

KIN 3318 - Exercise and Sport Psychology (Online)

Faculty Information:

Chad Smith, Ph.D.

Email: chad.w.smith@ttu.edu

Phone: 806-834-1689

Office: Kinesiology and Sport Management, Room 144

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

Course Information:

Required Course Materials

- KIN 3318 Workbook - *Sport Psychology in Action*. To be purchased through the TTUHSC Printing Center (806-743-2016): <https://laserfiche.ttuhs.edu/Forms/KIN3318>
- Additional required readings will be provided through Blackboard.
- Respondus LockDown Browser is required for Tests and Quizzes (it is free). Information can be found at: <https://www.depts.ttu.edu/elearning/blackboard/student/>

Course Description and Purpose

This course examines psychological theories and research related to sport behavior. The course is designed to introduce you to the field of sport psychology by providing a broad overview of major topics in the area. The course focuses on intra-individual (i.e., within) person processes that influence sport and exercise involvement. The goal is that you will develop an interest in further study in a topic covered.

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.

Methods of Assessment

All assessments will be due by 10pm Central time on the respective due date unless otherwise noted (Weekly Questions).

- Examinations
 - There will be 3 tests (40-50 minutes to complete each) covering the workbook materials and corresponding slides/lecture material.
 - Students will need to download Respondus LockDown Browser in order to complete all tests and quizzes.

- There will be 5 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.
 - Missed exams/quizzes will **NOT** be allowed to be taken.
- Discussion Board Posts/Workbook Activities
 - You will be required to complete 14 posts/workbook activities throughout the semester worth 5 points each.
 - Points will be taken off or a grade of zero will be given if a student's Post is not correctly labeled/numbered for the assignment (1, 2, 3, etc.). This will make it easier on the student to see what he/she has answered as well as being easier to grade. Please Posting Rules on Blackboard and below for more expectations.
 - Any **LATE** work submitted 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.
- Engagement with other Students and Dr. Smith
 - You will be required to comment on at least two other student's Discussion Board Posts for 12 of the 14 Posts (excluding Posts 3 & 9). Engagements are worth 2 points total **for both**. No engagements or only one engagement for the post will result in 0 points.
 - All Engagements/Comments are due 24 hours after the Post assignment is due. **For example**, Post 1 is due by 10pm on Thursday, January 21st, so the interactions are due by 10pm on Friday, January 22nd.
 - Comments/Engagements should be more than "Great post!", "I agree that is interesting.", and etc. Respond as if you were having a conversation with them in real life, ask questions about their posts (nicely), make good, well thought out comments. To make it better, if someone, including me, asks you a question, respond to it! I may throw out some extra bonus points for question responses. **Responses should be at least 40 words.** If you have 39 or less words, you will not receive any credit for either engagement.
 - If a classmate asks you a question regarding your post and it is on time (before the engagement due date) you are required to respond to that question within 48 hours before losing credit to your engagement/interaction grade for that Post. Yes, you are only required to engage with 2 other posts, but if someone engages with you and asks you a question on your Post (not one of your engagements), then that is still part of your required interactions for that Post.
 - There will be several instances during the semester in which you will be required to respond to Dr. Smith and you will be given advanced notice of these interaction opportunities.

- Weekly Questions
 - You will be required to do 1 of the following 2 options each week (starting Week 3) that will appear in the Assessments tab as a Quiz. These are worth 2 points each week.
 - Option 1: Students will submit 2 questions related to that week's topic or article readings for Dr. Smith to answer.
 - Option 2: Students will be required to answer 1 or more short answer questions related to that week's lecture video and/or article readings.
 - More specific details for both options can be found on Blackboard via video and in the Course Resources tab.
 - Weekly Questions will open up every **Monday at 12am** and are due by **12pm each Wednesday**.
 - Dr. Smith and/or his TA will go through the questions and choose the most common or best ones and Dr. Smith will hold a live Zoom meeting to discuss the questions and answer any other questions from students each Thursday from 2:30-3:30pm (time may be changed) or until all present students' questions are answered.
 - Meetings are not required and may be recorded and added to Blackboard afterwards.

Grading Turnaround Time

- Tests and Quizzes will be automatically graded after submission if they do not include short answer/essay questions. If they do include those types of questions, tests and quizzes will be graded within 3 working days (not including Saturday or Sunday) following the due date and time. If your test or quiz is submitted after the deadline, 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.
- Due to the large number of students in all 5 3318 courses this semester, Discussion Board posts and Weekly Questions will take a significant amount of time to grade, but we will have grades posted for everyone once all posts have been graded. This could take a couple of weeks, but if you follow the instructions, it will make it significantly easier on Austyn and myself and we will be able to grade faster.
- Weekly Questions will be graded as quickly as possible, but may take 7+ working days to complete the grading portion as well.

Course/Assignment Questions

- There is a public forum in the Discussion Board for you to post questions about the course to your fellow classmates or to me. You are also always welcome to email me any questions you may have about the course or any of its material. My goal is to reply as soon as possible, but please allow 24 hours during the week and 48 hours on the weekend. Email will almost always receive a quicker response.

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

Grading Scale:

<u>Item</u>	<u>Points</u>	<u>Points earned</u>	<u>Grade</u>
Test 1-3	150	342-382 (90-100%)	A
Reading Quizzes and Practice	102.5	304-341 (80-89%)	B
Posts/Workbook Activities	70	266-303 (70-79%)	C
Weekly ?s & Pre-Post Tests	29.5	228-265 (60-69%)	D
Engagements/Post Interactions	30	227 and below (< 60%)	F
Total: 382			

**Note: Depending on how things go during the semester, the point totals for the Posts and Weekly Questions may change. Thus, the overall score of 354 points for the entire class may also be subject to adjustment.

Weekly Schedule

Monday - Lecture video opens at midnight for you to watch and take notes. Weekly Questions assignment opens in the Assessments tab and is due by 12pm on Wednesday.

Tuesday – Watch lecture and take notes and complete Weekly Questions. Weekly assignment/Post opens at midnight and is due Thursday at 10pm. Office hours are 9:30-11:00am. (Reading Quiz 3 will be due on Tuesday, March 2nd at 10pm).

Wednesday –Weekly Questions are due by 12pm. Tests 1 and 2 are due by 10pm in Weeks 5 and 10.

Thursday – Weekly assignment/Post is due by 10pm. Weekly Questions Zoom meeting (starting Week 3 and designated with ** below) from 2:30-3:30pm. If there is a Quiz for the week, it opens at midnight and is due by 10pm on Friday.

Friday – Engagements/Interactions with classmates' posts and any Quizzes are due by 10pm.

Sunday – Lecture video from that week will be removed.

Tentative schedule of topics covered:

Week & Module	Date Range	Readings	Assignments	Due Date
Week 1 Module 1	Jan 20-22	Gill (1995), Gould (1995)	Post 1 Fun Question Practice Quiz and Pre-Test Open Jan 20th	Post 1 – Jan 21st Fun Quiz & Pre- Test – Jan 22nd
Week 2 Modules 2 & 3	Jan 25-29	P. 12-17; Biddle (2006), Forscher (1963)	Post 2 Post 3 Reading Quiz 1 over Module 2 Opens Jan 28th	Post 2 – Jan 28th Post 3 – Jan 28th Quiz 1 – Jan 29th
Week 3** Module 4	Feb 1-5	P. 19-21; Piedmont (1999)	Post 4 Reading Quiz 2 over Modules 3 & 4 Opens Feb 4th	Post 4 – Feb 4th Quiz 2– Feb 5th
Week 4** Module 5	Feb 8-12	P. 26-28; Ryan & Deci (2000)	Post 5	Post 5 – Feb 11th
Week 5 Test 1	Feb 15-19		Test 1 over Modules 1-5 Opens February 17th	Test 1 – Feb 17th
Week 6**	Feb 22-26	P. 32-34; Weinberg	Post 6	Post 6 – Feb 24th

Module 6		(2001)		
Week 7** Module 7	Mar 1-5	P. 40-41; Oudejans (2010)	Post 7 Reading Quiz 3 over Modules 5 & 6 Opens March 1st	Post 7 – Mar 4th Quiz 3 – March 2nd
Week 8** Module 8	Mar 8-12	P. 46-53; Arent (2003), Hardy (1991)	Post 8 Reading Quiz 4 over Modules 7 & 8 Opens Mar 11th	Post 8 – Mar 11th Quiz 4 – Mar 12th
Week 9** Module 9	Mar 15-19	P. 60-62	Post 9	Post 9 – Mar 17th
Week 10 Test 2	Mar 22-26		Test 2 over Modules 6-9 Opens March 24th	Test 2 – Mar 24th
Week 11** Module 10	Mar 29-Apr 2	P. 66-70	Post 10	Post 10 – Apr 1st
Week 12** Module 11	Apr 5-9	P. 76; Podlog (2006), Tracey (2003)	Post 11	Post 11 – Apr 8th
Week 13** Module 12	Apr 12-16	P. 80; Goldstein (2008), Grange (2010)	Post 12	Post 12 – Apr 15th
Week 14** Module 13	Apr 19-23	P. 84-85; Cresswell (2006), Cresswell (2007)	Post 13 Reading Quiz 5 over Modules 11, 12, & 13 Opens April 22nd	Post 13 – Apr 22nd Quiz 5 – Apr 23rd
Week 15** Module 14	Apr 26-30	P. 90-92	Post 14	Post 14 – Apr 29th

Week 16	May 3-7		Extra Credit & Post-Test Open Monday, May 3rd Test 3 over Modules 10-14 Opens Thursday, May 6th	EC & Post-Test – May 4th Test 3 – May 7th
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- NOTE: 1) All Lecture videos will open on Monday and will be deleted on Sunday night of that week.**
2) All Weekly Questions are due by 12pm each Wednesday (excluding weeks 1, 2, 5, 10, and 16) for the Zoom meeting on Thursdays.
3) All Posts open on Tuesday of each week and are due by 10pm each Thursday.
4) All Engagements are due by 10pm each Friday.
5) All Engagements/Comments are due 24 hours after the Post assignment is due. For example, Post 1 is due by 10pm on Thursday, January 21st, so the interactions are due by 10pm on Friday, January 22nd.

Point Value of Activities

Post #	Points	Weekly ?s	Points	Interac-tions	Points	Tests/Quizzes	Points
1-14	5 each	1-11	2 each	1-12	2 each	Practice Quiz	2.5
				Dr. Smith	1 each	Pre-Test/Intro	2.5
						Reading Quiz 1	20
						Reading Quiz 2	20
						Test 1	50
						Reading Quiz 3	20
						Reading Quiz 4	20
						Test 2	50
						Reading Quiz 5	20
						Test 3	50
						Post-Test	5
Total	70		22		30		260

Respondus LockDown Browser

Respondus LockDown Browser is a secure browser for taking tests in Blackboard. It prevents the student from printing, copying, opening another browser window, or accessing other applications during a test. If a Blackboard test requires that Respondus LockDown Browser be used, the student will not be able to take the test with a standard web browser.

This is the link to the Respondus Instructor Guide, which may help with some troubleshooting issues you may have while taking a test/quiz.

https://www.depts.ttu.edu/elearning/blackboard/guides/Respondus_LDB_Instructor.pdf

Online Discussion Netiquette

Netiquette refers to “Network Etiquette”. It is the way one should behave when sending email, posting to threaded discussions, or chatting online.

Here are some basic rules to help you get the most out of your online learning:

- ALL CAPS IMPLIES THAT YOU ARE SHOUTING - Please do not do this!
- Watch your “tone” - it’s written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- Check your spelling - Always!
- Make your messages easier to read by making your paragraphs short and to the point.
- Never “say” anything that you would not want posted on the wall of a face-to-face classroom, because it could be!
- Behave as you would in a face-to-face classroom.
- Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
- Foul language, insults, and harassment are not tolerated (just as it would not be tolerated in a face-to-face classroom).
- Think about what you have written before you submit it.

Blackboard Posting Rules (PLEASE READ AND FOLLOW!!!)

I am very strict concerning the posting rules. I am unable to think of a rational reason for posting grammatically incorrect essays and assignments with misspelled words. The moment you begin typing within Blackboard, you are putting yourself at risk for some grammatical errors. Blackboard has a spell check function though students continually, in my experience, post misspelled words.

- You need to type your assignment with MS Word to be able to catch your errors. Then you cut and paste your work into your thread. Having saved Word documents of your Posts may also help in case there is a posting issue.
- Do **NOT** attach your assignment. If you do, you will receive a zero.
- The moment I see 'i' instead of 'I' you will receive a zero.
- If a word count limit is stated in the instructions, you must include your word count in your post. I will take points away if it is not included.
- Also, for word counts, pay attention to the wording! Between, means your word count should be between the two numbers I provide. At least or minimum, means your word count should be at least as many words as I provide up to as many as you want. Maximum, means your word count should be no higher than the number I provide. Again, you will lose points for this. Please ask if you need clarification BEFORE posting.
- If there are numbered questions or multiple parts to a Post and you do not correctly label/number them in your Post, you will lose points, maybe all of them.

- These assignments are treated just like face-to-face assignments. This means that once you submit your post, that is your assignment and you can make no changes or edits to it, even if you realize after the fact that you made a mistake or left something out. That means you need to be sure you included everything the assignment requires, especially if you are copying and pasting from Word. All posts and exams are due at 10pm Central time on their respective dates.
 - The only exception to this rule is if you, somehow, accidentally submit a blank thread and then turn around and post your actual Post within 5 minutes of that blank thread.
 - If you see any errors after posting, you can email me with the necessary fixes and I will choose whether to accept it or not.
 - I will also allow you comment below your submitted post to include the Word Count if you left it off, but only if it is done prior to the due date.
- All posts and exams are due at 10pm Central time on their respective dates.
- The moment it becomes 10:01 pm and you have not contacted me before 8:00 pm concerning being late, you will be given a zero. Points will be taken off if it is posted after the due date regardless.
- Be sure to read the posts of your classmates and respond accordingly. These responses should be well thought out comments, questions, interactions, etc.. This will help us all feel closer within the online classroom. I will comment on your posts from time to time as well and will be sad if you do not respond to my questions or comments.
- **Responses should be at least 40 words**. If you have 39 or less words, you will not receive any credit.
 - Dr. Smith HIGHLY recommends posting your word count for all engagements to ensure you met the required 40+ words.
- Be energetic! Be positive in your interactions!
- The way you talk/speak is not usually good enough for academic work/assignments, so make sure your assignment posts are tailored for academia and not general conversation. The engagements with other students can be casual, your assignment posts cannot and you will lose points for doing so.

I do my best to ensure I do not make errors and take the time to do so, so I expect you to do the same. Again, the moment you just type into Blackboard, you are placing yourself at risk to earn a zero. Take your time and post good, quality, academic work.

****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.

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.

1. If you are ill and think the symptoms might be COVID-19-related:
 - a) Call Student Health Services at 806.743.2848 or your health care provider.
 - b) Self-report as soon as possible using the ttucovid19.ttu.edu management system. This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
 - c) If your illness is determined to be COVID-19-related, remaining documentation and communication will be handled through the Office of the Dean of Students, including notification to your instructors.
 - d) If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.
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.

Student Absences and the ODOS

Instructors of record (IoR's) have discretion to make decisions regarding student absences and missed assignments or exams. For example, if a student has missed an assignment or exam, the IoR can make the decision to allow a make-up or late submission. IoR's do not need “permission” or authentication from the Office of the Dean of Students (ODOS) to do so. Reference to University OP 34.04 may be helpful. Absences of 5 days or more should be referred to the DOS. When requesting medical documentation of a student's absences, only dates of service is required. Instructors do not need to know details of the medical situation. ODOS can accept documentation and provide verification (without details) as needed. If IoR's have students

who are affected by COVID and are not allowed to attend in-person classes, this includes not going to the Testing Center to take exams. Contact Dean of Students (deanofstudents@ttu.edu)

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/ttpd/> (*To report criminal activity that occurs on or near Texas Tech campus.*)

Department 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.

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.