Course Name: Geotourism
Scheduled Course Days and Time:
Section 002: MWF 1:00 pm to 1:50 pm – HS 220

Instructor: Sheila Scott, PhD
Office: 178 Human Sciences
Office Hours: Tuesdays 1:30-3:00 walk in hours, appointments available
Email: Sheila.scott@ttu.edu
(email responses within 24 hours or the next business day, during regular business hours, M-F 9-5)
Phone: office: 806-834-5194

REQUIRED TEXT & MATERIALS:
• Top Hat app for phone, tablet or laptop – see information at end of syllabus for more information
• Readings and Videos as assigned by instructor
• Tourism Destination Management: Achieving Sustainable and Competitive Results [link]

COURSE DESCRIPTION FROM CATALOG:
• Study of geotourism: tourism that sustains or enhances the geographical character of a place—its environment, culture, aesthetics, heritage, and the well-being of its residents.

TTU COLLEGE-LEVEL COMPETENCY STATEMENT:
Multicultural Courses: Students graduating from Texas Tech University should be able to demonstrate awareness and knowledge of distinctive cultures or subcultures, including but not limited to ethnicity, race, gender, class, political systems, religions, sexual orientation, languages, or human geography.

Assessments used:
1. Mini case study
2. Blog posts
3. Individual paper
4. Destination presentation
5. Course introduction quiz
6. Exams

TTU MULTICULTURAL STUDENT LEARNING OUTCOMES: (by assessment device)
a. Students will demonstrate intercultural awareness, knowledge and skills in written, verbal, and behavioral activities (e.g., service-learning, co-curricular and similar experiences). (1, 2, 3, 4, 6)
b. Students will exhibit the ability to engage constructively with individuals and groups, across diverse social contexts. (2,3,4)
c. Students will appraise privilege relationships at different levels (interpersonal, local, regional, national, and international) and explain how these relationships affect the sociocultural status of individuals and groups. (1, 3, 4, 6)
EXPECTED PROGRAM LEARNING OUTCOMES (PLOS) FROM PROGRAM:
1. Communicate effectively and appropriately (orally and in writing).
2. Prepare, maintain, analyze and utilize financial documents and data related to hospitality management organizations.
3. Discuss, examine, and evaluate management practices in the hospitality industry.
4. Define, discuss, give examples of, and examine ethical issues related to hospitality management organizations.
5. Comprehend the social, multicultural, and environmental dimensions of issues facing professionals in hospitality management.

EXPECTED COURSE LEARNING OUTCOMES:
At the conclusion of this course, student will be able to:
• Describe tourism and specifically geotourism activities, impacts, and issues for a specific destinations (1,2,3,4,6) (a) (PLO 1,3,4,5)
• Discuss types of tourism that fall into the scope of geotourism and how they are represented in specific locales (1,2,3,4,6) (a) (PLO 1,3,5)
• Evaluate how the values, practices and beliefs of different racial, ethnic, religious, socio-economic and political groups formed societies from which the basis of tourism products were created (1,3,4,6) (a,b,c) (PLO 1,3,4,6)
• Explain how tourism both positively and negatively impacts communities and specifically residents of a location (1,2,3,4,6, (a,b,c) (PLO 1,4,5)
• Identify how specific aesthetic factors are integral to the geotourism environment of a location (1,3,4,6) (a,b) (PLO 1,3,5)
• Assess the geotourism efforts of several communities, areas or countries, while identifying how tourism entities enhance the geotourism mission of the location. (1,3,4,6) (a,b) (PLO 1,3,4,5)

ACTIVITIES AND GRADING STRUCTURE:

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Value each</th>
<th>Total value</th>
<th>% of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blog</td>
<td>6 @50</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td>Mini Case Study</td>
<td>1 @100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Final Paper</td>
<td>1 @150</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation</td>
<td>1 @ 100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Exams &amp; Quizzes</td>
<td></td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>Course Intro Quiz</td>
<td>1 @25</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>1 @125</td>
<td>125</td>
<td>12.5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1 @150</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Participation</td>
<td></td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>Top Hat course activities</td>
<td>1 @ 50</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
GRADING CRITERIA:
Final Grades will be determined by the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Points Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>(900-1000 points)</td>
<td>Advanced, exceeds expectations and work has no or few errors</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89.99%</td>
<td>(800-899.9 points)</td>
<td>Minimally exceeds expectations and work has limited errors</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79.99%</td>
<td>(700-799.9 points)</td>
<td>Proficient, meets minimum expectations but demonstrates no extra effort</td>
</tr>
<tr>
<td>D</td>
<td>60% - 70.99%</td>
<td>(600-699.9 points)</td>
<td>Less than standard and falls below expectations</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>(0-599.9 points)</td>
<td>Lack of effort, does not meet expectations in one or more areas</td>
</tr>
</tbody>
</table>

ASSESSMENT ACTIVITIES

1. **Blog – 50 points each, 300 total points**
   Students will take on the role of travel blogger. Each student will choose a destination/region to study for the entirety of the course, in the U.S. or an international location. Individual students must choose different locales/regions to evaluate. Students are required to make blog entries via the Blackboard blog, identifying the different type of tourism and specifically geotourism activities that are available in the destination, as well as including the topic of the week or weeks since previous blog post. Each blog post must be a minimum of 200 words. Photos are an important component of the blog posts to further the information provided in text. The activities should be assessed based on how the locale has embraced, sustained and preserved their political, religious, and/or cultural values and beliefs through tourism offerings. Content covered should be compiled from various sources, including contact with the local agencies overseeing the tourism activities in the area, local hospitality enterprises, as well as individuals from, or who have traveled to the destination (may find individuals who Blog online).

   Blob entries will be graded based on completeness of thought and critical interpretation of the activities in relation to their efforts. While the posts are to be in narrative format and can be fairly casual to enhance the readability, deductions will be made for grammar and spelling issues that are not inherently necessary to the post. Overall writing will also be assessed. See the Netiquette for Discussions/Blogs for expectations.

   The Blogs will be used as resources for the creation and writing the required paper, as well as the destination presentation.

2. **Mini Case Study – Travel in My Shoes - 100 points**
   Students will evaluate the privilege relationship between tourists and locals in a mini case study. The paper will be submitted via Blackboard. Proper use of APA is required for citations and references and plagiarism will be checked. Blatant plagiarism will result in a zero for the report, and possibly the course, as well as the student being reported to the Student Conduct Committee. (see the plagiarism presentation on Blackboard for more information and assistance). Use the submissions guideline document on Blackboard for specific requirements of the submission. Spelling, grammar, and sentence structure will be evaluated in addition to writing style. See Blackboard for assignment details.

3. **Individual Final Paper – 150 points**
   A final 2500 to 3000 word essay will be submitted via Turnitin on Blackboard. The submission will include an evaluation of the individual location chosen, their tourism and geotourism efforts, how these efforts potentially impact visitors in relation to a better appreciation of various cultures (political, religious, ethnic, and racial), as well as their impact on the development of the destination and the citizens of the locale. Additionally, students will propose a new geotourism offering for the chosen destination that will incorporate a minimum of two types or geotourism, using the Tourism Destination
Management document for support. The paper will be evaluated for completeness of thought and critical interpretation in relation to geotourism principles and activities. Special attention should be paid to the impact on the communities as a whole and all socio-economic groups affected.

Students will also compare and contrast their chosen destination with two other destinations, based on information from fellow student blog posts. Proper use of APA is required for citations and references and plagiarism will be checked. Blatant plagiarism will result in a zero for the report, and possibly the course, as well as the student being reported to the Student Conduct Committee (see the APA and Avoiding the F presentation on Blackboard for more information). Use the submissions guideline document on Blackboard for specific requirements of the submission. Spelling, grammar, and sentence structure will be evaluated in addition to writing style.

4. Presentation – 150 points
Students will prepare a 6 minute presentation at the end of the semester on their specific destination, incorporating all information from blog posts, the final paper, and information gathered throughout the semester. Students must be in professional dress for the presentation and will submit the slides through Blackboard on the due date, and not their specific presentation date. The time allotted may change based on enrollment.

5. Course Introduction Quiz - 25 points
A course introduction quiz is due by 1/24 before class time. Students will have 18 minutes for the quiz. All information contained in the syllabus, the syllabus attachment (including links), the APA and Avoiding the F presentation, the Formatting for Assignments document, the Discussion/Blog Netiquette page or on any other Course Materials topic may be on the quiz. Since the due date is the after the last day to add the class, all students will have an opportunity to submit the quiz and no make up for late enrollment will be allowed.

6. Exams – 125 and 150 points respectively, 275 total points
Students will complete two essay exams, one midterm and one final exam. The exams will cover information presented in class, from speakers and assigned readings/videos. Any students who has earned 761 points, minus the final exam deduction for excessive absences, prior to the final exam, will be exempt from taking the final exam and will have earned an A for the course. This point total is non-negotiable. All other students will have the final exam score calculated into their final course score.

7. Participation – 50 total points
Course activities will be used to accumulate participation points including field trip participation gauged by field trip blog posts and also using the Top Hat app, purchase required, students will participate in classroom activities including discussions, quizzes to gauge understanding, attendance, etc. Students must be in class to earn the points. While several activities will occur each class period, only select activities will earn the participation credit.

8. Extra Credit – 3 points each, 9 total points
Students will have the opportunity to upload two documents, one to Blackboard and one to Turnitin through Blackboard, as well as take a fun quiz to earn extra credit points. These activities demonstrate how to upload and properly submit documents and insure that a student’s computer is setup configured to take quizzes and exams on Blackboard.
SUBMISSION GUIDELINES AND POLICIES

Except the Course Introduction Quiz, all assignments, quizzes, exams, blogs, and case studies are due on Monday, prior to the class period start time.

The submissions are due as a Turnitin uploads on Blackboard, under the assignment heading on the assigned due date by the time stipulated on the syllabus. (Although Turnitin sometimes make arbitrary deadline changes, the syllabus deadline is in stone, unless the instructor emails a change.)

Make sure that SUBMIT button is clicked for the Turnitin assignment and that a confirmation email is received for the submission, as late or missing submissions will receive a grade of 0. For Blackboard Safe Assign submissions, make sure to go back to the assignment after submission to insure that it was submitted. For Turnitin and Safe Assign, ensure that the submission is readable. No exceptions will be made for assignments that cannot be opened and evaluated by the instructor. Technical difficulties must be immediately reported to the instructor with a screen shot of the issue. An email with the assignment will also be required at time of difficulty and must be before the due date and time. Report of failure at a later time will result in no accommodation. Due to a computer glitch, if an exam or assignment is open past the due date, students who submit after the due date and time will not receive credit.

Late submissions are not accepted.

CELLPHONE POLICIES, DISTRACTING ACTIVITIES & ATTENDANCE

Turn off all cell phones and do not take them out during class. If caught with a cell phone in use, a student will be warned one time and then asked to leave class and be counted absent for the day. Once the class begins, the instructor will close and lock the door and anyone who is not in class at that time will be considered absent for that day. Students who leave class will not be allowed to return and may be counted absent based on time spent in class. Therefore, students should make any calls or conduct other necessary activities prior to or after class. If a student will be leaving class early, the instructor must be notified at the beginning of the class period. Students who participate in any activities that distract themselves or other students (including talking, laptop use, or other distracting activities) from the class activities will be warned once and then asked to leave the classroom and will be counted as absent for the day.

Class attendance policy

Students are allowed three (3) free absences during the course of the semester with no penalty. After that, each absence will result in a 5-point deduction on the final examination. Only Texas Tech approved absences listed in the syllabus attachment are excused absences. Interviews, Road Shows and Doctor’s notes will not be accepted as an excused absence. Use free absences wisely. It is EACH STUDENTS responsibility to sign in each day. All parties involved in receiving or giving fraudulent signatures will lose remaining free absences. In addition, fraudulent signatures constitute academic dishonesty and will be reported to the college academic dean for disciplinary action.

Course Communication

Occasionally, the instructor will need to contact the entire class regarding course issues. Please make sure that Texas Tech has your current e-mail account so you can retrieve these important messages. You are responsible for oral announcement and information about the course not listed on the syllabus.

See the Syllabus attachment for important dates and TTU, HRM and RHIM Policies and Resources
This schedule serves as a general guide for the course and is subject to change.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Class Schedule</th>
<th>*Assessment Activities Due on Mondays, all due prior to class time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 18-19</td>
<td>Introduction to Course</td>
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<tr>
<td>2</td>
<td>January 22-26</td>
<td>Being a tourist and geotourist/Cultural immersion Tourism Destination Management WTO’s Global Code of Ethics for Tourism Articles 1-3</td>
<td>*Intro quiz due 1/24</td>
</tr>
<tr>
<td>3</td>
<td>January 29-February 2</td>
<td>Ethics &amp; Socio-Cultural Impacts of Tourism WTO’s Global Code of Ethics for Tourism Articles 4-6 Nature Tourism/Ecotourism/Sustainability tourism</td>
<td>Choose destination 1/29 Quiz 1/29 Extra Credit Submissions &amp; Quiz 1/29 No class 2/2</td>
</tr>
<tr>
<td>4</td>
<td>February 5-9</td>
<td>Unit 1 *Ensuring a Sustainable Form of Development Cultural Tourism Charter Cultural Tourism</td>
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<tr>
<td>5</td>
<td>February 12-16</td>
<td>WTO’s Global Code of Ethics for Tourism Articles 7-10 Avoid being the Ugly American Tourist Health/Medical Tourism</td>
<td>Blog Two 2/12 No class 2/16 – Field trip on own – Texas Tech Museum</td>
</tr>
<tr>
<td>6</td>
<td>February 19-23</td>
<td>Unit 2 *Tourism Inventory, Vision, and Goal Setting Cost of Tourism Agritourism Field Trip Possible</td>
<td>Field trip Blog on TTU Museum 2/19 Mini Case Study 2/19</td>
</tr>
<tr>
<td>7</td>
<td>February 26-March 2</td>
<td>Unit 3 *Auditing the Visitor and Resident Experience Gastro-tourism/Culinary Tourism Field Trip Possible</td>
<td>Blog Three 2/26</td>
</tr>
<tr>
<td>8</td>
<td>March 5-9</td>
<td>Exam Review Certification of sustainable tourism Midterm Exam</td>
<td>*Mid Term open 3/7 at 3:00pm and closes 3/9 at 2:00pm. No class 3/9</td>
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<tr>
<td>9</td>
<td>March 12-16</td>
<td>Spring Break</td>
<td></td>
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<tr>
<td>10</td>
<td>March 19-23</td>
<td>Unit 4 *Utilize Clusters to Gain a Competitive Edge Community and resident cost of tourism Disaster Tourism Dark Tourism</td>
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<tr>
<td>11</td>
<td>March 26-30</td>
<td>Unit 5 *Establishing Destination Management Organizational Partnerships Protection of the destination despite tourism activities Voluntourism Field Trip possible</td>
<td>Blog Four 3/26</td>
</tr>
<tr>
<td>12</td>
<td>April 2-6</td>
<td>Unit 6 *Developing Destination Marketing &amp; Positioning Strategies Creating the tourism experience/Marketing Historic/Heritage Tourism and Traditions Field Trip possible</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>April 9-13</td>
<td>Unit 7 *Building the Destination’s Online Presence Economic impact of tourism to communities and residents Tourism risk Field Trip Possible</td>
<td>Blog Five 4/9</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
<td></td>
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<tr>
<td>14 April</td>
<td>Developing a Visitor Information Program</td>
<td>Unit 8 <em>Politics and Tourism – interdependency and implications in understanding change</em></td>
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<td></td>
<td></td>
<td><em>Pink Tourism</em></td>
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<tr>
<td>15 April</td>
<td>Presentations</td>
<td>Final paper and slides due 4/23</td>
<td></td>
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<tr>
<td>16 April</td>
<td>Presentations</td>
<td>Blog Six 4/30</td>
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<tr>
<td>17 May</td>
<td>Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>Final Exam</td>
<td><em>Online Final Exam, see following message for schedule details</em></td>
<td></td>
</tr>
</tbody>
</table>

*Unless otherwise stipulated.

**Final Examination Schedule**

The Official Final Exam is scheduled as follows:

RHIM 3350 Section 002 - Thursday, May 10 - 1:30 p.m. to 4:00 p.m.

Since this exam is online, it will be open Wednesday, May 9 at 5:00 p.m. and will close May 10 at 4:00 p.m.

*Any issues must be reported prior to the due date and time with a screen shot of the issue. Failure to do so will result in no accommodation.*

No exceptions will be made, nor extensions given, for exam days and times.

**Top Hat**

We will be using the Top Hat (www.tophat.com) classroom response system in class. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message.

You can visit the Top Hat Overview (https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.

An email invitation was sent to you by email, but if did not receive this email, register by simply visiting our course website: https://app.tophat.com/e/638493

Note: our Course Join Code is 638493

Top Hat will require a paid subscription, and a full breakdown of all subscription options available can be found here: www.tophat.com/pricing.

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling 1-888-663-5491.
SPRING 2018 DATES TO REMEMBER

Classes begin                  Jan. 18
Last day to add a course       Jan. 23
Last day to drop a course & have charges removed without academic penalty Feb. 2
Last day to drop a course with academic penalty                 Mar. 28
Spring Break                  Mar. 10-18
Commencement                  May 18 & 19

OPERATING POLICIES PERTAINING TO ALL COURSES

1. CLASSROOM CIVILITY
   Attendance and class participation is expected at all class sessions. Higher grades cannot be expected unless the student has actively participated in class. It is your responsibility to attend each class session on time. Class starts promptly. If you must leave class earlier for any reason, you must inform the instructor at the beginning of the class for permission. Lack of attendance and participation may negatively affect the grade you receive in the class.

   Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class.

2. ACADEMIC INTEGRITY (OP 34:12):
   Academic integrity is taking responsibility for one’s own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. For detailed information regarding these policies, see http://www.depts.ttu.edu/studentjudicialprograms/academicinteg.php

   For further information regarding student policies at Texas Tech, see http://www.depts.ttu.edu/dos/handbook/

3. STUDENTS WITH DISABILITIES (OP 34.22)
   Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as possible to make necessary arrangements. Students must present appropriate verification from Student Disability Services during the instructor’s office hours. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services office in 335 West Hall or call 806-742-2405.

   For detailed information regarding Texas Tech’s Student Disability Services, see http://www.depts.ttu.edu/students/sds/
4. STUDENT ABSENCE FOR OBSERVANCE OF A RELIGIOUS HOLY DAY (OP 34:19)
   1. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
   2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

   A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

5. ABSENCE DUE TO OFFICIAL UNIVERSITY APPROVED TRIPS (OP 34.04)
   Department chairpersons, directors, or others responsible for a student representing the university on officially approved trips must notify the student's instructors of the departure and return schedules. The instructor so notified must not penalize the student, although the student is responsible for material missed. Any student absent because of university business must be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence. Students absent because of university business must be given the same privileges as other students; e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege.

   Note: Optional activities, including travel activities, are excluded from the above policy if participation is optional and not a requirement of the university sponsored activity. This would include road shows, interviews, event participation, or specific extra credit course or program related activities.

6. CLASS COMPLETION
   Please note that unsuccessful completion of this class or course completion of at least 60% of the semester, may result in repayment of all or part of your student financial aid. For further information, please contact Student Financial Aid, 806-742-3681, or finaid.advisor@ttu.edu.

7. RESOLVING STUDENT ISSUES
   If you encounter an issue in this course you should follow the following chain of authority:
   1. First discuss it with the instructor of the course in an attempt to resolve the issue.
   2. If the issue is not resolved, or is something you do not feel comfortable discussing with the instructor, you should contact the Department Associate Chairperson.
   3. Only after discussing the issue with the Associate Chairperson should you contact the Hospitality and Retail Management Department Chairperson.

   Under no circumstances should you begin this process with the Chairperson or the Dean’s Office without first consulting the Associate Chairperson.

8. STATEMENT OF NONDISCRIMINATION
   Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.
9. STATEMENT OF DIVERSITY
By its very design, this course engages texts that some students might find difficult and/or controversial. In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

10. EMERGENCY PROCEDURES
In the unlikely event of an emergency, students and faculty should follow the guidance provided at the website below. There is a possibility that this may include evacuation of the building or seeking shelter within the building.

http://www.depts.ttu.edu/hs/emergency_planning/index.php
http://www.depts.ttu.edu/communications/emergency/

11. TTU RESOURCES FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE
Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at titleix.ttu.edu/students. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, https://www.depts.ttu.edu/scc/ (Provides confidential support on campus.) TTU Student Counseling Center 24-hour Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, voiceofhopelubbock.org (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, rise.ttu.edu (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742-3931, http://www.depts.ttu.edu/ttpd/ (To report criminal activity that occurs on or near Texas Tech campus.)

12. GRADE OF INCOMPLETE (I)
- The grade of Incomplete (I) is given only when a student’s work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an “F” or “W.”
- The instructor assigning the grade will stipulate in writing, at the time the grade is given, the conditions under which the “I” may be removed.
- The grade of “I” will remain on the record until the faculty member submits a new grade.
- After one calendar year, “I” grades will change to a grade of “F.”
- A form must be submitted prior to the end of the semester for each grade of “I.”
- If a student repeats the course, the appropriate grade will be given for the second registration and the Office of the Registrar will replace the “I” with an “R.”

13. OMBUDSMAN FOR STUDENTS
The Ombudsman for Students is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 232E of the Student Union Building or call (806) 742-SAFE.