Writing Assignments:</u></b> (1) <b>Mini Literature Review</b> and (1) <b>Health Research Proposal</b>.</p> <p><b>Writing Assignment #1: Mini Systematic Literature Review:</b> For this project, you and your colleagues will write a <i>systematic review paper</i>, which will be worth 20% of your final grade. The deadline to complete and submit the project is <b>Friday, 3/10 at the end of the day (11:59 PM MT)</b>. However, please refer to the online guidelines at BB for “Writing Assignment #1: Mini-Systematic Literature Review” for further instructions.</p> <p><b>Writing Assignment #2: Health Research Proposal:</b> For this project, you and your colleagues will write an undergraduate quality, <i>original research protocol</i>, which will be worth 20% of your final grade. The deadline to complete and submit the project is <b>Friday, 5/5 at the end of the day (11:59 PM MT)</b>. However, please refer to the online guidelines at BB for “Writing Assignment #2: Primary Health Research Proposal” for further instructions. <b>YOU WILL NOT NEED TO CARRY OUT THE PROJECT; JUST DEVELOP A RESEARCH PROTOCOL.</b></p> <p><b><u>Quizzes:</u></b> (10) The quizzes are OPEN BOOK tests and will be scheduled during some course weeks, and they are all worth 10% of your final grade. All quizzes will be available from Monday to Saturday through the Blackboard® Learn platform on the scheduled dates (see Course Calendar/Map). You will usually be given a limited time (i.e., 10 minutes) to complete them, depending on the number and type of questions.</p> <p><b><u>Certificate:</u></b> For this assignment, you will have to complete the CITI - IRB training, which will be worth 5% of your final grade. The deadline to complete and submit the certificate is Monday, 2/6 at the end of the day (11:59 PM MT). Further instructions will be available on the Blackboard® Learn platform.</p> <p><b><u>Discussion Boards:</u></b> To get <b>attendance</b> in each week of the online course, the students <b>MUST</b> actively participate in the scheduled weekly discussion/question boards(available on the Blackboard® Learn platform). The total value of weekly attendance is 10% of your final grade.</p>

Each student will be required to enter a **minimum of three (3) comments/posts** related to the topic at hand, according to the following:

- First entry comment: 150 word-minimum (Due on **Thursdays** at 11:59 PM)
- Second and Third entry comments: 50-word minimum response to colleagues posting (Due on **Saturdays** at 11:59 PM)

**Important for entries in discussion boards:** Availability to enter comments is limited. Forums will open at 8:00 MT every Monday and close at 23:59 on Sundays. **NOT** complying with at least the minimum 3 required entries as specified above will result in an **ABSENCE**. **Extra credit** will be granted to all those entries in the weekly discussion forum that comply with the minimum mentioned above and observe quality criteria as specified in the “**Discussion Participation Rubric**.” Complying with the specified 3 entries on time will only grant your attendance for the week.

**No extensions, re-scheduling, or re-taking of examinations, quizzes, and other assessments will be allowed without a University-approved excuse.**

**Grading scale & criteria:**

**Completion of the course will require that the student fulfills the following:**

1. Completing weekly discussion boards (15 Attendances).\*
2. Certificate CITI-IRB training.\*
3. Completing 10 quizzes.\*
4. Completing 2 writing assignments\*:
  - a. Systematic Literature Review (SLR)
  - b. Health Research Proposal (HRP)
5. Completing 2 online examinations\*:
  - a. Midterm Exam
  - b. Comprehensive-Final Exam

(\* See correspondent sections for details.

**Grading Scale:**

- >90 % = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- <60% = F

**Grading Components:**

Coursework & Examinations:	Weighted Value
CITI – IRB training	5%
Discussion Boards & Weekly Attendance	10%
Quizzes	10%
Midterm Examination	15%
Final Examination	20%
Systematic Review -Writing Assignment #1	20%
Research Proposal - Writing Assignment #2	20%
Extra Credit	2.5%

**Dropping & Grading policies for dropping the course, withdrawals, and incomplete:**

Students may drop individual courses or completely withdraw from the university, and grades are based on when the actions are taken. Refer to the online Academic Calendar at [www.utep.edu/calendar](http://www.utep.edu/calendar) or the “Important Dates” section to know the specific deadline dates.

a) **Student-initiated Drops:** It is the student’s responsibility to officially drop a course that she/he no longer wishes to take. Failure to do so may result in a grade of “F” on the student’s academic record. Athletes must receive permission from the Miner Athletic Advising Center before dropping a course. International students with F or J visas must receive permission from the Office of International Programs before dropping a course.

- b) **Administration Drops:** During registration periods for upcoming semesters, students will be dropped from registered courses for failure to meet prerequisites or co-requisites after final grades have been posted for the current semester and before beginning late registration for the next semester. A student may petition the department chair of the course in question for a prerequisite or co-requisite waiver. At the instructor's discretion, a student may be dropped from a course because of excessive absences (i.e., 4 or more) or lack of effort. Students may also be administratively withdrawn from a course during the semester for other reasons, with the concurrence of the academic dean or department chair. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline. A grade of "F" received due to disciplinary action imposed by the University overrides a grade of "W" received through a student-initiated or faculty drop. Students will be notified of their drop through their UTEP e-mail account.
- c) **Grade Assignment for Drops and Withdrawals:** Grades will be assigned as follows when a student drops a course or completely withdraws from the University:
1. If a student drops a course before the official census date of a semester, neither the course nor a grade will appear on the student's academic record.
  2. If a student drops from a course after the census date, but before the student-initiated course drop deadline listed in the Class Schedule, a grade of "W" will be assigned.
  3. If the student drops after the student-initiated course drop deadline, instructors will determine a grade of "W" or "F" for each course. A grade of "W" is considered only under exceptional circumstances and must be approved by the instructor and department chair for the course. A student may petition for a grade of "W" in writing with the necessary supporting documentation.
- Incomplete course work:** An "I" (incomplete grade) can only be considered if requested by the student in advance of the conclusion of the course and only for legitimate, documented exceptional circumstances/emergencies after you have completed at least half of the course requirements. Failure to request and negotiate the terms of an "Incomplete" grade before the conclusion of the course will result in denial except in the most extraordinary circumstances.

### Course/Instructor & Institutional Policies

**Attendance:**

The online course uses an asynchronous format, and the course week runs from Monday through Friday. **The University requires that students comply with a minimum of 80% attendance.** Attendance is mandatory, an important component required in this course, and is determined by online class participation. In this regard, online courses are no different than traditional face-to-face courses; however, attendance must be considered differently.

For this course, attendance will be comprised of active online participation. The requirement for weekly attendance is that each student **MUST** participate in the scheduled weekly discussion/question forum available on the Blackboard® Learn platform. **Each student will be required to enter a minimum of three (3) comments related to the topic at hand, according to the following: First entry comment: 150 word minimum (Due on Thursdays at 11:59 PM), and Second and Third entry comments: 50-word minimum response to colleagues posting (Due on Saturdays at 11:59 PM). NOT complying with at least 3 required entries on time with the required number of words as specified will result in an ABSENCE.**

Student engagement will be tracked using the Blackboard® Learn's Retention Center tool. Students are expected to interact with Blackboard for an average of 3 hours per week. Students will get automated messages when performance is considered unsatisfactory. If a student does not log in to the online course within the drop/add period for the course, he/she will be dropped from the course. The instructor and/or TA can tell if students are visiting the online course. Failing to maintain active weekly participation and not completing all weekly assigned activities in this online course (not logging in, not completing and/or not submitting assignments or quizzes, not participating in posted activities, not contacting the instructor) can and will be defined as an absence for the week. **Absences will affect your final score/grade. You are required at least 12 out of 15 attendances in this course, including the first week of class.**

	<p>Furthermore, for each online absence in the course, you will be deducted ~1% from your final grade. <b>You are allowed three unexcused absences; a fourth absence means the risk of being dropped from the course at any time, regardless of your current performance, even if it occurs in the final week of class.</b> Exceptions will be made in the case of University excused absences (sponsored activities approved by the Dean of students). You will only be able to make up for activities, exams, or assignments (scheduled or unscheduled) in the case of University excused absences (sponsored activities approved by the Dean of students).</p>
<p><b>Alternative means of submitting work in case of technical issues:</b></p>	<p>I strongly suggest you <b>submit your work with sufficient time</b> to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you <b>save all your work</b> (answers to discussion boards, quizzes, exams, and written assignments) in a separate Word document as a backup. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your backup document as a last resort.</p>
<p><b>Course netiquette:</b></p>	<p>As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean, given the lack of body language and immediate feedback. Therefore, please keep this netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.</p> <ul style="list-style-type: none"> <li>▪ <b>Always consider the audience.</b> This is a college-level course; therefore, all communication should reflect polite consideration of others' ideas.</li> <li>▪ <b>Respect and courtesy</b> must be provided to classmates and the instructor at all times. No harassment or inappropriate postings will be tolerated.</li> <li>▪ <b>When reacting</b> to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.</li> <li>▪ <b>Blackboard is not a public internet venue;</b> all postings to it should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and professors only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.</li> </ul> <p>Words in print may seem harmless, but they could emotionally injure us when working at a distance. It is important that we all keep this in mind as we communicate. Hence, it is vitally important that we are conscious of how we communicate while working at a distance. For example, avoid using caps in your electronic messages, as the wording in caps comes across as shouting. Often, excitement can be misinterpreted as anger or insult.</p> <p>The standard practice ("Netiquette") for participation in the networked discussion requires that all participation be focused on the topic at hand, not become personalized, and be substantive in nature. More information on Netiquette, the etiquette of internet communication, can be found at: <a href="http://www.albion.com/netiquette">www.albion.com/netiquette</a>.</p>
<p><b>Communication and feedback plan:</b></p>	<p>Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are several ways we can keep the communication channels open:</p> <ul style="list-style-type: none"> <li>▪ <b>Email:</b> <u>UTEP Blackboard e-mail is the best way to contact me.</u> I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When emailing me, be sure to email from your UTEP account and <b>HSCI 3315: "matter/concern"</b> in the subject line. In the body of your e-mail, clearly state and explain in complete sentences your question or problem you may have. At the end of your email, be sure to put your first and last name, as well as your university identification number. If you consider that your email requires my urgent attention, you may type "URGENT HSCI 3315" in the subject line, but please save such messages for real urgent cases.</li> <li>▪ <b>Office Hours:</b> We will not be able to meet on campus, but I will still have "Virtual Office" hours for your questions, comments, and concerns about the course. My online office hours will be held on Blackboard every Wednesday from 11:00 a.m.-1:00 p.m. – MT unless an unforeseen event occurs and the date/time change is notified.</li> <li>▪ <b>Discussion Board:</b> If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. I will</li> </ul>

	<p>respond to your questions within 24-48 hours. Please respond to other students' questions if you have a helpful response.</p> <ul style="list-style-type: none"> <li>▪ <b>Announcements:</b> Check the Blackboard announcements frequently for the latest updates, deadlines, or other important messages.</li> </ul>
<b>Student progress:</b>	Grades and feedback on grades will be available through the Blackboard® Learn Grade Center, and additional feedback may be sent from the instructor or TA by email.
<b>Online midterm and final examinations:</b>	Exams will be accessible online using the Blackboard® Learn platform and will be available on the scheduled day from 8:00 AM to 8:00 PM (Mountain Time Zone). You must download the Respondous LookDown Browser to access and answer the exams. You may access it anytime; however, once you begin the exam, you will have a time limit to complete it. <b>You will not be able to start the exam, stop, and then re-start.</b> You will usually have between 10-15 minutes to complete a quiz depending on the number of questions, and up to 1 hour to complete the partial and final comprehensive examinations. Missed quizzes and exams will not be retaken unless a failure of the Blackboard® platform is proven. If a student misses an exam, a written make-up exam may be taken <b>only if the student had informed the instructor</b> of the absence <b>before the beginning of the examination</b> (University excused absences only, i.e., sponsored activities approved by the Dean of students), and only if the instructor approves the absence. Only in rare instances will a student be excused from the examination.
<b>Group work:</b>	<b>Group work will be an integral part of the course.</b> However, it is not mandatory, and you may select to work on your own (independently). Groups will be formed during the <b>first two weeks</b> of the course. During this time period, <b>students will be given the option of freely assembling and joining one team until a set deadline; however, if a student does not join a group by the set date (9/2), the instructor will assume that the student wishes to work independently</b> for both major written assignments. The maximum number of members in each group is three (3), and four (4) might be allowed if needed. Blackboard's group sign-in section is set not to allow going over this number; groups can be of less than three members. Changing groups, dropping or joining others are allowed only under extraordinary situations. <b>Group work should be equally distributed.</b> Each team will select a group member responsible for submitting the group work assignment as a Microsoft Word document to the specified site in UTEP's Blackboard® Learn System before the deadline. Further instructions for each teamwork assignment on the Blackboard® Learn platform will be available. When completing a group assignment, the score will be the same for all members; however, at the end of the course, each group member may complete a peer evaluation in which students will evaluate and rank members' participation to receive true merit in the form of extra points.
<b>Writing standards:</b>	Before submitting assignments, please check your work for misspellings, grammar, and sentence structure. References in written reports should follow the latest Publication Manual of the American Psychological Association (APA Style 6 <sup>th</sup> ed). All written documents should follow APA formatting rules, be double-spaced, have 1-inch margins, and have a Times New Roman font size of 12. Please feel free to seek assistance from the UTEP Writing Center or other writing support. The UTEP Writing Center is free and always happy to help you.
<b>Late assignments:</b>	Homework and other assignments must be turned in when scheduled in order to be graded with 100% of the score points to be awarded. No extensions are granted for scheduled activities such as discussion boards, quizzes, examinations, or assignments. A 10% deduction on the grading score will be applied every 24 hours a writing assignment is overdue, including weekends. No writing assignments will be accepted if submitted more than one (1) week after the due date.
<b>Instructor course evaluation:</b>	The instructor will provide more details on how the course will be evaluated. There is an internal evaluation and a University standard online evaluation in which you will have the opportunity to rate the instructor's performance and the course content. It is recommended that you complete these evaluations so that we continue improving the course.
<b>Accommodations for individuals with disability:</b>	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 to provide them with equal opportunities to participate in programs, services, and activities in compliance with

	<p>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 to the University. Students requesting accommodation based on a disability must register with the <a href="#">UTEP Center for Accommodations and Support Services</a> (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, email them at <a href="mailto:cass@utep.edu">cass@utep.edu</a>, or apply for accommodations online via the <a href="#">CASS portal</a>.</p>
<p><b>Copyright statement for course materials:</b></p>	<p>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.</p>
<p><b>Copyright and fair use requirements:</b></p>	<p>The University requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for copyright and fair use laws violations. The University will neither protect nor defend you nor assume any responsibility for a student’s violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties, criminal liability, and disciplinary action under University policies.</p>
<p><b>Student conduct and academic integrity:</b></p>	<p>Academic dishonesty is prohibited and considered a violation of the UTEP Handbook of Operating Procedures. Students are expected to be above reproach in all academic activities. Students who engage in academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. “Scholastic 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 student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports, and any act designed to give an unfair advantage to a student or the attempt to commit such acts.” <u>Regent’s Rules and Regulations</u>, Part One, Chapter VI, Section 3.2, Subdivision 3.22. Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. From the UTEP Dean of Student Affairs (<a href="http://studentaffairs.utep.edu/Default.aspx?tabid=4386">http://studentaffairs.utep.edu/Default.aspx?tabid=4386</a>).</p> <p><b>Examples of “cheating” include:</b></p> <ul style="list-style-type: none"> <li>▪ Copying from the homework, in-class work, or exam paper of another student, engaging in written, oral, or any other means of communication with another student during an exam or homework assignment, or giving aid to or seeking aid from another student during a test;</li> <li>▪ Possession and/or use during an exam or home test of materials that are not authorized by the person giving the test, such as class notes, books, or specifically designed “crib notes”;</li> <li>▪ Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program; using a test that has been administered in prior classes or semesters but which will be used again either in whole or in part without permission of the instructor, or accessing a test bank without instructor permission;</li> <li>▪ Collaborating with or seeking aid from another student for an assignment without authority;</li> <li>▪ Substituting for another person, or permitting another person to substitute for one's self to take a test;</li> <li>▪ Falsifying research data, laboratory reports, and/or other records or academic work offered for credit.</li> </ul> <p>“<b>Plagiarism</b>” means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors. NOTE: This includes cutting-and-pasting and photocopying from online and other material.</p> <p>“<b>Collusion</b>” means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty.</p>



<p><b>Student resources:</b></p>	<p>UTEP provides a variety of student services and support. Familiarize yourself with the bookmarks on the right-hand side of the Blackboard student portal (visible before entering a course), as well as the resources below.</p> <p><b>Academic Resources</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">UTEP Library</a>: Access a wide range of resources, including online, full-text access to thousands of journals and eBooks, plus reference service and librarian assistance for enrolled students.</li> <li>▪ <a href="#">University Writing Center (UWC)</a>: Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.</li> <li>▪ <a href="#">Math Tutoring Center (MaRCS)</a>: Ask a tutor for help and explore other available math resources.</li> <li>▪ <a href="#">History Tutoring Center (HTC)</a>: Receive assistance with writing history papers, get help from a tutor and explore other history resources.</li> <li>▪ <a href="#">RefWorks</a>: A bibliographic citation tool; check out the RefWorks tutorial, fact sheet, and quick-start guide.</li> </ul> <p><b>Individual Resources</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Military Student Success Center</a>: Assists personnel in any branch of service to reach their educational goals.</li> <li>▪ <a href="#">Center for Accommodations and Support Services</a>: Assists students with ADA-related accommodations for coursework, housing, and internships.</li> <li>▪ <a href="#">Counseling and Psychological Services</a>: Provides various counseling services, including individual, couples, and group sessions, as well as career and disability assessments.</li> </ul> <p><b>Technology Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Help Desk</a>: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Help desk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus. Phone: 915-747-4357 (HELP) Email: <a href="mailto:helpdesk@utep.edu">helpdesk@utep.edu</a></li> </ul>																						
<p><b>Important dates:</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Classes Begin</td> <td style="text-align: right; padding: 2px;">Jan. 17</td> </tr> <tr> <td style="padding: 2px;">Census Day</td> <td style="text-align: right; padding: 2px;">Feb. 1</td> </tr> <tr> <td style="padding: 2px;">Midterm Exams Week</td> <td style="text-align: right; padding: 2px;">Mar. 6-10</td> </tr> <tr> <td style="padding: 2px;">Last Day to Complete Withdrawal</td> <td style="text-align: right; padding: 2px;">Mar. 30</td> </tr> <tr> <td style="padding: 2px;">Cesar Chavez Holiday – no classes</td> <td style="text-align: right; padding: 2px;">Mar. 31</td> </tr> <tr> <td style="padding: 2px;">Spring Study Day</td> <td style="text-align: right; padding: 2px;">Apr. 7</td> </tr> <tr> <td style="padding: 2px;">Last Day of Classes</td> <td style="text-align: right; padding: 2px;">May. 4</td> </tr> <tr> <td style="padding: 2px;">Dead Day</td> <td style="text-align: right; padding: 2px;">May. 5</td> </tr> <tr> <td style="padding: 2px;">Final Exams Week</td> <td style="text-align: right; padding: 2px;">May. 8-12</td> </tr> <tr> <td style="padding: 2px;">Final Grades due to the Records Office</td> <td style="text-align: right; padding: 2px;">May. 17</td> </tr> <tr> <td style="padding: 2px;">Final Grades Available Online for Students</td> <td style="text-align: right; padding: 2px;">May. 18</td> </tr> </table>	Classes Begin	Jan. 17	Census Day	Feb. 1	Midterm Exams Week	Mar. 6-10	Last Day to Complete Withdrawal	Mar. 30	Cesar Chavez Holiday – no classes	Mar. 31	Spring Study Day	Apr. 7	Last Day of Classes	May. 4	Dead Day	May. 5	Final Exams Week	May. 8-12	Final Grades due to the Records Office	May. 17	Final Grades Available Online for Students	May. 18
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<p><b>COVID-19 Precautions:</b></p>	<p>Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you feel unwell, please let me know as soon as possible so we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to <a href="mailto:covidaction@utep.edu">covidaction@utep.edu</a> so that the Dean of Students Office can support you and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.</p> <p>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 <a href="http://epstrong.org">epstrong.org</a>.</p>																						

\*Syllabus Fall 2020 adopted from Dr. Ibarra-Mejia, UTEP, College of Health Sciences.