

# UHD: FYS Proposal Template

As of November 2023

- Please be sure that you have read the FYS Information Resource Document on our [GEC Faculty page](#) (see Common Core box) before starting your proposal. Remember that the first step is a draft and you'll revise based on input.
- As you design your course, bear in mind that the primary goal of the seminars is to support student success by helping students develop learning strategies and refine their academic and career goals.
- Seminar proposals developed prior to April 2023 should not be used as samples or models, as we have introduced new requirements.
- See attached sample syllabi—they do a good job of making visible the success content within the course structure.
- NOTE: FT faculty are eligible to submit proposals; long-term adjuncts may also submit with approval from their department chair (in consultation with FYS coordinator or GEC chair)

## SUBMIT PARTS 1 and 2 (below)

First use **Curriculog Form 1.5A\_SEM** for draft

Then after reviews, submit revised content through **Curriculog Form 1.5B\_SEM**

## Part 1: Key Features

**Faculty Name:**

**Department:**

**Core Area: UHD 130\_\_\_\_\_**

*[Select a core area that best matches your topic and for which your credentials would be relevant. See Appendix A for options.]*

**Special Topic/Section Title:**

*[Enter the title of your first-year seminar. Choose titles that will engage and interest students and are 10 words or less]*

### Topic-Specific Course Description

- *This description will appear on your syllabus and on the website for students to see before registering.*
- *As you build your topic-based description, be sure to echo elements of the generic description for your core area (see Appendix A).*
- *Your topic-specific description should lead with this common sentence: This first-year course provides students with opportunities to develop and practice learning strategies essential to college success through the exploration of \_\_\_\_ [insert topic reference here].*
- *You are encouraged to include information within the topic-specific course description that conveys the content and activities that will engage and interest students. Please remember that these courses are not designed for students in specific majors.*




\*All of the core area outcomes must be addressed/assessed at least once during the semester but they can be variably prioritized

- **Grading Method:**

*Instructions: Indicate the activities that will be used to calculate the student’s final grade. The grading scale should provide evidence that the evaluation of activities and success and learning strategies contribute to the final grade. Feel free to use a point system if preferred.*

<b>Assignment/Activity</b>	<b>% of Final Grade</b>
Attend two one-on-one meetings with the peer mentor (In person or on Zoom)	
Attend one SI session, visit the Center for Math and Statistical Support, or visit Math professor’s office hours before first core math exam	
Writing Center visit to work on one writing assignment	
Attend one meeting with Academic Success Coordinator (Advisor) prior to midterm	

## **Sample Syllabi**

There are many ways to build a syllabus that meets FYS requirements. Attached are two examples that make visible the success content.

FRESHMAN SEMINAR:

# BIOLOGY OF WOMEN

## COURSE SYLLABUS

DR. SANGHAMITRA SAHA



### Fall 2023

FIRST-YEAR SEMINAR:  
LIFE AND PHYSICAL SCIENCES  
UHD 1303  
CRN 24070 (3.0 credit hours)

**Prerequisites:** None

### Meeting Information:

#### Class days and time:

Tuesday and Thursday 10-11:15 am

**Class Location:** A 619 (Academic Building)

### Recommended Course Textbook

#### Recommended Reading:

This course will use open educational resources that are available to you at no cost. The relevant links are available within the course modules on Canvas.

#### Supplemental Readings:

'Our body, Our Selves' Published by Boston Women's Health Book Collective  
Biology of Women by Ethel Sloan  
The second X: By Belk and Borden  
College Success

<https://openstax.org/details/books/college-success> (no cost OER)

Search [UHD library](#) to check if they have the required text.

### Contact Information

**Instructor:** Dr Sanghamitra Saha

**Email address:** sahas@uhd.edu

**Office Telephone:** 713 222 5357

**Office Address:** N 614 D One Main Building

**NOTE:** My preferred method of contact is by email. Responses to messages will be sent within 24-48 hours. Emails sent over the weekend may not receive a response until the next business day.

## Course Description

*'Are men and women really from different planets? What makes women different from men? The answer is in the chromosomes! In this seminar course, you will explore the biological changes an infant girl experiences to become a woman. With relevant readings, classroom activities, informational videos, and group discussions, you will understand women's bodies and functions.'*



This course takes a comprehensive look at the life of a woman and discusses many aspects of development such as biological sex differentiation, fetal development, and reproductive anatomy. The events of a woman's reproductive life from menarche to menopause, sexuality, birth control, infertility, and pregnancy will be discussed in the course. Topics such as sexually transmitted diseases, gynecological problems, cancers in women and health care are discussed as well. In addition, the course examines sociological and cultural factors that influence a woman's life. Writing assignments, as appropriate to the discipline, are an integral part of the course.

This course is designed for all incoming first year students at UHD and is focused on student success and will include working on the following skills that will be helpful for all courses.

- Note taking.
- Time management
- Improving academic performance
- College-level reading

**We will be focusing on a growth mindset and belongingness through the semester using a variety of tools.**

### Course Learning Outcomes (CLOs):

Upon completion of this course, you will be able to

1. Research and define academic and career goals within their major and develop learning strategies to support academic success and attainment of academic and career goals.
2. Describe scientific processes to identify questions pertaining to natural phenomena.
3. Understand how scientific processes help in developing hypotheses, collecting, and analyzing data using quantitative and qualitative measures,
4. Utilize scientific processes to effectively communicate results and analyze using written, oral, and visual communication.
5. Collaborate in the evaluation of the quality of scientific evidence from multiple perspectives toward the goal of reaching a shared objective.



# ABOUT THE COURSE

## From the UHD catalog:

'Within the context of discipline and the special topic, these courses introduce students to interactions among natural phenomena and the implications of scientific principles for the physical world and human experiences. These special topics courses focus on describing, explaining, and predicting natural phenomena using the scientific method. Strategies for academic success will be practiced within the context of the special topic.'

## Seminar Mission Statement:

UHD's first-year seminars prepare students to understand and succeed in the academic and cultural expectations of the university. Students develop learning strategies essential to college success through the exploration of a unique and contemporary topic as well as connections between majors and career readiness. All first-year seminars are open to all majors; required for first time-college-students.

## Teaching Philosophy and Expectations:

My intention is to provide an inclusive, and friendly environment where we can converse openly without the intent to hurt anyone's feelings or beliefs. You are expected to share and express your opinions in a respectful manner, and I will strive to do the same.

My duties as your teacher are to

- Maintain knowledge of the material.
- Clearly communicating expectations for the course from the first day of class
- Structuring assignments to fulfill the learning objectives.
- Offering feedback on exams, quizzes, assignments.
- Being available outside of class during office hours or at a time suitable for both.

Overall, I want you to have a positive learning experience and realize that you belong to the rich UHD community and use this course as a steppingstone for all your future studies.

## How to do well in your courses

1. It is easy to be discouraged/disheartened when you do not get the grade you think you should—remember that with the required effort, and time, you will be able to do well in your next assessment.
2. It is a good habit to be regular with your readings, it is recommended that you keep up with the coursework, and not wait for exams and quizzes to study.
3. Do not rely on PowerPoint slides alone to understand the topic; you should read the suggested readings provided, read the slides, and prepare your own notes, flash cards etc. for a thorough understanding of the topic.
4. As soon as you realize that you are having difficulties with the course, please contact me at the earliest. As all the topics will be built on previously studied topics, it is important to have a good foundation.
5. As a rule, for every hour of instruction, a minimum of 2 hours should be spent at home studying and reviewing the topic.
6. If answering short answers is not your strength, you can practice answering sample questions.
7. If you work better with other students, form a group of study partners early in the course.

# COURSE REQUIREMENTS

The following are the types of assessments and activities that will be used for assessment purposes.

## Exams

Three (3) exams will be held during the semester. These include two exams during the semester and one final exam. The dates for the exams are given in the course calendar located at the end of the syllabus. The exam will have questions of multiple choice, true/false, fill in etc. The final exam will be a comprehensive exam and will include content from all topics. Your final exam score can replace the lowest scoring exam.

Missed exams cannot be retaken unless there is an urgent situation; proper documentation will be required to explain the reason for missing the exam. In any case, I should be informed about it as soon as possible.

## Quizzes (4):

There will be 4 quizzes held during the semester. Missed quizzes cannot be made up during the next class period.

## Reflection papers (5):

You will be writing reflection papers on topics discussed during the course. In the reflection paper, you will write about what you understood from the topic, what you learned or what you already knew, and anything else you would like to know regarding the topic. Prompts will be provided for the same. This should be in your own words and should be at least 1 page long double-spaced typed.

## Assignments:

We will be doing several assignments in class that will include content and academic skills; these will include working with your classmates on writing and reading assignments.

## Writing Assignment:

Towards the end of the semester, you will submit a paper that summarizes the results of a multi-week project related to a topic related to women's biology and health. The topic and details of the assignment will be communicated before midterm.

## Class participation:

These are the points you will earn for your attendance and participation. For many assignments, you will be working with other students.

## Campus Tour:

You will be visiting different resources and facilities that UHD has to offer; your peer mentor will facilitate this tour. Please make sure that you are there for the entire duration of the tour.

## Additional requirements: Visits to UHD resources

The following are intended to help you with your college journey, and you are requested to complete them by the **first week of October**. If you are unable to get an earlier appointment, please let me know.

- Attend two one-on-one meetings with peer mentor in-person or on Zoom.
- Attending one SI session, visit the Center for Math and Statistical Support, or visit Math professor's office hours.
- Visit the Writing Center one time to work on one writing assignment.
- Attend one meeting with Academic Success Coordinator

After visiting, please submit one paragraph on Canvas outlining the purpose and outcome of your visit. Every visit will require one paragraph write up. In your write-up, please mention the date and time of your visit, whom you visited and the location of the office/room you visited.

The following resources are recommended highly for you to visit. I would recommend taking an appointment before visiting:

- Attend one or more Student Success Workshops offered through the Gator Success Center
- Attend campus events such as Impact Learning Office events, student activities, and other advertised events.
- Attend a student club or student organization meeting.

## Grades and grading scale

Final grades will be based on the scale below.

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% and below

Category	Points	Weight (approximate %)
Exams -2 @ 50 points each	100	23.5
Final Exam	100	23.5
Quizzes 4@ 10 points each	40	9.4
Assignments (In Class or Home)	50	11.7
Visits to UHD resources	20	4.7
Reflection Papers 5 @10 points each	50	11.7
Writing assignment	50	11.7
Participation and attendance	15	3.5
<b>Total</b>	<b>425</b>	<b>100</b>

## How will you calculate your grade?

If you have obtained 80 out of 100, you can calculate your grade like this  $80/100 \times 100 = 80\%$ -B grade. At any point, if you want to know what grade you are making, here is a straightforward way of knowing that:

Points obtained /Running total x 100= % \_Grade

I will also demonstrate how to use the Canvas gradebook to check your grades on a regular basis.

## Course Policies

- Attendance in all lectures is necessary. Lectures will begin and end on time.
- Missed exams or quizzes:**  
If you miss any exam for some reason, please notify me within 24 hours before or after the exam by email or a phone call. A valid reason like a doctor's note or some kind of documentation will be required in all cases. In that case, you will be required to take the missed exam within a week of missing it.
- Presentations, term papers, assignments, journals are due on the date assigned. Late submissions will lead to up to 10% deduction each day for 5 days after which they will not be graded.
- You are encouraged to ask questions and actively participate in class or group discussions. Surveys and research have shown that student participation is critical in getting a good grade.
- Please feel free to talk to me about any difficulties you may be facing in class or otherwise. You can meet me during assigned office hours or by Zoom.
- Please email me at [sahas@uhd.edu](mailto:sahas@uhd.edu) for any questions you may have.

## UHD RESOURCES AND POLICIES

The following information is considered part of the syllabus for all classes at UHD in accordance with UHD's policy :

<https://www.uhd.edu/academics/Pages/UHD-Common-Course-Syllabus-Policies.aspx>

You can find more information on the following by clicking on the link above.

- Responses to University-Wide disruptions
- Academic Honesty
- Accessibility and Statement of Reasonable Accommodations
- Attendance and Roster Certification
- Book Purchasing
- Recording of Class Sessions
- Religious Holy Days
- Safety Precautions
- Student Support Services
- Student Counseling Services
- Technology Requirements
- Testing and Final Exams
- Use of Canvas and Zoom



Week	Dates	Topics	Learning Strategies /activities	Assessment
1.	Aug 22	Introduction to the course	Navigating courses on Canvas or Blackboard	
	Aug 24	History of Women's Biology	Weekly and semester planning	
2.	Aug 29 Aug 31	Understanding and evaluating science Scientific Method	Note taking strategies Working towards a growth mindset	
3.	Sep 5	Determination of sex	Time Management	
	Sep 7		Campus tour following the quiz.	Quiz 1
4.	Sep 12 Sep 14	Sexual Differentiation and Development	College level reading strategies	
5.	Sep 19 Sep 21	Women's Bodies	Strategies to improve academic performance	Exam 1
6.	Sep 26 Sep 28	Women's Anatomy	Review note taking strategies Discussion on your visits to UHD resources	Quiz 2
7.	Oct 3 Oct 5	Menstrual Cycle	Review time management skills Active listening	
8.	Oct 10 Oct 12	Cell cycle and Oogenesis	Exploring career options	Quiz 3
9.	Oct 17 Oct 19	Pregnancy 1	Review Test taking strategies. Strategies to improve academic performance	Exam 2
10.	Oct 24 Oct 26	Postpartum	Review growth mindset	
11.	Oct 31 Nov 2	Infertility and assisted reproductive technology	Time management and planning for finals week	Quiz 4
12.	Nov 7 Nov 9	Cancers in Women	Review college level reading strategies	
13.	Nov 14 Nov 16	Sexually Transmitted Diseases	Career focus	
14.	Nov 21 Nov 23	Aging		
Thanksgiving Holiday No class				
15.	Nov 28 Nov 30	Aging	Review for Exam	Exam 3
<b>Final Exam week</b>	Dec 5	FINAL EXAM		

# First-Year Seminar



**Fall 2023**

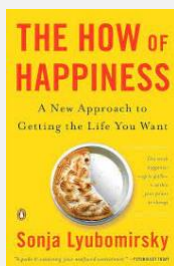
## Course Info

BIOL 1303

Credit Hours: 3

## Required Materials:

- (1) Access to Canvas, gatormail and a computer
- (2) "The How of Happiness" by Sonja Lyubomirsky



## Contact Information

**Instructor:** Pauline Blaimont, PhD

**Email:** [blaimontp@uhd.edu](mailto:blaimontp@uhd.edu)

**Phone:** 713-222-5301

**Office Hours: M/W: 8:30-10AM**

**on zoom**

Office for F2F: OMB N614L

If you want to meet virtually let me know via email and use this link & password

**[Office Hours Zoom Link:](#)**

Meeting ID: 344 673 0099

(password: blaimont)

**Your Peer Mentor:**

## SEMINAR MISSION STATEMENT

UHD's first-year seminars prepare students to understand and succeed in the academic and cultural expectations of the university. Students develop learning strategies essential to college success through the exploration of a unique and contemporary topic as well as connections between majors and career readiness. All first-year seminars are open to all majors; required of first-time-college-students

## ADDITIONAL DESCRIPTION

In this course we will consider the science behind your everyday world and how it can inform how you approach college and life in general. Topics will include analyzing personal well-being (for example making healthy nutritional choices and reconsidering what *actually* makes you "happy"?) based on scientific findings. We will approach everyday decisions with a scientific lens while incorporating important skills for your future (reading strategies, study skills, and career planning etc.).

## EXPECTED LEARNING OUTCOMES

At the end of the course, students should be able to:

- Research and define academic and career goals within their major and develop learning strategies to support academic success and attainment of academic and career goals including and not limited to:
  - Note-taking strategies
  - College-level reading strategies
  - Time management strategies
  - Strategies to review and improve performance
  - Metacognitive and growth mindset strategies
- Utilize scientific processes to identify questions pertaining to natural phenomena, develop hypotheses, and collect/analyze data
- Collaborate in the evaluation of the quality of scientific evidence from multiple perspectives toward the goal of reaching a shared objective
- Utilize scientific processes to effectively communicate the analysis and results of analysis using written, oral, and visual communication

## RESPECT AND DIVERSITY

I value the perspectives of individuals of all backgrounds, reflecting the diversity of the community at UHD. It is my intent to present a course that is respectful of diversity that includes, but is not limited to gender identity, sexual orientation, physical and learning abilities, age, socioeconomic status, ethnicity, race, religion, and culture. I strive to make this classroom an inclusive and safe space for all students. I also expect my students to respect the diversity present within the class. Comments and actions that run counter to these values will not be tolerated. Please let me know if you use a name or gender pronoun other than that which is in UHD records.

## ABOUT THE INSTRUCTOR

Please refer to me as Dr. Blaimont or Professor Blaimont. My preferred method of contact is **through my UHD email** [blaimontp@uhd.edu](mailto:blaimontp@uhd.edu). Responses to messages received will be within 24-48 hours or longer over the weekend until the next business day. Please plan accordingly. Gator mail is the official student email of UHD and is preferred.

## ASSESSMENT (more on grading below)

Assignment/Activity	% of Final
<b>Weekly Reflections:</b> Weekly reflections based on readings, and/or reflecting on topics from class that week. These will act as comprehension monitoring opportunities. These may also serve to prepare you for topics the following week.	%5
<b>Assignments:</b> A variety of assignments throughout such as tracking your nutrition data or writing a professional email to a professor <i>In addition, the following are due by 12/1 (or earlier):</i> <ul style="list-style-type: none"><li>✓ Attend two one-on-one meetings with peer mentor in-person or on Zoom</li><li>✓ Attend one SI session, visit the Center for Math and Statistical Support, or visit Math professor's office hours before first core math exam</li><li>✓ Visit Writing Center to work on one writing assignment</li><li>✓ Attend one meeting with Academic Success Coordinator <b>before midterm</b></li></ul> Extra credit (also due by 12/1): <ul style="list-style-type: none"><li>• Attend one or more Student Success Workshops offered through the Gator Success Center</li><li>• Attend campus events such as Impact Learning Office events, student activities, etc.</li><li>• Attend a student club or student organization meeting</li></ul> <i>*provide proof! You can request a workshop or club leader send your peer mentor an email vouching your attendance</i>	%25

<b>Participation:</b> Showing up to class and participating/submitting any in-class work.		%5																				
<b>Class Reading:</b> Completing the readings in preparation for class discussions and any work around the class reading <table border="1"> <thead> <tr> <th>Chapter Reading</th> <th>Date Due</th> </tr> </thead> <tbody> <tr> <td>Foreword + Ch. 1 (pgs. 1-26)</td> <td>9/14 (Thurs)</td> </tr> <tr> <td>Chapter 2 (27-67)</td> <td>9/21 (Thurs)</td> </tr> <tr> <td>Chapter 3 + 4</td> <td>9/28 (Thurs)</td> </tr> <tr> <td>Chapter 5</td> <td>10/5 (Thurs)</td> </tr> <tr> <td>Chapter 6</td> <td>10/12 (Thurs)</td> </tr> <tr> <td>Chapter 7</td> <td>10/19 (Thurs)</td> </tr> <tr> <td>Chapter 8 + 9</td> <td>10/26 (Thurs)</td> </tr> <tr> <td>Chapter 10</td> <td>11/9 (Thurs)</td> </tr> <tr> <td>Afterword + Postscript</td> <td>11/16 (Thurs)</td> </tr> </tbody> </table> <p>*Discussion questions/assignments will be assigned on a week-by-week basis</p>		Chapter Reading	Date Due	Foreword + Ch. 1 (pgs. 1-26)	9/14 (Thurs)	Chapter 2 (27-67)	9/21 (Thurs)	Chapter 3 + 4	9/28 (Thurs)	Chapter 5	10/5 (Thurs)	Chapter 6	10/12 (Thurs)	Chapter 7	10/19 (Thurs)	Chapter 8 + 9	10/26 (Thurs)	Chapter 10	11/9 (Thurs)	Afterword + Postscript	11/16 (Thurs)	%5
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<b>Group Quizzes:</b> Quizzes taken with your team in class (5 quizzes; drop lowest).		%15																				
<b>Fact or Fiction final group project:</b> Details provided on canvas (written,oral, visual component)		%15																				
<b>Points</b>	<b>What is due?</b>		<b>Where is it due?</b>	<b>When is it due?</b>																		
10	Proposal Outline		Canvas	Wed, 9/20 @ 11:59 pm																		
30	Rough Draft #1		Canvas	Mon, 10/16 @ 11:59 pm																		
10	Peer Review of Rough Draft		Canvas	In-Class Thurs 10/19																		
50	Final Written Paper		Canvas	Wed, 11/8 @11:59 pm																		
50	Final Presentation		In class & on Canvas	In-class 11/28 & 11/30																		
<b>150</b>	<b>TOTAL</b>																					
<b>Midterm/Final Exams</b> (10% Midterm, 15% Final) <i>*After the midterm, you will be given the opportunity to make up a portion of your points back by reflecting and correcting any wrong answers</i>		%25																				
<b>End of Semester Reflection</b>		%5																				
Total		100%																				

**LETTER GRADE DETERMINATION:**



8	T 10/10: Review/Catch-up Day R 10/12: <b>Midterm</b>
9	T&R 10/17&19: "That figures..." (Work through tutorials based on natural selection covered in the previous class to gain excel skills)
10	T 10/24: "That's not a real word..." (reading a scientific paper and dealing with jargon) R 10/26: "If you're happy and you know it clap your..." (a scientific approach to "happiness", discussion of the course text) <b>GROUP QUIZ #4</b>
11	T 10/31: "I don't know what I want to be when I grow up" (majors and career options) – <b>Career center class visit</b> R 11/2: "I DO know what I want to be when I grow up" (searching for jobs, professional email etiquette) – <b>Career center class visit</b>
12	T 11/7: "I googled them" (The science behind first impressions) R 11/9: "And may I present to you..." (The science behind what holds people's attention) <b>GROUP QUIZ #5</b>
13	T 11/14: "Science isn't perfect" (A dark past, a brighter future, and the importance of your contributions) R 11/16: Student's Choice
14	T 11/21: Student's choice R 11/23: Thanksgiving Break
15	T&R 11/28&30: Final Presentations
Finals Week	Final Exam TBD

# Course Policies and Procedures

## GRADING

Team quizzes will be held during class period. **You MUST be present for the entire quiz in order to get credit for team quizzes.** Homework and weekly reflections must be completed before class and turned in via Canvas by the posted due date. For the assignments uploaded to canvas, be sure course assignments are turned in by the due date or a 25% late fee will be applied every day it is late. For Academic support service meetings, **MAKE YOUR APPOINTMENTS EARLY** as they may be booked weeks in advance. This is where going to your syllabi is helpful! You can see due dates in advance for major assignments and book accordingly.

Your lowest quiz and homework grades will be dropped. and your lowest team quiz grade will also be dropped.

After the midterm, you will have the opportunity to do exam corrections to earn some of your points back.

Ultimately, the best thing you can do is communicate with me as early as possible! If something arises in your life and you need an extension, contact me **BEFORE** the due date and we can work through things on a case-by-case basis.

In addition, attendance is mandatory and participation in class is part of your grade. Be sure to show up to class on time and prepared each day and contact me if something arises which prevents you from attending.

## EXAM POLICY

The only items you are allowed to have at or near your desk during an exam are your pencil/pen. Absolutely **NO** electronic devices or other materials that could be used to cheat will be allowed at your desk during an exam. If I observe you with a device that is not allowed during an exam, you will be required to file paperwork stating that you were in violation of the University's Academic Honesty Policy, and the *minimal* consequence will be receiving a 0 on the exam. Furthermore, you may not leave the room and return for any reason after you have

received an exam. If you have to leave, you must turn in your exam and will not be allowed to complete it. If you arrive to class late for an exam, you will only be allowed to take the exam if no other students have already turned in their exam. For more information about the Academic Honesty Policy, see

<https://www.uhd.edu/administration/employment-services-operations/resources/Documents/PS03A19.pdf>

## EMAIL AND ANNOUNCEMENTS

Please check your email and Canvas announcements every day. This is the primary way through which I will contact you. It is also the way in which you should contact me!

## PEER MENTOR

The purpose of the peer mentor is to help guide you through your first semester here at UHD. You are welcome to ask them questions about their experience and get help. They will assist in the course by keeping track of your ACS assignments (attending the tutoring center etc.), helping with in-class work, and meeting with you one on one throughout the semester.

## University Policies:

All students are subject to the policies listed below as well as all other university-wide policies and procedures as set forth in the UHD University Catalog and Student Handbook. I also provide many options regarding getting help and student resources on the Canvas page in the "Start here!" module.

### Responses to University-Wide Disruptions

In the event of university-wide disruptions for any reason, including weather, health, and safety concerns, UHD may require instructors and students to engage in their classes via different modalities and/or timelines to minimize disruption to the continuity of the semester. Such changes may entail adjustments in syllabus content. Instructors will communicate any changes in writing to all enrolled students as soon as circumstances allow. Disruptions aside, instructors reserve the right to adjust their syllabi as needed to accommodate the educational needs of the class, but any such changes will be communicated to students in writing during the course of the semester.

Please check the UHD website [uhd.edu](http://uhd.edu) to understand how UHD is responding to any unexpected circumstances and regularly check your class Blackboard or Canvas site and Gatormail sources for information specific to your classes.

### Academic Honesty

As a UHD student, you are responsible for following the UHD [Academic Honesty Policy](#) Statement 3.A.19, which defines the scope of academic honesty and identifies processes for addressing violations, including an appeal process. As per the policy, "students are responsible for maintaining the academic integrity of the University by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty." Academic dishonesty includes, but is not limited to, cheating and plagiarism. Use of any generative artificial intelligence (AI) tools, including ChatGPT, may be considered a violation of the UHD Academic Honesty Policy; each faculty member will specify when students may use AI tools and when use of AI will constitute a violation of the UHD Academic Honesty Policy for their own course sections. If you are not sure, you should ask before using AI tools.

Your faculty member will identify the penalty for academic honesty violations and the penalty of an F in a course is recommended "in instances of multiple and/or flagrant violations." The policy also requires that all violations are reported to the Office of the Dean of Students.

### Accessibility and Statement of Reasonable Accommodations

The University of Houston-Downtown (UHD), is committed to creating a learning environment that meets the needs of its diverse student population. Accordingly, UHD strives to provide reasonable academic accommodations to students who request and are eligible, as specified by Section 504 and ADA guidelines. Students with disabilities may work with the Office of Disability Services to discuss a range of options to removing barriers in this course, including official accommodations. If you have a disability, or think you may have a disability, please contact the Office of Disability Services, to begin this conversation or request an official accommodation. Office of Disability Services, One Main St., Suite GSB 314, Houston, TX



77002. (Office Phone) 713-221-5078

(Website) [www.uhd.edu/disability/](http://www.uhd.edu/disability/) (Email) [disabilityservices@uhd.edu](mailto:disabilityservices@uhd.edu)

### **Attendance and Roster Certification**

Students are expected to participate regularly in classes as appropriate to the modality of the course. If the class has scheduled meeting times, either online or in-person, students are expected to attend all class sessions. In addition to class meeting times, students are expected to dedicate time to relevant course work outside of class meeting times based on the number of credit hours per course. For a typical 3-credit course, students should budget an average of 6 additional hours per week outside of class. This may vary for lab, practicum, or other classes that do not have standard meeting times or formats.

Your failure to attend class (in-person, hybrid, HyFlex, or synchronous online), engage through the course in the Learning Management System course (online asynchronous), or make contact with faculty to adequately explain your absence by the 12<sup>th</sup> calendar day of the semester may result in your being administratively dropped from this course. Being dropped from this course may affect your enrollment status and/or your financial aid eligibility.

### **Book Purchasing**

A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be purchased from an independent retailer, including an online retailer.

### **Recording of Class Sessions**

Some of the sessions in courses may be pre-recorded, recorded or live-streamed by the instructor. Such recordings/streaming will be available only to students registered for this class. Students should not share these instructor-recorded sessions with those not in the class, or upload them to any other online environment. Students should not record or stream course sessions. Doing so may be a violation of the Federal Education Rights and Privacy Act (FERPA). Please check with your instructor before sharing recordings of class content with any individual.

### **Religious Holy Days**

The University of Houston-Downtown respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations as per the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 Student Absences on Religious Holy Days.

A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor's policy may deny the opportunity for make-up work, as described here. Instructors should announce reasonable time periods for make-up work and exams in writing to the class and make clear the consequences of a student's failure to meet such time requirements. Students needing to reschedule missed work or exams for a holy day should submit a written request to each instructor at least one week prior to the class period or assignment/exam

date that will be missed. An instructor should acknowledge receipt of that request via email to the student's official UHD email address. A new date for taking an examination or completing classwork missed for a holy day shall be set by the instructor in accordance with announced policies.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of the Provost. For further information about the state law, please see the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 or contact the offices of the UHD Title IX/Equal Opportunity Services to review the policy.

### **Safety Precautions**

All individuals coming to the UHD campus must observe all safety precautions articulated by the university. Please review the most current requirements [on our website](#). Failure to comply with any institutional policies may constitute a violation of the student code of conduct and lead to disciplinary action through the Office of the Dean of Students.

### **Student Support Services**

UHD has developed many resources to support your learning, engagement with UHD activities, and other UHD processes. Please access [this Student Success and Student Life website](#) to get started. If you do not find the resource you need on this website, please contact the Dean of Students Office at 713-221-8100 or [uhdstudentaffairs@uhd.edu](mailto:uhdstudentaffairs@uhd.edu); they will make every effort to connect you with the help you need.

### **Student Counseling Services**

As a student you may experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. UHD Student Counseling Services is here to help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 713-221-8121 or at <https://www.uhd.edu/student-life/counseling/>.

### **Technology Requirements**

All classes at UHD require students to access materials in our Learning Management System (Blackboard or Canvas) or other learning applications. Online, hybrid or even face-to-face classes will assign work that requires access to a computer for creating and submitting assignments, taking tests, conducting research, working with classmates, or engaging with the class. As importantly, if University locations are not available to students for any reason, the online environment becomes a critical pathway for continuing our classes and supporting your goals of completion. Unfortunately, most phones and even some tablets may not provide the level of technology or access that can maximize your success. Therefore, it is essential for every student at UHD to have reliable access to internet and a computer that meets some basic requirements.

You should communicate in a timely manner with your instructors in the case of any challenges in using technology.

Here are some resources to help you determine equipment needs and usage:

- For recommended technology requirements: [Technology recommendation](#)
- For challenges in using technology: [UHD IT support center](#)
- For resources on purchasing technology: [Computer access and support](#)

### **Testing and Final Exams**

Asynchronous online courses may use a virtual testing option through the Learning Management System or other proctoring service option. For synchronous online courses, any final exam will be offered virtually through the Learning Management System or other proctoring service option and will allow completion during the scheduled exam period. In-person or hybrid classes may have in-person or online exams during the scheduled exam period as indicated on the course syllabus. For more information on taking Blackboard tests or quizzes, see [this guide](#); for Canvas, [see this page](#). If proctoring is required, your instructor will inform you of the process for setting up this option either through the Learning Management or an alternative venue, and they will inform you of whether there are any additional costs as part of the course syllabus. Please note that proctoring services may require a current UHD ID.

UHD has a final exam period at the end of the semester. For any courses with a scheduled class meeting component, there are specific times scheduled for the exams which can be found on our [academic calendars webpage](#). Students are expected to be available during the scheduled period unless they have consulted their instructor and identified an alternative option.

### **Use of Blackboard, Canvas, Gatormail, and Zoom**

You are expected to regularly participate in your classes as scheduled as well as engage course material through the Learning Management System as required by instructors.

Gatormail is the official UHD email communication system and UHD staff and faculty must use it to share student-specific information that is protected by federal FERPA guidelines. You should check your account regularly for both class and university messages.

If you are taking a class that has virtual online meetings that use Zoom or other university-supported technology, you are expected to attend at scheduled times and participate fully following any protocols established by your instructor. Zoom classes, activities, and/or exams may require live video. Your instructor will provide this information to you as part of the course syllabus. Students with concerns regarding any requirement to participate in live video for specific course learning outcomes and/or assignments should consult their instructor.