COUN 501: INTRODUCTION TO THE COUNSELING PROFESSION
Summer I 2017
Web-based Course

INSTRUCTOR
Erika Schmit, Ph.D., LPC
Assistant Professor
Office: Binnion 219
Email: Erika.Schmit@tamuc.edu
Office Phone: 903-886-5418.

OFFICE HOURS
Virtual. By appointment only.

COURSE INFORMATION

TEXTBOOK(S)

Required:
Any supplemental articles will be placed online.

Recommended:

COURSE MEETINGS
Online – eCollege

The syllabus/schedule are subject to change.
The syllabus/schedule are subject to change.

Software Required
University E-College system

CATALOG DESCRIPTION OF COURSE
501. Introduction to the Counseling Profession. Three semester hours.
Recommended as initial course in a student’s program to serve as an introduction to the counseling profession. Roles of counselors and related professionals in various settings are presented. Professional goals and objectives; trends; professional associations; ethical and legal issues; history; credentialing; preparation standards for counselors; and essential interviewing and counseling skills, characteristics, and behaviors that influence helping processes are explored.

GENERAL COURSE INFORMATION
This course should be taken early in the student’s preparation program. This course serves primarily as an orientation to the counseling profession and as a course where students develop basic interviewing and counseling skills and self-awareness that promotes appropriate counselor-client relationships. A grade of “B” or higher must be earned in COUN 501, 510, 528, and 516 for admission to candidacy status (or its equivalent for those seeking school counselor certification only), which is required before practicum (COUN 551).

COURSE OBJECTIVES include, but are not limited to, the following.
Students will demonstrate understanding of:
1. counselor characteristics and behaviors that influence helping; (5b)
2. history and philosophy of the counseling profession, including significant factors and events; (1a)
3. counselors’ roles and responsibilities as members of an interdisciplinary emergency management response team during a local, regional, or national crisis, disaster, or other trauma-causing event; (1c)
4. requirements for entry into, progress through, and completion of the Texas A&M University–Commerce counselor preparation program.
5. professional roles, functions, and relationships with other human service providers, including strategies for interagency/interorganization collaborations and communications; (1b)
6. professional organizations, especially TCA and ACA and their branches and divisions, including membership benefits, activities, services to members, and current issues; (1f)
7. professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; (1g)
8. public and private policy processes, including the role of the professional counselor in advocating on behalf of the profession; (1h)
9. advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients; (1i)
10. a general framework for understanding and practicing consultation; (5f)
11. ethical standards of professional organizations and licensing boards, and applications of ethical and legal considerations in professional counseling; (1j)

CONTENT AREAS include, but are not limited to, the following:
I. Counselor characteristics and behaviors  
II. Importance of self-awareness in maintaining a therapeutic relationship and appropriate professional boundaries.  
III. History and philosophy of the counseling profession  
IV. Master’s-level programs at A&M-Commerce  
V. Professional roles  
   A. Introduction to counselor roles common across settings  
      1. Counseling  
      2. Consulting  
      3. Supervising (clinical)  
      4. Evaluating programs  
   B. Educational settings  
   C. Non-educational settings  
VI. Relationships with other human service providers  
VII. Professional organizations for counselors  
VIII. Professional credentialing  
   A. Certification (School Counselor Certification and NCC)  
   B. Licensure  
   C. Registration  
   D. Accreditation  
IX. Public and private policy processes and advocacy on behalf of the profession  
X. Ethical standards and legal considerations in the counseling profession  
XI. Overview of counselor functions, skills, and knowledge  
   A. Theories  
   B. Group work  
   C. Career development/education/counseling  
   D. Assessment, evaluation, and research  
   E. Diversity awareness and multicultural competencies  

TEXES COMPETENCIES THAT RELATE TO THIS COURSE (TEXES is the state examination required for school counselor certification.)  
Competency 010 (Professionalism)  
The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.  

COURSE REQUIREMENTS  

METHOD OF INSTRUCTION  
Lecture, discussion, and virtual delivery.  

This is an online class, so the expectations are a bit different than courses taught face-to-face. Students need to feel comfortable working from a computer, using the Internet, and being self-
motivated to work on the course content throughout the week. In a 15-week semester, students may spend 2 hours and 40 minutes per week in a lecture class plus additional time for driving and study/preparation. During a 5-week summer semester, students may spend up to 8 hours per week in a lecture class plus additional time for driving and study/preparation. During a 2.5-week May-mini, students may spend up to 17.5 hours per week in a lecture class plus additional time for driving and study/preparation.

So, for an online class, it is important to schedule your time wisely. While you do not have the driving time, it is expected that the completion of this course will take the same amount of time as if it were being taken face-to-face. However, how you spend that time will be different. The lectures are quite a bit shorter, and will not take up the amount of time as it does face-to-face.

IMPORTANT: Please use the eCollege e-mail system. E-mails sent outside the provided secure system are not confidential, and I assume no responsibility for protecting the information within them. All my announcements and initial contact to you will be through eCollege.

**Minimal Technical Skills Needed**

You will need to utilize such technology as e-college, Microsoft Word, PowerPoint, etc.

**Communication with Professor**

Communication with your professors is key to your professional growth. I am here to support and guide you along your academic journey. With that being said, I cannot help you if you do not communicate with me. Please email me if you have any concerns or questions. I will attempt to answer all emails within 48 hours Monday-Friday. When emailing, please use your university email and address me with courtesy and respect.

**Student Responsibilities or Tips for Success in the Course**

As a student in this course, you are responsible for the active learning process. Expectations of this course include the following:

1. You are expected to display professionalism at all times. Be respectful of your professor and peers. Be open to feedback as you will receive this throughout the program.
2. Prepare for classes. Complete any and all readings prior to class time.
3. Complete all assignments by the deadline.
4. Adhere to the university student code of conduct.
5. Participate. During face-to-face classes, you are expected to actively participate in all activities and discussion. In the online format, you are expected to participate in all online discussions/activities. This is crucial to your learning.
6. All writing assignments must be done according to APA 6th edition.
7. Regularly check your University email. My suggestion is to check this at least once a day as your instructors and others from the department and University may contact you.
8. Begin your readings ASAP. Because this is a 5-week course, it will be easy to get overwhelmed with readings. Keep in mind you have the whole week to prepare.

The syllabus/schedule are subject to change.
9. Do work ahead of time. I realize this may not always be possible; however, when you can, do so. Everything in this course is open for you to complete. Due dates are just that...due dates. You are always welcome to complete work ahead of time.

10. Be open to the process. This degree takes time, work, effort, and growth.

Other requirements

Students need to have access to and be proficient in navigating the Internet. Furthermore, students should check their Leo email often, and ensure that they have access to their e-college account. This is crucial, as myself and other members of the department periodically update these platforms on any changes or issues. Also, please frequent the department website as updates are posted here as well.

Overview of Assignments

1. Counseling Interest Paper (100 points)

This paper will include a literature review of a counseling topic of your choice as well as critical thinking and awareness components. This topic should be one of interest to you and related to your specific concentration (clinical mental health, addiction, school, marriage and family, children, adolescents, adults, college, rehabilitation, crisis, etc.). Components of this paper should include the following:

Literature review portion:
- Introduction of the topic
- Rationale as to why this topic is important and relevant to the counseling field
- Ethical and legal issues when working with this population, issues, etc.
- Any other information you believe is important to this topic

Questions to consider and include in second portion:
- What did you learn from your research?
- What are some challenges you might face as a counselor pertaining to this topic?
- What are some things that surprised you?
- Why did you choose this topic to research?
- How might you add to the literature?
- What have you learned about yourself from researching this topic?

You must use AT LEAST 5 references from referred counseling journals. You may need to utilize other sources as well. Examples of these journals are provided at the end of the syllabus, as well as an example of a topic and each component required. There is no specific page limit to this paper; there are however, criteria expectations. Please be sure to address all points above thoroughly. My prediction is that this may take you roughly 10 pages total. You must follow APA 6th edition guidelines. Please reference the resources for assignments section of the syllabus.

2. Online Discussions (2 discussions; 2 response postings per discussion; 40 points total)

The syllabus/schedule are subject to change.
You will have a total of 2 online discussions and 2 responses per discussion post in this course. You are expected to give a thorough and thoughtful response to each prompt. In addition to the initial discussion, you will also respond to two of your classmate’s discussion posts. The rubrics for these are below. During the weeks that discussions are due the initial posting is due by Thursday at midnight and the response postings due by Sunday at midnight. No late postings will be accepted.

**Discussion**

<table>
<thead>
<tr>
<th>Discussion</th>
<th>0-3 points</th>
<th>4-5 points</th>
<th>6-8 points</th>
<th>9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Post is not complete, not written in a clear manner, and inconsistent with graduate standards.</td>
<td>Post is missing critical components of the question OR is discussed in an illogical/inconsistent manner. Post has several grammatical/APA errors and not consistent with graduate standards.</td>
<td>Post presents most elements of the question OR all elements discussed in a brief manner. Post is evident of graduate level work with some grammatical/APA errors.</td>
<td>Post presents all elements of the question(s) discussed thoroughly and clearly. Post is evident of graduate level work with few to no grammatical/APA errors.</td>
</tr>
</tbody>
</table>

**Response**

<table>
<thead>
<tr>
<th>Response</th>
<th>0-3 points</th>
<th>4-5 points</th>
<th>6-8 points</th>
<th>9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Response is not complete, not written in a clear manner, and inconsistent with graduate standards. Student gives no feedback to peer.</td>
<td>Response is missing critical components OR feedback is not thoughtful. Response has several grammatical/APA errors and not consistent with graduate standards.</td>
<td>Response presents most requirements in a brief manner. Response is evident of graduate level work with some grammatical/APA errors.</td>
<td>Response presents all elements required thoroughly and clearly. Provided thoughtful feedback to peer. Response is evident of graduate level work with few to no grammatical/APA errors.</td>
</tr>
</tbody>
</table>

3. **Exams (2 total; 25 questions each; 2 points each for total of 100 points)**

You will have a total of 2 exams in this class. Each exam will include 25 questions from the readings. You will take each of these quizzes online. You will have one hour to take the quiz.

The syllabus/schedule are subject to change.
but may take the whole week the quiz is open. You will only have 1 attempt to take each quiz. These two exams will total to 100 points.

4. **Ethics: Assignment (10 points) and Case Study (50 points)**
   You will have one homework assignment in this class pertaining to ethics and one final ethics case study. Please find the homework assignment on e-college. Your final ethics case will be open online until midnight on 7/1. Once you open the case study you will have one hour to complete. Your homework assignment will be similar (a practice case study) which is due prior to the final ethics case study (see schedule).

**GRADING**

<table>
<thead>
<tr>
<th>Final Grading</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Interest Paper</td>
<td>100</td>
</tr>
<tr>
<td>Exams</td>
<td>100</td>
</tr>
<tr>
<td>Online Discussions</td>
<td>40</td>
</tr>
<tr>
<td>Ethics Homework</td>
<td>10</td>
</tr>
<tr>
<td>Ethics Case Study</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

**STUDENT PERFORMANCE EVALUATION CRITERIA AND PROCEDURES**

90%-100%  A  
80%-89%    B  
70%-79%    C  
60%-69%    D  
< 59%      F  

A grade of A is consistent with exceptional work of an accomplished graduate student.

**CONDUCT AND ACADEMIC HONESTY**

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Polices and Procedures, Conduct) “Graduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work.” (See Section A13.12, Academic Honesty, A&M-Commerce Procedures).

Students are expected to maintain integrity at all times. Plagiarism is presenting others’ work as your own and will not be tolerated in this course. Please remember to always cite authors’ work and never directly copy from any source. When in doubt please do not be afraid to ask.

The syllabus/schedule are subject to change.
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Any act of academic dishonesty may result in a grade of “0” on the assignment and/or course and will be reported to the department chair.

As a courtesy to your professor and peers please refrain from using your cell phone in this class. If you have a family emergency, please step outside of class to address it. You are allowed to use laptops for professional use only (i.e., taking notes). You are not allowed to utilize your laptop for checking personal emails, Facebook, Twitter, etc. This is disrespectful to your professor and those around you.

APA Style and Formatting

All assignments submitted should follow APA 6th edition guidelines. I strongly suggest students to buy the APA manual. There are also many Internet sites that can be utilized if you are not familiar with APA style.

DISCRIMINATION FREE ENVIRONMENT

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

UNIVERSITY CLOSING DUE TO WEATHER

Check http://www.tamu-commerce.edu/ regarding class cancellations. Also, KETR radio on 88.9 FM and television channels 4, 5, and 8 (channel 7 for Tyler & Longview Area).

Resources for Assignments

Counseling Journal List (not limited to only these):

   Journal of Counseling & Development (JCD)
   Adultspan Journal

The syllabus/schedule are subject to change.
Example of a topic for the mid-term paper (This is only a short example to guide you): Adolescent inpatient hospitalization


Introduction to the topic (1 page):
- Introduce adolescence
- Adolescent mental health
- Adolescents being admitted into inpatient hospitals due to crises situations

Rationale as to why this topic is important and relevant to the counseling field (1-2 pages):
- Every counselor will at one point in his or her career have a client admitted into an inpatient hospital.
- Preparation of counselors who work in these settings
- Preparation to work with suicidal clients
- Inpatient settings are very different than outpatient settings
- Working with this age group
- Educational training

Any ethical and legal issues when working with this population, issues, etc. (1 page)
- Review the ACA Code of Ethics (2014) and articles on ethical/legal considerations

Other information (1-2 pages)
This section is open to discuss anything else that you may discover from the literature
that you find interesting. Because I enjoy research, I would include a synthesis of what research says in terms of successful outcomes in inpatient hospitalization.

### Course Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Introduction to the program; Introduction to the Counseling Profession; Ethics; Diversity in Counseling; 20/20 vision of counseling</td>
<td>Chapters 1-4; <a href="http://www.counseling.org/20-20/index.aspx">www.counseling.org/20-20/index.aspx</a></td>
<td>Discussion One Ethics Homework Assignment Due by 6/10</td>
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<tr>
<td>6/5/17</td>
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<tr>
<td>Week Two</td>
<td>The Counseling Relationship; An overview of counseling theories</td>
<td>Chapters 5-8</td>
<td>Exam One (Chapters 1-8) Due by 6/17</td>
</tr>
<tr>
<td>6/11/17</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Week Three</td>
<td>Counseling Activities</td>
<td>Chapters 9-12</td>
<td>Discussion Two</td>
</tr>
<tr>
<td>6/18/17</td>
<td></td>
<td></td>
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<tr>
<td>Week Four</td>
<td>Counseling Specialty Areas: Career, Family, and School</td>
<td>Chapters 13-15</td>
<td>Ethics Case Study Due by 7/1</td>
</tr>
<tr>
<td>6/25/17</td>
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</tr>
<tr>
<td>Week Five</td>
<td>Counseling Specialty Areas: College, Addiction, and Clinical Mental Health</td>
<td>Chapters 16-18</td>
<td>Counseling Interest Paper Due by 7/5 Exam 2 (Chapters 9-18) Due by 7/6</td>
</tr>
<tr>
<td>7/2/17-7/6</td>
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Syllabus may be amended by the professor throughout the semester as necessary.

**SELECTED BIBLIOGRAPHY includes, but is not limited to, the following:**


The syllabus/schedule are subject to change.
TECHNOLOGY REQUIREMENTS

• To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

• You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  o 512 MB of RAM, 1 GB or more preferred
  o Broadband connection required courses are heavily video intensive
  o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

• You must have a:
  o Sound card, which is usually integrated into your desktop or laptop computer
  o Speakers or headphones.
  o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

• Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

• Current anti-virus software must be installed and kept up to date.


Running the browser check will ensure your internet browser is supported.
  Pop-ups are allowed.
  JavaScript is enabled.
  Cookies are enabled.

• You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader https://get.adobe.com/reader/
  o Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
  o Adobe Shockwave Player https://get.adobe.com/shockwave/
  o Apple Quick Time http://www.apple.com/quicktime/download/

• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard word processing software.

The syllabus/schedule are subject to change.
spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio  https://secure.ecollege.com/tamuc/index.learn?action=technical

**ACCESS AND NAVIGATION**

**Pearson LearningStudio (eCollege) Access and Log in Information**

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.  http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log in to the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

**Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

**Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached in the following ways:

- **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

The syllabus/schedule are subject to change.
Accessing Help from within Your Course: Click on the ‘Tech Support’ icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility BEFORE the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo, https://leo.tamuc.edu

Learner Support
The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE Mobile APPS

The syllabus/schedule are subject to change.
The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

<table>
<thead>
<tr>
<th>App Title</th>
<th>iPhone – Pearson LearningStudio Courses for iPhone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Android – LearningStudio Courses - Phone</td>
</tr>
<tr>
<td>Operating System:</td>
<td><strong>iPhone</strong> - OS 6 and above</td>
</tr>
<tr>
<td></td>
<td><strong>Android</strong> – Jelly Bean, Kitkat, and Lollipop OS</td>
</tr>
<tr>
<td>iPhone App URL:</td>
<td><a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a></td>
</tr>
</tbody>
</table>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

**LearningStudio Notifications**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

The syllabus/schedule are subject to change.
By default the student’s university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

**COMMUNICATION AND SUPPORT**

*Interaction with Instructor Statement*

I answer my emails fairly quickly as this is the quickest way to reach me. Additionally, I will attempt to grade all assignments within a week.

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

*Course Specific Procedures/Policies*

Please see above.

*Syllabus Change Policy*

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

*University Specific Procedures*

*Student Conduct*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. 

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette 
http://www.albion.com/netiquette/corerules.html

*TAMUC Attendance*

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. 
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

The syllabus/schedule are subject to change.
**Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03


Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

**ADA Statement**

**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

**Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have

The syllabus/schedule are subject to change.
been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.