

## Department of Kinesiology and Sport Management

### KIN 2300 Science of a Healthy Lifestyle (Online)

#### Instructor information

- Course Instructor: Chad Smith, Ph.D.
- Phone: 806-834-1689
- Office: Kinesiology and Sport Management, Room 144
- Office Hours: Tuesdays and Thursdays – 9:30-11:00am or by appointment; in-person or via Zoom
- E-mail: [chad.w.smith@ttu.edu](mailto:chad.w.smith@ttu.edu)

#### Text required

- Lochbaum - Connect, Get Active 3.0 eBook. You will buy access to all course materials here with a credit card, debit card, or prepaid Visa/MasterCard. Simply copy and paste the link below to find our online text. **If you are in a PFW course, you do not need to pay for the book twice. You can be in multiple PFW courses and this course at the same time.** If you took a course prior to Summer II, you may have to repurchase the text.

<https://connect.mheducation.com/class/c-smith-ttu-kin-2300-d02-fall-2021>

#### Catalog Course Description

- In-depth study of the physiological basis for living a healthy lifestyle centered on the importance of participating in physical activity.

#### Course Prerequisites

- None

#### Course Overview

- Physical inactivity has been identified as one of the leading causes of death worldwide and a major risk factor for chronic diseases like coronary heart disease, type II diabetes, and several cancers. A global hope for change is Exercise in Medicine®. Health care providers know engaging in regular physical activity reduces the mortality risk of breast cancer, all causes of cardiovascular disease, and Alzheimer's disease. Yet, over half of the adults in the United States fail to meet the recommendations for physical activity in the 2008 Physical Activity Guidelines, while one-third of adults are obese. Since knowledge is power, this course teaches the following topics: exercise physiology foundational concepts and principles, psychology of behavior change, stress and stress management, nutrition, physiology of fitness principles, and avoidance of substance abuse.

#### Computer Emergency Plan

- If you have an issue with your computer, you need to email me or call at the time of the issue. All due times are at 10pm, so that we are all able to communicate in a reasonable manner. Certainly, you might be doing an assignment at midnight. You can email and I will respond sometime the next morning.

#### Course Learning Outcomes and Assessment Alignment

By the end of this course, students will be able to:

- Identify and explain wellness dimensions, lifestyle choices, and opportunities that impact wellness and guidelines for effective behavioral health change.
  - Assessed by Introduction post; Self-assessment 1; Quiz 1; Test 1
- Describe the major body systems, the FITT formula, self-care, and key safety concerns for engagement in physical activity participation.
  - Assessed by Self-assessment 2; Quiz 2; Test 2
- Identify and evaluate dietary sources of energy, food labels, and your current dietary intake.
  - Self-assessment 3; Quiz 3; Test 3
- Describe the physiological impact of your perceived stressors and develop personalized strategies to manage stress.
  - Self-assessment 4; Quiz 4; Test 4
- Assess and plan lifestyle steps to combat substance abuse and the major type of chronic disease.
  - Self-assessment 5; Quiz 5; Test 5; Final post; Self-assessment 6; Quiz 6; Test 6

### Methods for Assessing the Course Objectives/Outcomes

The course objectives/outcomes will be assessed by the following:

- 6 exams
- 6 quizzes
- 6 self-assessments
- 1 introduction post; 1 final post

### Grade Information and Class Structure

The following section concerns how you earn your grade, the points associated with way you earn points, when to expect grades to be posted, and how a week is defined.

- Each exam is worth 8 points. All exams will be completed in our Connect, Get Active 3.0 eBook.
- Each quiz is worth 3 points. All exams will be completed in our Connect, Get Active 3.0 eBook.
- Each [written] self-assessment is worth 4-5 points. All self-assessments will be completed in Blackboard.
  - Engagements with classmates are worth 1 point when required.
- The introduction post is worth 2 points. The introduction post will be completed in Blackboard.
  - To receive credit for this post, you must also meet with Dr. Smith.
- Final post is worth 2 points. The final post will be completed in Blackboard.

### Outline of Points

- Exams 48 points
- Quizzes 18 points
- Written assignments and engagements 30 points
- Introduction post & Meeting with Dr. Smith 2 points
- Final post 2 points

### Grading scale

- $\geq 90$  points A
- 80.00 to 89.99 B
- 75.00 to 79.99 C
- 70.00 to 74.99 D
- $\leq 69.99$  F

### Grading Turnaround Time

- Exams should be graded after submission, but may not show up until after the due date and time. If not graded immediately, they will be completed within 48 hours of the due date and time.
- Written assignments and Discussion board posts will be graded within 7-10 working days, not including Saturday and Sunday.
- I work to grade assignments quickly, but I have 300 students this semester so it will take me some time to get through all of my weekly assignments. Please be patient.

### What is a week?

- The course is organized around Monday to Friday. There will not be assignments due on Saturday, Sunday, and any university holidays.

### Course Schedule Details by Modules

#### **Module 1**

Module 1 aligns with Course Objective 1.

Reading – Chapter 1 (pages 1-20) in text.

#### *Module 1 Objectives*

By the completion of this module, students will be able to:

- Differentiate the dimensions of wellness and fitness
- Appraise how (their) lifestyle choices may (their) impact wellness
- Examine how biological, environmental, and structural (accessibility) to health services impact wellness (overall and in their lives)
- Score their current health level
- Apply behavioral health change strategies to their lives

#### *Assignments*

- Introduction post [completed in Blackboard]
- Self-assessment 1 [completed in Blackboard]
- Quiz 1 [completed in Connect, Get Active 3.0 eBook]
- Test 1 [completed in Connect, Get Active 3.0 eBook]

#### **Module 2**

Module 2 aligns with Course Objective 2.

Reading – Chapter 2 (pages 22-57) in text.

### *Module 2 Objectives*

By the completion of this module, students will be able to:

- Examine the major body systems involved in physical activity and fitness and how they are affected by training
- Distinguish the health-related and skill-related components of fitness
- Appraise the benefits and recommendations for physical activity
- Apply the principles of physical training and the FITT formula to designing a program to improve physical fitness
- Inspect the strategies for exercise injury prevention, self-care for minor injuries, and guidelines for determining when to seek medical care for an exercise injury
- Examine the key safety concerns for physical activity in hot weather, cold weather, and areas with air quality issues, along with practical strategy to address those concerns

### *Assignments*

- Self-assessment 2 [completed in Blackboard]
- Quiz 2 [completed in Connect, Get Active 3.0 eBook]
- Test 2 [completed in Connect, Get Active 3.0 eBook]

## **Module 3**

Module 3 aligns with Course Objective 3.

Reading – Chapters 4 & 5 (pages 96-170) in text.

### *Module 3 Objectives*

By the completion of this module, students will be able to:

- Distinguish among the dietary sources of energy
- Examine the essential nutrients for your health and wellness
- Collect food labels to compare the energy and nutrients in your food choices
- Evaluate areas of concern for you based on your energy and nutrient intake relative to recommended intakes

### *Assignments*

- Self-assessment 3 [completed in Blackboard]
- Quiz 3 [completed in Connect, Get Active 3.0 eBook]
- Test 3 [completed in Connect, Get Active 3.0 eBook]

## **Module 4**

Module 4 aligns with Course Objective 4.

Reading – Chapter 6 (pages 171-203) in text.

### *Module 4 Objectives*

By the completion of this module, students will be able to:

- Examine the physiology of stress and relaxation
- Assess the factors that affect your experience of stress
- Evaluate the effects of stress on your health and performance
- Rate sources of stress in your life
- Propose personalized strategies for managing stress

### *Assignments*

- Self-assessment 4 [completed in Blackboard]
- Quiz 4 [completed in Connect, Get Active 3.0 eBook]
- Test 4 [completed in Connect, Get Active 3.0 eBook]

## **Module 5**

Module 5 aligns with Course Objective 5.

Reading – Chapter 7 (pages 204-240) in text.

### *Module 5 Objectives*

By the completion of this module, students will be able to:

- Recognize the major types of cardiovascular disease, cancer, and diabetes
- Appraise the risk factors for these chronic diseases
- Judge the screening, diagnosis, and treatment options
- Plan steps to reduce your risk for these chronic diseases

### *Assignments*

- Self-assessment 5 [completed in Blackboard]
- Quiz 5 [completed in Connect, Get Active 3.0 eBook]
- Test 5 [completed in Connect, Get Active 3.0 eBook]

## **Module 6**

Module 6 aligns with Course Objective 5.

Reading – Chapter 8 (pages 241-269) in text.

### *Module 6 Objectives*

By the completion of this module, students will be able to:

- Differentiate among addictive behavior, drug abuse, and drug dependence
- Appraise the major types of psychoactive drugs
- Compare the short- and long-term effects of alcohol
- Assess the health impacts of tobacco use
- Estimate the effects of psychoactive drugs on a person's life

### Assignments

- Final post [completed in Blackboard]
- Self-assessment 6 [completed in Blackboard]
- Quiz 6 [completed in Connect, Get Active 3.0 eBook]
- Test 6 [completed in Connect, Get Active 3.0 eBook] – Completed during Finals week

### KIN 2300 FALL 2020 - Expanded Schedule

**Note:** Dr. Smith will send out announcements on Blackboard or via email at the beginning of each week to remind you of what is due for the upcoming week, so expect those every Sunday/Monday. Other announcements will be sent out throughout the week when needed.

- BB – Blackboard

Dates	Module	Week	Activity	Open and Due Date/Time
Aug 23 – 27	1	1	Introduction post [BB] Meetings with Dr. Smith start	Opens Monday Aug 23rd
<b>Read Chapter 1 (pages 1-20) in Text</b>		1	Introduction post [BB]	<b>Due Thursday</b> Aug 26 <sup>th</sup> by 10pm
		1	Self-assessment 1 [BB]	Opens Friday Aug 27 <sup>th</sup>
Aug 30 – Sept 3	1	2	Self-assessment 1 [BB]	<b>Due Wednesday</b> Sept 1 <sup>st</sup> by 10pm
		2	Quiz 1 [Get Active 3.0]	Opens Wednesday Sept 1 <sup>st</sup> @ 8 am
		2	Quiz 1 [Get Active 3.0]	<b>Due Thursday</b> Sept 2 <sup>nd</sup> by 10pm
		2	Meetings with Dr. Smith ends	<b>Due Friday</b> by 3pm
Sept 7 – 10 Sept 6 is Labor Day	1	3	Test 1 [Get Active 3.0]	Opens Wednesday Sept 8 <sup>th</sup> @ 8am
		3	Test 1 [Get Active 3.0]	<b>Due Thursday</b> Sept 9 <sup>th</sup> by 10pm
		3	Self-assessment 2 [BB]	Opens Friday Sept 10 <sup>th</sup>
Sept 13 – 17	2	4	Self-assessment 2 [BB]	<b>Due Wednesday</b> Sept 15 <sup>th</sup> by 10pm
<b>Read Chapter 2 (pages 22-57) in Text</b>		4	Quiz 2 [Get Active 3.0]	Opens Wednesday Sept 15 <sup>th</sup> @ 8am
		4	Quiz 2 [Get Active 3.0]	<b>Due Thursday</b> Sept 16 <sup>th</sup> by 10pm

Sept 20 – 24	2	5	Test 2 [Get Active 3.0]	Opens Wednesday Sept 22 <sup>nd</sup> @ 8am
		5	Test 2 [Get Active 3.0]	<b>Due Thursday</b> Sept 23 <sup>rd</sup> by 10pm
		5	Self-assessment 3 [BB]	Opens Friday Sept 24 <sup>th</sup>
Sept 27 – Oct 1	3	6	Self-assessment 3 [BB]	<b>Due Wednesday</b> Sept 29 <sup>th</sup> by 10pm
<b>Read Chapters 4 &amp; 5 (pages 96-170) in Text</b>		6	Quiz 3 [Get Active 3.0]	Opens Wednesday Sept 29 <sup>th</sup> @ 8 am
		6	Quiz 3 [Get Active 3.0]	<b>Due Thursday</b> Sept 30 <sup>th</sup> by 10pm
Oct 4 – 8	3	7	Test 3 [Get Active 3.0]	Opens Wednesday Oct 6 <sup>th</sup> @ 8am
		7	Test 3 [Get Active 3.0]	<b>Due Thursday</b> Oct 7 <sup>th</sup> by 10pm
		7	Self-assessment 4 [BB]	Opens Friday Oct 8 <sup>th</sup>
Oct 11 – 15	4	8	Self-assessment 4 [BB]	<b>Due Wednesday</b> Oct 13 <sup>th</sup> by 10pm
<b>Read Chapter 6 (pages 171-203) in Text</b>		8	Quiz 4 [Get Active 3.0]	Opens Wednesday Oct 13 <sup>th</sup> @ 8am
		8	Quiz 4 [Get Active 3.0]	<b>Due Thursday</b> Oct 14 <sup>th</sup> by 10pm
Oct 18 – 22	4	9	Test 4 [Get Active 3.0]	Opens Wednesday Oct 20 <sup>th</sup> @ 8am
		9	Test 4 [Get Active 3.0]	<b>Due Thursday</b> Oct 21 <sup>st</sup> by 10pm
		9	Self-assessment 5 [BB]	Opens Friday Oct 22 <sup>nd</sup>
Oct 25 – 29	5	10	Self-assessment 5 [BB]	<b>Due Wednesday</b> Oct 27 <sup>th</sup> by 10pm
<b>Read Chapter 7 (pages 204-240) in Text</b>		10	Quiz 5 [Get Active 3.0]	Opens Wednesday Oct 27 <sup>th</sup> @ 8am
		10	Quiz 5 [Get Active 3.0]	<b>Due Thursday</b> Oct 28 <sup>th</sup> by 10pm
Nov 1 – 5	5	11	Test 5 [Get Active 3.0]	Opens Wednesday Nov 3 <sup>rd</sup> @ 8am

		11	Test 5 [Get Active 3.0]	<b>Due Thursday</b> Nov 4 <sup>th</sup> by 10pm
<b>Read Chapter 8 (pages 241-269) in Text</b>		11	Self-assessment 6 [BB]	Opens Friday Nov 5 <sup>th</sup>
Nov 8 – 12	6	12	Self-assessment 6 [BB]	<b>Due Wednesday</b> Nov 10 <sup>th</sup> by 10pm
Nov 15 – 19	6	13	Quiz 6 [Get Active 3.0]	Opens Tuesday Nov 16 <sup>th</sup> @ 8am
		13	Quiz 6 [Get Active 3.0]	<b>Due Wednesday</b> Nov 17 <sup>th</sup> by 10pm
Nov 22 – 23	6	14	Final post [BB]	Opens Monday Nov 22 <sup>nd</sup>
Nov 29 – Dec 1		15	Final Post [BB]	<b>Due Tuesday</b> Nov 30 <sup>th</sup> by 10pm
Finals week	6	Finals Week	Test 6 [Get Active 3.0]	Opens Saturday Dec 4 <sup>th</sup> @ 8am
		Finals Week	Test 6 [Get Active 3.0]	<b>Due Monday</b> Dec 6 <sup>th</sup> by 10pm

**\*\*Note** – Assessments are on Blackboard. Readings, Quizzes and Exams are through McGraw-Hill's Connect Get Active eBook.

### Quiz and Exam Information

**Quiz 1** = 14 Questions – Chapter 1 sections Defining Wellness and Fitness; Factors that Affect Wellness

**Exam 1** = 50 Questions – All of Chapter 1

**Quiz 2** = 15 Questions – Chapter 2 section What Happens During Physical Activity?

**Exam 2** = 50 Questions – All of Chapter 2

**Quiz 3** = 30 Questions – Chapter 4 sections Dietary Components and Concepts; Vitamins and minerals

**Exam 3** = 65 Questions – All of Chapters 4 & 5 minus Quiz 3 content

**Quiz 4** = 26 Questions – Chapter 6 section Stress and the Stress Response

**Exam 4** = 50 Questions – All of Chapter 6

**Quiz 5** = 27 Questions – Chapter 7 sections Cancer; Diabetes

**Exam 5** = 53 Questions – All of Chapter 7

**Quiz 6** = 23 Questions – Understanding Addictive Behaviors and Psychoactive Drugs

**Exam 6** = 45 Questions – Chapter 8 sections of Alcohol, Tobacco, and Making Healthy Choices

### Online Interactions

This section details information concerning our online interactions.



- **Make the Connection.** Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- **Be Professional.** Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- **Respect Disagreement.** People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- **Ask Questions.** Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.
- **Be Forgiving.** For the majority of participants, online communication is straightforward. Sometimes unintended meanings are conveyed.

#### **Grade appeals:**

Students initiating grade appeals should follow the official grade appeal procedure outlined by the **University**. The Student Grade Appeal Policy is OP 34.03 and can be viewed at <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>

#### **Students in KIN Courses:**

The following information applies to all courses taught in KIN and each student is required to review these guidelines. Guidelines can be found on the departmental website at: [www.depts.ttu.edu/hess/](http://www.depts.ttu.edu/hess/). For additional information and guidelines, you may refer to the University Catalog or the Student handbook.

**Absence Due to Religious Observance.** A student who is absent from classes for the observance of a religious holy day, according to the legal definition, will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student has notified the instructor of each scheduled class that the student will be absent for a religious holy day. This notification will be in writing and will be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested, addressed to the instructor of each class. A student who is excused under this policy must not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment.

**Absence due to Officially Approved Trips.** The *Texas Tech University Catalog* states that the person responsible for a student missing class due to a trip should notify the instructor of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed.

**Illness-Based Absence Policy.** If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged not to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class

meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

- Student absences due to illness are to be considered as they were prior to the pandemic, with consideration given to the fact that students who are isolating with COVID-19 and students who are quarantining for symptoms or direct exposure may have extended days of absence. Makeup opportunities should be provided in a reasonable timeframe.
- Students who test positive for COVID-19 are to report the diagnosis at <https://ttucovid19.ttu.edu/User/Consent>. Doing so will generate a letter that students may present to their instructors as documentation in support of absences and will also trigger notification to the Dean of Students office, which in turn will notify the student's dean's office.
- Contact tracers will identify and advise other students who may have been directly exposed to a positive-reporting student and provide those students with appropriate documentation in support of absences, if needed. As noted above, vaccinated students (including those with medical or religious exceptions) that have been directly exposed to a positive-reporting student are not required to quarantine and can continue with normal activities while monitoring for any symptoms.
- Students who directly inform their instructors of having a known exposure to a COVID-19 positive person should be directed by the instructor to contact Student Health Services at 806- 743-2848.
- There is no expectation that courses scheduled as face-to-face must provide an online option to students who report testing positive for COVID-19 or who are isolating or quarantining for exposure to someone with COVID-19. However, plans should be made to provide remote options or makeup opportunities in case instructors or students test positive or must quarantine during final exams or scheduled defenses.

2. If you are ill and can attribute your symptoms to something other than COVID-19:

- a. If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
- b. During the health provider visit, request a "return to school" note;
- c. E-mail the instructor a picture of that note;
- d. Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

**Vaccinations:** Texas Tech University strongly recommends students adhere to CDC guidelines on COVID-19, including obtaining COVID-19 vaccinations. If you were unable to obtain a vaccination prior to your arrival on campus, the COVID-19 vaccine is available at Student Health Services by appointment. You can find additional information about the vaccine [here](#), and about the recently announced incentive program [here](#).

**Face Covering Policy:** As of May 19, 2021, face coverings are optional in TTU facilities and classrooms but, based on CDC guidelines, are recommended and welcome, especially for those who have not been vaccinated for COVID-19 or who may have susceptibilities to the virus. Face coverings are required in public transportation (e.g., Citibus) and in the Student Health Clinic.

**In-Person Office Hours:** My office hours are posted in our syllabus. A typical faculty office is small especially in light of our pandemic. We can assess our comfort level. Many options exist – we could stand outside, we could visit in the back gym area, etc. Additionally, we all have Zoom, Skype, and the like. If you come to my office, you will be asked to wear a mask or to stand outside in the hallway if you are without one and choose not to go elsewhere. Pandemic or not, I find virtual meetings just as productive as sitting in the same room.

**Illness and Death Notification and Absences.** Whether an absence is excused or unexcused is determined solely by the instructor with the exception of absences due to religious observance and officially approved trips described above. The Center for Campus Life will notify faculty, at the student's request, when a student is absent for four consecutive days with appropriate verification of a health related emergency. This notification does not excuse the student from class, it is provided as a courtesy. The service is explained as follows and can be found on the Center for Campus Life web site at: <http://www.depts.ttu.edu/centerforcampuslife/>.

The Center for Campus Life is responsible for notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.

#### **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](http://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](http://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](http://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/ttupd/> (To report criminal activity that occurs on or near Texas Tech campus.)

#### **Department of Kinesiology and Sport Management Academic Integrity Policy**

Adherence to the highest standards of academic honesty is required, with academic integrity a requirement. (See <https://www.depts.ttu.edu/studentconduct/academicinteg.php> for TTU's statement of academic integrity.) The faculty member in whose class academic dishonesty allegedly occurs will report the student(s) involved with the act of academic misconduct to the Office of Student Conduct using the [Academic Integrity Incident Report Form](#). All written assignments must be completed independently and individually, unless specified otherwise by the instructor. Any attempt by students to present as their own any work they have not completed themselves is regarded by the faculty as a serious offense and renders the student liable to serious consequences, including possible removal from the program, and possible probation, suspension or expulsion from the University. Upon investigation and adjudication by the Office of Student Conduct, a referred student who is found responsible for a policy violation will be subject to the following outcomes. If plagiarism or another act of academic dishonesty

is found to occur in any departmental course, students will receive a zero on that assignment. If a student cheats on an exam or allows another student to cheat from his or her exam or other graded assignment, each student found responsible for academic dishonesty will receive a zero on that exam or other graded assignment. No materials such as a smartphone or smartwatch are allowed during an exam. Any use of a smartphone during an exam (for any reason) is considered a violation. If academic dishonesty occurs a second time in the same course the student will be referred to the Office of Student Conduct for academic dishonesty for further disciplinary action. If the Office of Student Conduct determines the student is responsible for the violation, the student will receive an F in the course.

### **Academic Integrity and Student Conduct**

Responsible citizenship among college students includes honesty and integrity in class work; regard for the rights of others; and respect for local, state, and federal laws as well as campus standards. Specific standards concerning the rights and responsibilities of students and registered student organizations at Texas Tech are contained in the *Code of Student Conduct and Student Handbook*. Students are expected to become thoroughly familiar with and abide by these standards. The *Code of Student Conduct and Student Handbook* may be obtained from the Office of Student Judicial Programs, Student Union, (806) 742-1714, or online at [www.studentaffairs.ttu.edu](http://www.studentaffairs.ttu.edu) or [www.depts.ttu.edu/studentjudicialprograms](http://www.depts.ttu.edu/studentjudicialprograms).

### **Academic Integrity**

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. The instructor in a course is responsible for initiating action for dishonesty or plagiarism that occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester. See the section on "Academic Conduct" in the *Code of Student Conduct* for details of this policy.

### **Academic Misconduct**

**Scholastic dishonesty** includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

**Cheating** includes, but is not limited to, the following:

1. Copying from another student's test paper.
2. Using materials during a test that have not been authorized by the person giving the test.
3. Failing to comply with instructions given by the person administering the test.
4. Possessing materials during a test that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Possessing, using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program.
6. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in

conjunction with an assignment without authority.

7. Discussing the contents of an examination with another student who will take the examination.
8. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment.
10. Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program.
11. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
12. Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

**Plagiarism** includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports, or other writings of a fellow student is guilty of plagiarism.

**Self-plagiarism** which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student. This means you cannot provide the same/similar work from a previous semester or similar course assignment.

**Collusion** includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

**Falsifying academic records** includes, but is not limited to, altering or assisting in the altering of any official record of the university, and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

**Misrepresenting facts** to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

**Civility in the Classroom** is expected that all students in the class will treat fellow classmates, the professor, the assistant, and guests in the classroom with respect. Respect includes, but is not limited to, arriving to class on time, not making unnecessary noise or speaking when others are speaking, attending to those who are speaking, and not engaging in disruptive behaviors. A student lacking civility will be asked to leave the classroom. If the behavior continues, the students will be asked not to return to the classroom.

#### **Students with Disabilities ADA Statement**

Any student who because of a disability may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary accommodations. Student should present appropriate verification from AccessTECH. No requirement exists that accommodations be made prior

to completion of this approved university procedure. Students with disabilities are encouraged to use AccessTECH which publishes a Desk Reference for Faculty and Staff that is very helpful. You may call the AccessTECH Office at 742-2092 to request a copy.

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 237 Student Union Building or call 742-SAFE.