

KIN 3356 – Principles of Sport Coaching (Online)

Faculty Information:

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

Course Information:

Martens, R. (2012). *Successful Coaching* (4th ed.). Champaign, IL: Human Kinetics.

Additional required readings will be provided through Blackboard.

Course Description and Purpose

This course examines the principles of effective coaching including developing an effective philosophy, understanding leadership theories, understanding coaching ethics, and several social psychological topics that influence group interactions such as persuasion, prejudice, and person perception.

Methods of Assessment – Each week will run from **Monday (12am)-Friday** with no assessments due on the weekends (Saturday/Sunday). All assessments will be due by **10pm Central time** on the respective due date.

- Examinations
 - There will be 3 tests (40-50 minutes to complete each) covering the textbook readings, corresponding lecture slides, and additional reading materials.
 - There will be 3 quizzes (20-35 minutes to complete each) covering provided reading materials.
 - Make-up tests 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.
 - Missed exams/quizzes will **NOT** be allowed to be taken.
 - As part of your Practice Quiz grade you will be required to meet with Dr. Smith face-to-face or via Zoom. Meeting times will be posted during the first week.
- Discussion Board Posts
 - You will be required to complete 20 Posts (worth 5-10 points each).
 - Any LATE work submitted will **NOT** be accepted without a reasonable/valid excuse at the discretion of the instructor. Any late work accepted will have points taken off, so please be aware of each week's due dates.

- Engagement with other Students
 - You will be required to comment on at least two other student's Discussion Board Posts for 19 of the 20 Posts (excluding Post 7). 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 13th, so the interactions are due by 10pm on Friday, January 14th.
 - 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.
 - 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 of the due date 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.

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.
- Discussion Board posts and engagements will be graded within 7-10 working days (not including Saturday or Sunday) following the engagement 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.

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: 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.

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 & effectively in order to communicate within a professional health-care setting.

Expected Learning Outcomes

Upon completion of the course, students will be able to:	Assessment Method
Design and employ an effective coaching philosophy.	Discussion board posts Coaching Philosophy written assignment Leadership quiz Test
Identify and explain coaching objectives and ethics as well as recognize the factors involved in selecting and employing a coaching and leadership style(s).	Characteristics of a Coach discussion board post Ethics quiz Ethics discussion board post Test
Distinguish how to coach athletes with different characters and from diverse backgrounds and practice how to communicate with and motivate these athletes.	Coaching for Character and Diverse Athletes written assignment Test
Differentiate between the traditional and games approach for teaching technical and tactical skills and be able to employ the games approach methods.	Games Approach discussion board post Test
Recognize the role person perception, prejudice, and persuasion play in coaching and how these issues influence coaching decisions.	Person Perception, Prejudice, and Persuasion discussion board posts 4 P's Quiz Test
Recognize and explain the basics of physical training and how to implement these basics to train athletes for energy and muscular fitness.	Risk Management discussion board post Practice Plan discussion board post Training discussion board post Test

Grading Scale:

Item	Points	Points earned	Grade
Test 1-3	150	341-380 (90-100%)	A
Quizzes	62	303-340 (80-89%)	B
Discussion Board Posts	130	265-302 (70-79%)	C
Engagements/Post Interactions	38	227-264 (60-69%)	D
		226 and below (< 60%)	F
Total: 380			

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>

Written Assignment Grading Rubric

The following rubric will be used for written assignments 2-20.

Points	What occurred
0	Did not follow at least one of the posting rules; content of the post does not matter.
1	All posting rules followed; content of post did not address assignment.
2	All posting rules followed; content of post demonstrates minimal understanding of topic.
3	All posting rules followed; content of post demonstrates basic understanding of topic.
4	All posting rules followed; content of post demonstrates good understanding of topic.
5	All posting rules followed; content of post demonstrates exceptional understanding of topic.

*Half points may be taken off at times as well, especially in the case of spelling/grammar issues

Tentative schedule of topics covered:

Week	Date Range	Readings	Assignments	Due Date
Week 1	Jan 12-14	Ch. 1	Post 1 Fun Question Practice Quiz Opens Jan 12th	Post 1 – Jan 13th Fun Quiz – Jan 17th
Week 2	Jan 17-21	Ch. 2 & 3	Post 2 Post 3	Post 2 – Jan 18th Post 3 – Jan 20th
Week 3	Jan 24-28	Ch. 2 & 3 Ethics	Post 4 Ethics Quiz Opens Jan 27th Individual Meeting with Dr. Smith	Post 4 – Jan 26th Quiz – Jan 28th Meeting – Jan 26th
Week 4	Jan 31-Feb 4	Ch. 4 & 5	Post 5 Post 6	Post 5 – Feb 1st Post 6 – Feb 3rd
Week 5	Feb 7-11	Ch. 20	Post 7 (No engagements) Test 1 Opens Feb 10th	Post 7 – Feb 9th Test 1 – Feb 11th
Week 6	Feb 14-18	Leadership Ch. 6	Post 8 Post 9	Post 8 – Feb 15th Post 9 – Feb 17th
Week 7	Feb 21-25	Ch. 7 & 8	Leadership Quiz Opens Feb 21st Post 10	Quiz – Feb 22nd Post 10 – Feb 24th
Week 8	Feb 28-Mar 4	Ch. 9-11	Post 11 Post 12	Post 11 – Mar 1st Post 12 – Mar 3rd
Week 9	Mar 7-11		Test 2 Opens Mar 10th	Test 2 – Mar 11th
Week 10	Mar 14-18	HAPPY SPRING BREAK!!		
Week 11	Mar 21-25	Person Perception	Post 13	Post 13 – Mar 24th

Week 12	Mar 28-Apr 1	Prejudice	Post 14	Post 14 – Mar 31st
Week 13	Apr 4-8	Persuasion	Post 15 4 Ps Quiz Opens Apr 7th	Post 15 – Apr 6th Quiz – Apr 8th
Week 13	Apr 11-15	Ch. 13-17	Post 16 Post 17	Post 16 – Apr 12th Post 17 – Apr 14th
Week 14	Apr 18-22	Ch. 18	Post 18	Post 18 – Apr 21st
Week 15	Apr 25-29	Ch. 19	Post 19 Post 20	Post 19 – Apr 26th Post 20 – Apr 28th
Week 16	May 2-6		Extra Credit Test 3 Opens Thursday, May 5th	Extra Credit – May 2nd Test 3 – May 6th

NOTE: Comments/Interactions with other student's posts are due 24 hours after the Post is due. For example, Post 1 is due by 10pm on Thursday, January 13th, so the interactions are due by 10pm on Friday, January 14th.

Point Value of Activities (some point totals may change)

Post #	Points	Post #	Points	Tests/Quizzes	Points
1	5	11	5	Practice Quiz	2
2	5	12	5	Ethics Quiz	15
3	5	13	10	Leadership Quiz	20
4	5	14	10	Test 1	50
5	10	15	10	Test 2	50
6	5	16	5	4 P's Quiz	25
7	10	17	5	Test 3	50
8	10	18	5		
9	5	19	5		
10	5	20	5		
Total	65		65		212

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.
- 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.
- 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.

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.

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.

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.