

**The University of North Texas at Dallas**  
**School of Human Services**  
**Department of Human Services Management & Leadership**  
**HSML 4120 Theoretical Approaches to Addictions**  
**FALL 2024 (8W2)**  
**Syllabus**

<b>Instructor Name:</b>	Dr. Shelia Lumar, LPC-S, LCDC, NCC, MAC, CFLE		
<b>Office Location:</b>	DAL I, Office 105G		
<b>Office Phone:</b>	972-338-1377		
<b>Email Address:</b>	shelia.lumar@untDallas.edu		
<b>Office Hours:</b>	Tuesday 1:00p-4:00p Wednesday 10:00am		
<b>Virtual Office Hours</b>	Thursday's 9:00-11:00a		
<b>Classroom Location:</b>	Online		
<b>Class Meeting Days &amp; Times:</b>	Monday Oct. 21 <sup>st</sup> @6:00 Zoom Meeting (This meeting is optional)		
<b>Course Catalog Description:</b>	Provides an overview of treatment strategies used in the treatment of alcohol/drug abuse and dependence. Examines the basic chemical dependency treatment service delivery systems within the context of AODA counseling theory.		
<b>Prerequisites:</b>	None		
<b>Required Text:</b>	<p>Brooks, F. &amp; McHenry, B. (2015). <i>A contemporary approach to substance abuse &amp; addictions counseling</i>, 2<sup>nd</sup>. American Counseling Association, ISBN: 10:155620339 or 13:978-1556203398</p> <p>Williams, R. E. &amp; Craft, J. S. (2012). <i>The mindfulness workbook for addictions: A guide to coping with grief, stress and anger that trigger addictive behavior</i>. New Harbinger. ISBN: 10:1608823407 or 13:9781608823406</p>		
<b>Access to Learning Resources:</b>	<p><b>UNT Dallas Library:</b>  phone: (972) 780-1616  web: <a href="http://www.untDallas.edu/library">http://www.untDallas.edu/library</a>  email: <a href="mailto:library@untDallas.edu">library@untDallas.edu</a></p> <p><b>UNT Dallas Bookstore:</b>  phone: (972) 780-3652  web: <a href="http://www.untDallas.edu/bookstore">http://www.untDallas.edu/bookstore</a>  e-mail: <a href="mailto:untDallas@bkstr.com">untDallas@bkstr.com</a></p>		
<b>Supported Browsers:</b>	<b>Getting Help with Canvas:</b>		

<p>Chrome 67 &amp; 68 Firefox 60 &amp; 61 Flash 29, 30 (for audio/video) Internet Explorer 11 Edge 41, 42 Respondus Lockdown Browser Safari 10, 11</p> <p><b>Supported Devices:</b> iPhone Android Chromebook (Tablet users can use the Canvas app)</p> <p><b>Screen Readers:</b> VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p><b>Canvas 24/7 Phone Support for Students: 1-833-668-8634</b></p> <p><b>Canvas Help Resources:</b> <b>Web:</b> <a href="#">Canvas Student Guide</a></p> <p><b>For additional assistance, contact Student Assistance (Distance Learning):</b> Founders Hall, Rm 124 phone: (972)338-5580 email: <a href="mailto:distancelearning@untDallas.edu">distancelearning@untDallas.edu</a></p> <p><b><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></b></p> <p><b><i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></b></p>
<p><b>Course Goals or Overview: The goals of this course are as follows -</b></p>	
<p>There is a need for human services students to be exposed to the concepts and facts pertaining to the use/abuse of alcohol, tobacco, and other drugs (ATOD) in contemporary society. Students of the human services need to become learned regarding behavioral manifestations suggestive of drug use/abuse, theories of drug abuse, and drug treatment preventive and intervention strategies insomuch as to aid clients with whom they come into contact that are directly or indirectly affected by chemical dependency.</p>	
<p><b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to:</p>	
1	Distinguish between current methods of addiction treatment
2	Evaluate and analyze different addiction treatment options.
3	Identify ethical principles and professional standards of practice.
4	Develop knowledge and skills in counseling

### **Licensing Requirements in the State of Texas related to licensure as a Licensed Chemical Dependency Counselor:**

This course meets the academic requirements for the Licensed Chemical Dependency Counselor (LCDC) for the State of Texas. Additional requirements are needed to become fully licensed. Candidates seeking licensure as an LCDC will be subjected to additional credentialing requirements. You may/will be required to:

1. Undergo criminal background checks If you have a history of criminal activity, you may not be allowed to obtain the LCDC and must report all criminal activity on the LCDC application.
2. Texas Department of State Health Services representative(s) review all applications and determine whether or not the individual will be awarded the LCDC. Please go to <https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/professional-licensing-certification-unit/licensed-chemical-dependency-counselor-program> to review the rules and regulations about the LCDC.
3. Successful completion of a Bachelor's degree related to the field of substance abuse.
4. Complete all required coursework focusing on substance use and addictions.
5. Complete required state applications and include supporting documents as needed.
6. Successfully pass state/national exams.
7. Complete 4,000 clinical supervision hours at a state-approved Clinical Training Institute

**See next page for Schedule of Assignments & Timeline**

<b>Weekly Schedule</b>	<b>Topics</b>	<b>Activities &amp; Assignments</b>	<b>Due Dates</b>
<b>Wk#1:</b> Oct-21—27 <sup>th</sup>  <b>Zoom Meeting:</b> <b>Monday, Oct. 21<sup>st</sup></b> <b>@6:00pm</b>	Overview of Course Syllabus  <i>Required Readings:</i> Chapter #1: Drug & Alcohol Counseling	Self-Introductions  Db #1:	Sun. Oct. 27 <sup>th</sup> by 11:59pm  Responses to DB questions Due, Fri. Oct. 25 <sup>th</sup> by 11:59pm,  Responses to classmates posts due Sun. Oct. 27 <sup>th</sup> by 11:59pm
<b>Wk #2:</b> Oct. 28—Nov. 3 <sup>rd</sup>	<i>Required Readings:</i> Chapter #2: Diversity Issues in Substance Abuse Treatment	Article Review #1  Case Study #1: Michelle	Sun. Nov. 3 <sup>rd</sup> by 11:59pm  Sun. Nov. 3 <sup>rd</sup> 11:59pm
<b>Wk #3:</b> Nov. 4 <sup>th</sup> — 10 <sup>th</sup>	<i>Required Readings:</i> Chapter #3: Types of Drugs and Their Effects  Chapter #4: Assessment Diagnosis, and Interview Techniques  Chapter #5: "Continuum of Nonuse to Addiction: A Biopsychosocial Understanding"	Brochure Topics & Group Members  Db #2: The Therapeutic Relationship  Reflection Paper #1	Sun. Nov. 10 <sup>th</sup> by 11:59pm  Responses to DB questions Due, Fri. Nov. 8 <sup>th</sup> by 11:59pm,  Responses to classmates posts due Sun. Nov. 10 <sup>th</sup> by 11:59pm  Sun. Nov. 10 <sup>th</sup> by 11:59pm
<b>WK # 4:</b> Nov. 11 <sup>th</sup> —17 <sup>th</sup>	<i>Required Readings:</i> Chapter #6: Treatment & Treatment Settings  Chapter #7: Developmental Approaches in Treating Addictions	Article Review #2  Reflection Paper #2	Sun. Nov. 17 <sup>th</sup> by 11:59pm  Sun. Nov. 17 <sup>th</sup> by 11:59pm

<b>Wk#5:</b> Nov. 18 <sup>th</sup> —24 <sup>th</sup>	<i>Required Readings:</i> Chapter #8: Family and Addiction  Chapter #9: Grief, Loss, in Addictions	Case Study #2: Abby  Db #3: It is all in the Family	Sun. Nov. 24 <sup>th</sup> by 11:59pm  Responses to DB questions Due, Fri. Nov. 22 <sup>nd</sup> by 11:59pm,  Responses to classmates posts due Sun. Nov. 24 <sup>th</sup> by 11:59pm
<b>Wk #6:</b> Nov. 25 <sup>th</sup> — Dec 1 <sup>st</sup>	<i>Required Readings:</i> Chapter #10: Group Counseling & Addiction  Chapter 11: Relapse Prevention and Recovery	Article Review #3  Reflection Paper #3  Addiction Brochures	Sun. Dec. 1 <sup>st</sup> by 11:59pm  Sun. Dec. 1 <sup>st</sup> by 11:59pm  Sun. Dec 1 <sup>st</sup> 11:59pm
<b>WK #7:</b> Dec. 2 <sup>nd</sup> — 8 <sup>th</sup>	<i>Required Readings:</i> Chapter 12: Spirituality, and Supper Groups in Recovery  Chapter 13: Addictions Training, Certification and Ethics	Responses to Addiction Brochures	Sun. Dec. 8 <sup>th</sup> by 11:59pm
<b>Wk #8</b> Dec 9 <sup>th</sup> —13 <sup>th</sup>	Finals Exam Preparation	Final Exam	TBA

### Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class, via class email, or the Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

### Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course 1) Online Discussions 2) Written Assignments, 3) Group Projects and 4) Experiential Learning Activities

## **Instructor Expectations and Classroom Guidelines**

**Assignment Submission Instructions and Requirements:** You are expected to actively participate in the teaching-learning process. This course will utilize multiple instruments to determine grades and proficiency of the learning outcomes for the course. Multi-methods may be used including lectures, activities, presentations, audiovisuals, case analysis, simulation exercises, films, debates, guest speakers, and a general exchange of ideas.

All posted assignments must be double-spaced, with 1-inch margins, typed using 12-inch font, use Arial or Times New Roman writing style. Handwritten assignments in any part are not acceptable. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email. Correct spelling and grammar and professional writing skills are necessary for all course assignments, discussion boards, and emails. Having problems with the computer and/or printer is an unacceptable reason for missing assignment deadlines. All assignments are to be submitted as a Microsoft Word (.doc), Assignments or Rich Text Format (.rtf), or PowerPoint. No assignment should be submitted as a pdf file, Microsoft Works, Publisher, or WordPerfect, etc. Assignments are due on different dates throughout the semester. I recommend you download the course syllabus and pay attention to assignment instructions and due dates. All assignments scheduled for this course are due on Sundays by 11:59 pm unless otherwise noted.

**Use of Canvas:** It is a good practice to log onto the course several times per week to review announcements, course updates, or other related course correspondence. Due to the amount of content and the assignments scheduled for the course, I recommend you log onto the shell four (4) to five (5) times per week, if possible. Modern technology has made it possible for you to log onto the course shell and complete assignments using smartphones and other mobile devices anywhere at any time. However, keep in mind that depending on your mobile device(s), when you access Canvas using mobile devices such as smartphones and tablets, some of the images may be distorted, or you may have limited access to browse around the course shell. Despite the mobile device used to access the course, you are expected to submit assignments by the due date and according to the established guidelines per assignment.

**Late Assignments:** Late assignments are not accepted! All assignments are due by the deadline. Assignment(s) deadline missed due to medical, or participation in school-sponsored events or an unforeseen personal emergency will be reviewed on a case-by-case basis to determine if opportunities to make up a missed assignment will be granted. If a student is granted permission to submit an assignment after the deadline, the student must submit written documentation as evidence to support the reasons leading to the missed assignment deadline.

**Turnitin:** Turnitin software will be used to ensure the originality of your work. As you draw on research information publicized as journal articles, books, websites, etc.. Be sure to use your own words by paraphrasing the author's work and including a citation. Limit the use of quotations. As a rule of thumb, use quotations sparingly. Your work should reflect a scholarly dance between your voice and the voice of other authors which you used to develop the research paper. Plagiarism will not be tolerated. I recommend you purchase the APA manual that clearly defines and explains what plagiarism is and how to avoid committing it.

**Groupwork Participation:** All group members are required to contribute to the development of the group activity. Nonresponsive group members or those who failed to contribute to the project will not receive credit. Individual brochures are not accepted.

**Required Filename Format for Word Attachments Submitted Online:**

For this course, all written assignments created as Word documents and submitted to Canvas must be saved utilizing the following filename format:

*Example:* YourLastNameFirstInitial\_Name of Assignment

LumarS\_Week 1 Assignment (your filename attachment should look like this example.

Do not use my name as the filename, use your name)

To save your work according to the correct filename format follow the instructions below.

1). Open a word document

1) Click on save as; Title/save the document according to the required filename format.

3). Example: LumarS\_Leadership Analysis paper

Then click the save as button.

Failure to save and submit your document according to the guidelines will result in an automatic three points deduction from the total points earned. No assignments will be accepted via email unless otherwise noted. On occasion, Canvas (and some email programs) have problems with file attachments that include symbols in the filename. Avoid the use of periods, hyphens, ampersands &, slash marks / \, pound sign #, at sign @, etc.

**Assignments & Activities**

**1). Online Class Attendance & Participation (1 x 20pts) (SLO 1, 2, 3, & 4):**

This class is structured in a 100% online format. Students must attend one meeting scheduled for Oct. 16<sup>th</sup> at 6:00 p.m. Attendance is mandatory. Each week you must access Canvas and the course materials regularly and read all emailed correspondence sent from the course. Even though attendance is voluntary, it is strongly recommended you attend class. During class, you can plan on participating in topical discussions related to the course content.

Carefully review module assignments for a description of the assignments due each week. These assignments are generally due weekly and must be submitted on time to potentially receive full credit.

**2). Video Self-Introduction Discussion board (20pts)**

Use the discussion board labeled "Self-Introductions" to introduce yourself to your classmates using a video. Begin a new thread and title your subject line with your Last Name, First Name.

**Part I (10 points): Instructions:** Select one adjective that begins with the letter of your first name that describes you. Please Introduce yourself to us by using the adjective you selected above along with your full name. Please also include a photo of yourself. Tell us about:

- The major, degree, or professional certification you are working on
- State what you hope to learn from the course
- Tell us what you plan to do after you finish at UNT Dallas.
- Share with us the city and state where you currently live.
- What do you do when you are not online learning (work, hobbies, etc.)?



- Is there anything else you would like to share with us to help us get to know you (this could include family information, vacation/holiday plans, pets, specific research interests, etc.)

**Part II (10 Points): Welcome Classmates: Due: See Timeline for Due Date**

Introduce yourself to at least 5 of your classmates in this class by replying to their self-introduction posts. Part I and II are due by 11:59 pm on the due date

**3). Reflection Papers (SLO 2, 3 & 4) (3 x 20 pts each):** Reflection Papers consist of a written presentation of a critical reflection about a specific topic related to addictions. Each reflection topic consists of responses to questions listed at the end of the textbook chapters. You may use first-person language in your writing and be sure to include one in-text reference to support your responses. Format the document according to APA standards. Include a cover page with your submission.

**4). Review of the Research: Journal Article Reviews (3 @ 25pts each=75pts) (SLO 1, 2, & 4)** Reviewing scholarly articles about research in addictions is a great way to increase your knowledge of the many variations of addictions and the impact of individuals, families, groups, communities, and society. For this assignment, students will perform research activities covering various topics related to treatment models used to minimize or eliminate addictions and examine addiction theory and scopes of practice to perform clinical duties.

You will select one research article discussing a research study about a topic listed below. Each article review lists several topics. You only need to select one topic from the list of topics assigned to the AR. See AR #1 below for an example. The selected article dates must be published within the last five years. These articles must be actual research studies, not literature reviews conducted on factors associated with addictions. Your articles should include the following information: 1) Reference source, 2) purpose for conducting the research, 3) research question(s), 4) a description of the subjects, 5) sampling procedures (discuss how the researcher recruited individuals to participate in the study), 6) data collection strategies (describe how the researcher collected the data), 7) data analysis (discuss how the researcher analyzed the data), 8) discuss the findings that emerged from the research, and 9) provide your critique of the research study. Students will complete an article review of each article using the Article Review guide posted in Canvas. One AR may consist of a study conducted outside the US. Two of the three article reviews must be research studies that occurred within the US. Do not research studies exploring addictions using animals or other nonhuman objects.

**Instructions:** Develop your article review document exactly as presented in the article review guide. **Also, include the article used to conduct the review with your article review submission.** ARs will be submitted to Canvas on the due date.

**Article Review Topics #1 (SLO 3 & 4, choose one topic from the following list of topics and locate one article discussing your chosen topic)—Topics:**

1. Biological effects of chemical addictions on teenagers,
  2. Chemical addictions among racially diverse communities,
  3. Persons with disabilities coping with addictions
- See the course schedule for a due date



**Article Review Topics #2 (SLO 1, 2, & 4, choose one topic from the following list of topics and locate one article discussing your chosen topic)—Topics:**

1. Depressants
2. Stimulants
3. Cannabinols
4. Narcotics
5. Hallucinogens
6. Behavior addictions.

**Article Review Topics #3 (SLO, 1,2, & 4, choose one topic from the following list of topics and locate one article discussing your chosen topic ) Topics:**

1. Treatments for the addicted Family
2. Cognitive & behavioral therapy model of treatment
3. Pharmacotherapy
4. Peer recovery interventions

**5). Discussion boards (3 @ 20 pts each=60pts) (SLO, 1, 2, 3, & 4)**

Students are required to complete three (3) Discussions throughout the course. Each DB is worth 20 points. You will respond to each of the DB issues/questions in no less than 300 words. In your response to the discussion question, you are required to include at least one, APA formatted reference source to support your responses. Then, you must respond to two (2) classmates. **Reference sources must be published and dated within the last five years.** Each response posted to your classmates must be no less than 50 words. You are not required to include an APA reference source when responding to classmates' posts. Do not post attachments to the discussion boards. If you used the textbook as a reference source, you would need to include a secondary source.

**Discussion Boards will be graded using the following rubric:**

- ✓ **10 points** = Original post (Must be at least 300 words, using critical thinking skills and a correctly formatted reference according to APA guidelines. Posts that include incorrectly formatted APA reference sources will have points deducted.
- ✓ **5 points** = Responses to two classmates. (Each response to a classmate must be at least 50 words, using critical thinking skills).
- ✓ **5pts**=original post contains an APA correctly formatted reference source(s)

**6). Case Studies: (2 @ 25pts each) (SLO 1, 2, 3 & 4)**

Students will complete two case studies for the semester. The case studies require students to conduct a critical analysis of the clinical factors related to addictions. Your case must include the following components:

- A. **Information Gathering:** In this phase of the case study, you are required to capture as much information about the client as possible. As you read the case, document the following information as provided.
  - Client background information—Discuss personal information about the client such as ethnic origin, age, and gender.

- **History of addictive behavior**—Explain the client's current and history of substance use. Also, explain the frequency, the amount consumed, and the length of time of the active addiction.
- **Level of dependence**—State whether you think the client has an addiction problem
- **Family background and social support**—Discuss family and social relationships.
- **Vocational and Financial background information**—Explain the client's financial history and current or past employment history
- **Physical Health Challenges**—Identify and discuss addictive behavior patterns
- **Mental health disturbance or co-occurring psychological problems**—Discuss whether another mental health-related problem exists.
- **Stage of change**—State whether the client is ready or not ready to change addictive behaviors and why?

B. **Goal Setting:** Discuss the goals for treatment—As a counselor, discuss your recommendations by stating the issues you would like for the client to work on. Must state at least three goals per case study.

C. **Stages for Action:** treatment plan—Provide recommendations for treatment based on the client's presenting problem(s). **Select 3 activities from the William & Kraft textbook to support the goals of the treatment plan. Each goal requires at least one activity. State the activities and the reasons you feel it would be helpful to assist the client toward recovery.**

**7). Group Research Project: Addiction Brochures (120pts) (SLO 1, 2, 3, & 4).** Students will be assigned to groups to create research-based addiction brochures discussing a topic related to Addiction. Topics are assigned by the instructor. Each group member is expected to contribute to the development of the brochure. Group members must review research information about the topic and present their findings to the class in a brochure format. Students must submit both the front and back of the brochure that lists information.

Use only scholarly, peer-reviewed journals published in the last five years to support the information presented. Complete brochures are posted to the discussion board labeled "Addiction brochures" by the due date. Students must review and provide feedback for 4 of the brochures. Additional information on the aesthetics and format of the presentation will also be discussed during the first class meeting. This assignment is a major class project. Be sure to start research activities early.

### **Assignment Instructions for Group Presentations:**

**The presentation must include the following components and discuss them in detail:**

1. **Literature Review (40) (This is the largest section of the brochure):** The literature review provides a general overview of addiction. Students will examine current research information to develop a broad understanding of the selected addiction. Factors to explore in the research must be included in the presentation.
2. Discuss the symptoms associated with the addiction

3. Explore how a person becomes addicted to the drug
4. Identify risky behaviors commonly demonstrated by an addicted person,
5. Analyze the economic cost of addiction on society
6. Describe how addiction impact relationships as in the case of a family relationship, an abusive relationship, work relationships, non-romantic relationships, and peer relationships.
7. Discuss the relationship between addiction and participation in criminal behavior

***This section must include 5-10 reference sources to support your information.***

**Suggestions for Treatment (10pts):** Discuss the treatment model designed to effectively address addictive behaviors and treatment recommendations. (3 reference sources required).

**Community Referrals List (10pts)** provides an overview of community-based organizations providing services to addicted persons and the types of services offered. State the name of the organizations, types of services provided, costs, and contact information for each community referral listed. Community referral can be for both online and in-person.

**Presentation Exam Questions and Answer Key (10pts):** Each group will develop 10 exam questions related to the brochure and an answer key. Submit exam questions to the professor only. Do not give these questions to your classmates. These questions will be used as part of the final exam.

**Reference Sources (5pts)**-Include a section of the brochure listing reference sources supporting the brochure's content. All reference sources must follow APA guidelines. Use reference sources within the last 5 years. You may use earlier reference sources, but earlier references will not be included as one of the required reference sources.

**8). Tests/Exams (25pts) (SLO 1, 2, 3, & 4):** tests will be given during the semester. The written exams designed to measure knowledge of presented course material will be multi-measure and will consist of true/false, matching, multiple-choice, short answer, and essay questions. Students are expected to take the exam at the scheduled date and time.

Exam policy: Quizzes should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

#### **GRADING MATRIX**

Attendance:	20pts
Self-Intro. Video:	20pts
Article Reviews:	75pts
Db's:	60pts
Group Research Project: Addiction's brochure	120pts
Reflection Papers	60pts
Exams:	25pts
Total Possible Points:	380pts

#### **GRADE DETERMINATION:**

342—380==A  
304—341==B  
266—303==C  
228—265==D  
0-----257==F

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance): Chapter 7(7.004) Disability Accommodations for Students:**

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member before implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at [UNTDisability@untdallas.edu](mailto:UNTDisability@untdallas.edu) or at Building 2, room 204.

### **Canvas Instructure Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

### **Disruptive Behavior in an Instructional Setting**

Students are expected to engage with the instructor and other students in this class respectfully and civilly at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for

material missed during all absences and the instructor is not responsible for providing missed material. Also, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with a reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion).  
NOTE: Online exams may be proctored on campus per the instructor's discretion.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

### **Classroom Policies**

**Communications with Professor.** When communicating with the professor using email, please send emails through the Canvas system instead of sending emails to the professor's UNTDallas

email address. You can expect your emails to be answered within 3 business days (M-F) after receipt of your email. Emails sent after noon on Fridays will not receive a response until the following Monday. If the following Monday is a holiday, then your email receives a response on the following Tuesday, or thereafter. Please note that emails will NOT be responded to on the weekends or on holidays. Students will use Canvas to send emails to me or other students in this course.

**Be sure to format your email communications using the following guidelines below:**

1. In the subject line of the email state the course you are registered for and the purpose for the email. (Example: HSML 4120 Question about an assignment)
2. Address the email by stating the professor's name you are sending the email. *Example:* Dr. Lumar or Professor Lumar. Do not state Mrs. or Ms. Lumar because these suffixes are not the professor's professional title
3. In the body of the email state your question. Be clear and specific
4. Make sure emails are free of spelling, grammatical and capitalization errors  
close the email by including your first and last name and student ID #

**Emails not correctly formatted will not receive a response from the professor.** When communicating with classmates, please exercise courtesy and respect whether you are sending a classmate a direct email or responding to discussion assignments.

**Notifications:** Any changes to the course schedule will be posted on Canvas Announcements. Periodically announcements may appear in the course to provide general information, make special requests, or notify you of any changes. These announcements can be accessed from the Canvas course by clicking "Announcements" listed in the menu on the left side of the screen.

**Grading:** While I will do my best to have your assignments graded promptly, which will not always be possible. I may take up to 2 weeks to grade any assignments and will post grades to the Grade Center.

**Grade Inquiries:** Students are encouraged to inquire about their academic performance in class throughout the semester. All grade inquiries will be reviewed, and responses provided within 3 business days of the initial inquiry. **Students with questions about their grades and scores should contact me via e-mail or telephone within 5 days after the grades have been posted. After this deadline, scores and grades on assignments will not be reviewed or changed.**

**How Students Should Proceed Each Week for Class Activities:** The course modules remain open Monday's 8:00 am and closes Sundays at 11:59 pm. Essentially, you will have one week to complete assignments for each module. Each week you must access Canvas and the materials in this course to be successful. Read the Learning Modules and assigned readings to contribute to weekly course activities such as discussions, exercises, activities, and/or tests. Carefully review the "Assignments" folder in each module for a description of the required assignments

**Overall Course Participation:** Students will often be required to communicate regarding course concepts through discussion boards, face-to-face, and online class discussions, and assignments. Remember to use proper etiquette and protocol for participating in in-class and online activities: be respectful, courteous, and professional at all times! **Online Attendance and**



**Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed on the discussion board. Online presence and participation in all class discussions are essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, the activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

**Inclement Weather and Online Classes:** Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online “Netiquette”:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages, and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks)).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.*

**Technology Assistance:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system



requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

**The instructor reserves the right to change the syllabus to enhance course learning outcomes. The student will be notified in the event there are changes to the syllabus.**