

KIN 3318 - Exercise and Sport Psychology

Faculty Information:

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Office: Kinesiology and Sport Management, Room 144

Class times: 8:00-9:20am Tuesday & Thursday

Student Rec Center, Room 201

Office hours: Tuesday and Thursday from 9:30-11:00am or by appointment; face-to-face or virtually via Zoom

Course Information:

KIN 3318 Workbook - *Sport Psychology in Action*. To be purchased through Copy/Mail at the SUB (806-742-3444).

Additional required readings will be provided through Blackboard.

Course Description and Purpose

Emphasis on the social and psychological factors pertaining to participation in sport and exercise.

Student Learning Outcomes

Upon completion of the **B.S. in Kinesiology**, students should be able to:

1. Describe physiological, psychological, and behavioral responses to exercise and physical activity.
2. Design and implement exercise programs to improve physical function in adults of various age groups and health conditions.
3. Write clearly and effectively in order to communicate within a professional health-care setting.

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:

<http://www.depts.ttu.edu/ksm/>. For additional information and guidelines, you may refer to the University Catalog or the Student handbook.

Expected Learning Outcomes:**Assessment Methods:**

<p>Upon completion of the course, students will be able to:</p> <p>Demonstrate knowledge of the influence that selected psychological factors (i.e., personality, motivation, arousal, concentration) have on involvement and performance in sport and physical activity settings.</p>	<ul style="list-style-type: none"> • Workbook assignments • Quiz • Exam
<p>Demonstrate knowledge and understanding of the psychosocial antecedents (i.e. causes) and consequences of injury and aggression in sport settings.</p>	<ul style="list-style-type: none"> • Workbook assignments • Quiz • Exam
<p>Demonstrate knowledge and understanding of goal-setting and confidence effects in sport settings.</p>	<ul style="list-style-type: none"> • Workbook assignments • Quiz • Exam
<p>Demonstrate familiarity with and understanding of why imagery enhances learning and performance of sport skills.</p>	<ul style="list-style-type: none"> • Workbook assignments • Quiz • Exam
<p>Demonstrate knowledge and understanding of burnout causes and consequences in sport settings.</p>	<ul style="list-style-type: none"> • Workbook assignments • Quiz • Exam

Methods of Assessment

- Examinations
 - There will be 3 tests covering the workbook materials, and corresponding slides/lecture material. Scantrons WILL be provided.
 - Students must be on time and will not be allowed to complete the test, therefore receiving a grade of 0, if arriving more than 10 minutes late.
 - There will be 5 online quizzes (30 minutes to complete each) covering the reading list.
 - Make-up exams and quizzes should be avoided at all costs. Discuss with the instructor **PRIOR** to the test start date if you feel this is absolutely necessary or if you have a university excused absence.
 - For Covid-19 or other illnesses forcing you to miss the test, a Doctor's note and communication with the instructor **prior** to the test date is required. Please do not attend class if you are feeling sick.
 - Missed exams/quizzes will **NOT** be allowed to be taken.
- Workbook Activities
 - You will be required to complete at least 11 workbook activities as in-class activities or as a Blackboard Post.

- Any activity not turned in on the designated KIN 3318 Workbook page (unless otherwise noted by the instructor) will have **HALF** credit taken off after the first offense and **NO CREDIT** will be given following that offense.
 - Attendance in class is required to complete any assignment for credit. If you are not in attendance or do not have the correct documentation, you will not be able to complete the assignment for credit.
 - Any **LATE** work turned in will **NOT** be accepted without a reasonable/valid excuse at the discretion of the instructor. Any late work that is accepted will have points taken off.
- Participation/Attendance Assignments
 - Students will be required to complete in-class activities/discussions in the classroom and/or on Blackboard during class and must be present when the assignment is given to receive any credit.
 - Attendance will be taken throughout the semester via the instructor taking attendance or attendance in-class activities/discussions. Participation will involve in-class activities/discussions The student will only receive credit if they are in attendance or have a doctor's note or university excused absence.
 - Each assignment will be worth the same number of points and is dependent on the number of assignments completed throughout the semester.
 - Students will have 1 free “unexcused” absence with each additional absence resulting in a 2.5 point deduction from the student's attendance grade and overall grade (if more than 15). Leaving class early or showing up more than 10 minutes late will automatically result in an absence unless previously discussed with the instructor.
 - For an absence to be excused with a doctor's note the student **MUST** bring the doctor's note or a copy to the instructor upon the first day of returning to class. Failure to do so will result in the absence not being excused.
 - For university excused absences, please let the instructor know **before** the date that will be missed.
- Other Assessments
 - **Meeting** - Each student will be required to meet with Dr. Smith face-to-face or via Zoom in the first 2 weeks of the semester as part of their pre-test/meeting grade. Dr. Smith will send out emails and discuss the dates for these meetings in class.
 - **Pre-/Post-Test** - This course requires assessments that will be administered as a Pre-/Post-Test at the beginning and end of the semester, respectively.
 - **Application Assignments** - There will be some assignments related to the application of the learned material. Some may be used as a participation grade or for attendance.

Grading Turnaround Time

- Tests will be completed on scantron and will be graded at the computer center once all of my 3318 courses have completed them. Once I have received the grades and checked for outlier questions, errors, etc. I will post the grades in Blackboard.
- Quizzes will be automatically graded after submission. If your quiz is submitted after the deadline (10pm), Blackboard will mark it as late, but you will not lose points for this. If you are able to start and take the assessment, you are fine.
- Discussion Board posts and engagements will be graded within 7-10 working days (not including Saturday or Sunday) following the assignment due date and time.
 - I work to grade assignments quickly, but I have over 200 students this semester so it will take me some time to get through all of my weekly assignments.

Grade questions:

The instructor is not allowed to discuss grades via email. Any questions about total points/grades must be done in person. Please contact the instructor to set up a time to meet.

Grading Scale:

<u>Item</u>	<u>Points</u>	<u>Points earned</u>	<u>Grade</u>
Test 1-3	150	334-372.5 (90-100%)	A
Reading Quizzes	100	297-333 (80-89%)	B
Workbook activities	55	259-296 (70-79%)	C
Participation/Attendance	40	222-258 (60-69%)	D
Other Assessments	27.5	221 and below (< 60%)	F
Total: 372.5			

****Note:** The total score of 55 points for the workbook activities and 67.5 points for participation, attendance, & other assessments is subject to adjustment depending upon the number of exercises completed throughout the semester. Thus, the overall score of 372.5 points for the entire class may also be subject to adjustment.

Tentative schedule of topics covered:

Week	Date	Readings	Topic
Week 1	Th Jan 13	NONE	Syllabus Discussion & Module 1 - Introduction to Sport Psychology
Week 2	T Jan 18	Gill (1995), Gould (1995)	Module 2 (some 3) - History & Overview of Sport Psychology
	Th Jan 20	P. 10-16; Biddle (2006), Forscher (1963)	Module 2 cont. - <u>Module 4</u> – Personality - Online Reading Quiz 1 over Module 2 Opens at 9:30am on Thursday, January 20 th - Closes at 10pm on Friday, January 21 st
Week 3	T Jan 25	P. 17-22; Piedmont (1999)	Personality cont. - <u>Individual Meeting with Dr. Smith must be completed by Wednesday, January 26th</u>

	Th Jan 27	P. 24-27	Personality cont. - <u>Module 5</u> – Motivation - Online Reading Quiz 2 over Modules 3 & 4 Opens at 9:30am on Thursday, January 27 th - Closes at 10pm on Friday, January 28 th
Week 4	T Feb 1	Ryan & Deci (2000)	Motivation cont.
	Th Feb 3		Motivation cont. & Test 1 Review
Week 5	T Feb 8		Test 1 over Modules 1-5
	Th Feb 10	P. 30-33; Weinberg (2001)	Module 6 - Goal Setting
Week 6	T Feb 15		Goal Setting cont.
	Th Feb 17	P. 38-40; Oudejans (2010)	<u>Module 7</u> – Concentration - Online Reading Quiz 3 over Modules 5 & 6 Opens Thursday, February 17 th at 9:30am - Closes at 10pm on Friday, February 18 th
Week 7	T Feb 22		Concentration cont.
	Th Feb 24	P. 44-52; Arent (2003)	Module 8 - Arousal, Stress, & Anxiety
Week 8	T Mar 1	Hardy (1991)	Arousal, Stress, & Anxiety cont.
	Th Mar 3	P. 56-59	Arousal, Stress, & Anxiety cont. - <u>Module 9</u> - Self-Confidence - Online Reading Quiz 4 over Modules 7 & 8 Opens at 9:30am Thursday, March 3 rd - Closes at 10pm on Friday, March 4 th
Week 9	T Mar 8		Self-Confidence cont. & Test 2 Review
	Th Mar 10		Test 2 over Modules 6-9
Week 10	T Mar 15- Th Mar 17		NO CLASS – SPRING BREAK
Week 11	T Mar 22	P. 62-70	Module 10 - Imagery in Sport and Exercise
	Th Mar 24		Imagery cont.
Week 12	T Mar 29	P. 72-73; Podlog (2006)	Module 11 - Athletic Injury
	Th Mar 31	Tracey (2003)	Athletic Injury cont.
Week 13	T Apr 5	P. 76-77; Goldstein (2008)	Module 12 – Aggression

	Th Apr 7	Grange (2010)	Aggression cont.
Week 14	T Apr 12	P. 80-82; Cresswell (2006)	Aggression cont.
	Th Apr 14	Cresswell (2007)	Module 13 - Burnout and Overtraining
Week 15	T Apr 19		Burnout and Overtraining cont.
	Th Apr 21		Burnout and Overtraining cont. - Online Reading Quiz 5 over Modules 11-13 Opens at 9:30am on Thursday, April 21 st - Closes on Friday, April 22 nd at 10pm
Week 16	T Apr 26		Burnout and Overtraining cont.
	Th Apr 28	P. 86-89, 92-94	Modules 14 & 15 – Team Cohesion and Group Dynamics
Week 17	T May 3		Team Cohesion and Group Dynamics cont. - Review for Test 3 & Class Summary
Final	M May 9		Test 3 over Modules 10-14 on Monday, May 9 th at 7:30am

NOTE: All dates and assignments are tentative. When changes are required, announcements made in class will **supersede** any dates or assignments within this syllabus. Students are responsible for knowing about oral announcements or requirements not listed in the syllabus.

Point Value of Activities

Application	Workbook	Points	Reading Quiz	Points	Test	Points
2 pts each	M1, E1	5	1	20	1	50
	Page 12	5	2	20	2	50
	M4, E1	5	3	20	3	50
	M6, E2	5	4	20		
	M7, E1	5	5	20		
	M8, E1	5	Pre- & Intro	2.5		
	Imagery	5	Post-Test	5		
	M11, E1	5				
	M12, E1	5				
	M13, E1	5				
	Cohesion	5				
	Total - 20	55		107.5		150

Student Expectations:

1. Attendance & Participation

- a. Attendance at class is highly recommended in order to enhance understanding of the material covered. There will be several class activities during the course of this class and students not in attendance will receive zero points for the class activity that day, so it is in your interest to make sure you are in class and have read the assigned reading in advance.
- b. Please be **on time** for each class and remain for the entire class. Unless there is a medical or personal emergency, you should not leave the classroom during class as it is distracting & you will miss valuable information. Should students leave early with no notification, you will not receive credit for being in attendance/participating for that class. If you must leave early for a personal matter, please email the instructor asap that day or let them know in advance.
- c. Some days attendance may be taken with students signing-in on an attendance sheet. When this happens it is the student's responsibility to sign-in for that class period. Failure to sign-in will result in an absence even if the student was in attendance. **DO NOT SIGN-IN ANY OTHER STUDENT'S NAME OTHER THAN YOUR OWN.** **Signing in someone other than yourself, is a student conduct violation and will be handled as such.**
- d. For every unexcused absence **beyond one (1)** (unless excused by the Instructor), your participation points will be lowered by 2.5 points for each occurrence. This class will be similar to work, where if you are going to miss, you have to call in before your shift. Absences will be considered **UNEXCUSED** if the instructor is not notified via email/voicemail **BEFORE** class begins. Failure to notify the instructor in advance, even with documentation, may lead to the absence not being excused.
 - i. Valid excused absences **include but are not limited to:** death in the family, illness (with note from doctor), or athletic competition (with letter/email from Athletics) after consideration from the instructor for each occurrence. Please note – just because a student notifies the instructor of their absence before class, does not necessarily mean it will be excused. The instructor reserves the right to determine whether an absence is excused or unexcused.
 - ii. If you are going to be absent from a class, it is your responsibility to get the notes you missed from a classmate. If you are absent on the day of an In-Class Assignment, and the absence is excused, it is your responsibility to make arrangements with the instructor to make up the assignment. Students must contact the Instructor for a make-up assignment by the next class meeting. **In-Class Assignments cannot be made up for unexcused absences for any reason.** If you are going to be absent from class on the day an assignment is due in class, it is your responsibility to turn it in early to the instructor. Assignments will not be accepted via email or from another student unless otherwise stated.
 - iii. If you are going to be absent on the day of an exam, it is your responsibility to notify the Instructor **BEFORE** the exam via email. **Exam make-ups will only be scheduled for valid excused absences** such as illness (with a note from a doctor), death in the family, or athletic competition (note/email from Athletics is required) after consideration from the instructor. **NOTE: Exams will not be allowed to be made up if the instructor is not notified BEFORE the exam, regardless of documentation. Please be aware that the instructor does reserve the right to determine whether an exam can be made up or not.**

2. **Use of Technology in the Classroom.** To be respectful to your fellow classmates & the instructor, please put cell phones, Bluetooth equipment, headphones, or any other electronics away & muted before class. Students will be allowed to use tablets and/or laptops for class purposes if the volume is muted & it does not become a distraction to other classmates and/or the instructor. Please note, the Instructor reserves the right to ban the use of laptops/tablets in class.
3. **Professionalism.** Students are always expected to act in a professional manner in class and any detrimental behavior (e.g. unprofessional actions, talking to peers, sleeping, disrespectful comments, offensive language, using technology inappropriately, etc.) exhibited in the classroom and/or toward your peers, and instructor will not be tolerated. Such behavior will be addressed on a case by case basis and could result in point deductions from grades or with the Student Conduct Office. Also, students are encouraged to take notes based on lectures as the PowerPoint slides will not contain all the information that will be present on exams and participate in every class discussion.

The Final Exam will be Monday, May 9th from 7:30am – 10:00am in our regular classroom. In the event of inclement weather during the final exam period, Texas Tech University will provide an alternate exam date & time. In this situation, the exam will take place at whatever time and date that the University provides. Please note, travel for the summer break will not be considered an excused absence from the (regularly scheduled or makeup) exam so please plan accordingly.

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>

****Covid Related Information****

Potential for Course Modality Change

If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will likely need a webcam and microphone and will be advised of additional technical and/or equipment requirements, including remote proctoring software.

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 and campus vaccine clinics here. On-campus [COVID-19 testing locations](#) re-opened on January 4. We will have a [vaccination clinic](#) hosted by United Supermarkets on January 7, and beginning January 14, we will have [vaccination clinics](#) hosted by TDEM on Fridays. All testing and vaccination sites are open to students, faculty and staff. We have also updated the [COVID-19 website](#) and resumed daily reporting on our [COVID-19 dashboard](#) of all new cases and recoveries.

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.

- Your class has 50 students and you will likely have several other students next to you for 80 minutes, twice per week. Dr. Smith highly recommends the use of masks in this course.
- If you choose to speak to me before or after class, please be sure to wear a mask or maintain 6ft of distance. If it is a private matter, email me or set up an appointment to meet virtually or at another time.

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.

Personal Hygiene: We all should continue to practice frequent hand washing, use hand sanitizers after touching high-touch points (e.g., door handles, shared keyboards, etc.), and cover faces when coughing or sneezing.

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.

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 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 Office of the Dean of Students 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 Office of the Dean of Students web site at: <http://www.depts.ttu.edu/dos/>.

The Office of the Dean of Students 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 Office of the Dean of Students 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. 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/ttupd/> (*To report criminal activity that occurs on or near Texas Tech campus.*)

Department 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 or 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.