Semester/Year: Fall 2020  
Course Title: Social Work Professionalism Seminar  
Course Prefix/Number/Section: SOCW 1231/UNIV 1131 and SOCW 3300 (formerly 1331)-001  
Instructor Name: Pamela Johnson, MSSW, LCSW  
Faculty Position: Assistant Professor in Practice  
Faculty Profile: https://mentis.uta.edu/explore/profile/pamela-johnson  
Office Number: GACB 213  
Phone Number: N/A  
Email Address: pamelajohnson@uta.edu  
Office Hours: By appointment/phone, TEAMS  
Day and Time of Class (if applicable): M/W 1:00 - 2:20 pm HYBRID  
Location: COBA 245 W  

Equipment: A laptop computer with webcam (including a microphone) and wireless capability or equivalent is required for all SSW classes.  
Blackboard: https://elearn.uta.edu; Canvas: https://uta.instructure.com/

A. Mandatory Face Covering Policy

All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings, and in classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center's front desk, or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA's Office of Student Conduct.

B. Description of Course Content

SOCW 1231/UNIV 1131: This course is reserved exclusively for students planning to major in Social Work (e.g., BSW-Intended status) who are freshmen; this will be taken concurrently with UNIV 1131. This course or SOCW 1331 is required for admission to the BSW major.

SOCW 3300: This course is reserved exclusively for students planning to major in Social Work (e.g., BSW-Intended status) who have changed majors or have transferred from another institution; this fulfills the university requirement for UNIV 1131. This course or SOCW 1231 is required for admission to the BSW major.

C. Student Learning Outcomes

The Social Work Professionalism Seminar was designed with the following Student Learning Objectives in mind. By the end of the semester, students will:

- Develop a sense of self-awareness through collaborative efforts with other individuals in the program toward
developing a social work career plan.

- Recognize and utilize the various academic and personal student resources available at UTA.
- Determine career goals based upon student's individual strengths and interests.
- Determine co- and extra-curricular opportunities relevant to the student’s career goals.
- Apply various learning and study strategies to their college classes and identify how these may be implemented in one’s career.
- Describe and demonstrate professionalism in terms of behavior, presentation skills, and demeanor.
- Identify reasons for licensure within the social work profession.
- Delineate the licensure process throughout stages in a social worker’s career.
- Learn an approach to Suicide Intervention.
- Outline how various unprofessional behaviors result in ethics violations as per both the NASW Code of Ethics and the Texas Social Work Practice Act.

The Council on Social Work Education requires that accredited social work programs follow the CSWE Educational Policy and Standards (EPAS) comprised of nine core competencies as follows:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

While this course addresses competencies 1 & 2, it mainly focuses on competency 1.

1. Demonstrate Ethical and Professional Behavior,

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgement and behavior. Social workers understand the profession’s history, its mission, and the roles and responsibilities of the profession. Social workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice. Social workers:

- make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context;
- use reflection and self-regulation to manage personal values and maintain professionalism in practice situations;
- demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication;
- use technology ethically and appropriately to facilitate practice outcomes; and
- use supervision and consultation to guide professional judgment and behavior.

D. Required Textbooks and Other Course Materials

Students refer to readings as assigned and provided online.
E. Additional Recommended Textbooks and Other Course Materials

N/A

F. Descriptions of Major Assignments and Examinations

<table>
<thead>
<tr>
<th>Assignment (Descriptions are Online)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL assignments are due at 11:59 on the due date listed</td>
<td></td>
</tr>
<tr>
<td>Extra Credit: TAO Pre-Test</td>
<td>1</td>
</tr>
<tr>
<td>Class Attendance and Participation in Class Activities</td>
<td>15</td>
</tr>
<tr>
<td>Completion of Suicide Prevention Training</td>
<td>5</td>
</tr>
<tr>
<td>Personality Assessment (post type in Module 2)</td>
<td>3</td>
</tr>
<tr>
<td>Personal Study Plan</td>
<td>3</td>
</tr>
<tr>
<td>TAO Mindfulness Library: Select 1 Mindfulness activity and complete; post badge</td>
<td>3</td>
</tr>
<tr>
<td>Reflection 1: Strengths &amp; Challenges</td>
<td>5</td>
</tr>
<tr>
<td>TAO Calm Your Worry: Pick one topic and complete; post badge</td>
<td>3</td>
</tr>
<tr>
<td>Reflection 2: SMART Goals</td>
<td>3</td>
</tr>
<tr>
<td>Journal Article with APA Citation</td>
<td>5</td>
</tr>
<tr>
<td>Personal Case Note on plan to visit 1 campus resource</td>
<td>3</td>
</tr>
<tr>
<td>Extra Credit: TAO Post-test</td>
<td>1</td>
</tr>
<tr>
<td>Job Inquiry</td>
<td>5</td>
</tr>
<tr>
<td>Resume</td>
<td>5</td>
</tr>
<tr>
<td>TAO Self Help: Pick one topic under Interpersonal Relationships and Communication and complete; post badge</td>
<td>3</td>
</tr>
<tr>
<td>MAV Advantage Infographic</td>
<td>3</td>
</tr>
<tr>
<td>Reflection 3: Personal Budget</td>
<td>5</td>
</tr>
<tr>
<td>3-minute elevator speech: Why Social Work?</td>
<td>10</td>
</tr>
<tr>
<td>Personal Statement</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total (not including extra credit)</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

**ALL assignments are due at 11:59 on the due date listed.**

**Total Overall Course Points Allowable (extra credit not included): 100**

A grade of “incomplete” for the course will not be awarded without prior consultation with the instructor. The student is responsible for initiating this conversation with the instructor. Incomplete will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision regarding incomplete.

Students are expected to keep track of their performance throughout the semester and seek guidance from
available sources (including the instructor) if their performance drops below satisfactory levels; see "Student Support Services" below.

G. Attendance

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or engagement online via Canvas. This data is reported to the Department of Education for federal financial aid recipients.

Information specific to modality and meeting times for this course are provided in the section below.

Due to the format and content of this course, regular and punctual attendance is imperative and expected. Additionally, it is expected for students to be on time and stay until the conclusion of class. Repetitive lateness (e.g., 5 minutes late), as well as leaving class early, may affect your final grade. If it is necessary for you to be late or leave class early, please let the instructor know in advance.

This is a Monday/Wednesday hybrid course that meets every Wednesday face-to-face, and online asynchronously on Monday. All classes will remain online synchronously after Thanksgiving.

H. Grading

<table>
<thead>
<tr>
<th>Assignment (Descriptions are Online)</th>
<th>Points</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL assignments are due at 11:59 on the due date listed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Credit: TAO Pre-Test</td>
<td>1</td>
<td>9/2</td>
</tr>
<tr>
<td>Class Attendance and Participation in Class Activities</td>
<td>15</td>
<td>ongoing</td>
</tr>
<tr>
<td>Completion of Suicide Prevention Training</td>
<td>5</td>
<td>12/7</td>
</tr>
<tr>
<td>Personality Assessment (post type in Module 2)</td>
<td>3</td>
<td>9/2</td>
</tr>
<tr>
<td>Personal Study Plan</td>
<td>3</td>
<td>9/9</td>
</tr>
<tr>
<td>TAO Mindfulness Library: Select 1 Mindfulness activity and complete; post badge.</td>
<td>3</td>
<td>9/14</td>
</tr>
<tr>
<td>Reflection 1: Strengths &amp; Challenges</td>
<td>5</td>
<td>9/16</td>
</tr>
<tr>
<td>TAO Calm Your Worry: Pick one topic and complete; post badge.</td>
<td>3</td>
<td>9/26</td>
</tr>
<tr>
<td>Reflection 2: SMART Goals</td>
<td>3</td>
<td>9/28</td>
</tr>
<tr>
<td>Journal Article with APA Citation</td>
<td>5</td>
<td>10/7</td>
</tr>
<tr>
<td>Personal Case Note on plan to visit 1 campus resource</td>
<td>3</td>
<td>10/21</td>
</tr>
<tr>
<td>Extra Credit: TAO Post-test</td>
<td>1</td>
<td>10/26</td>
</tr>
<tr>
<td>Job Inquiry</td>
<td>5</td>
<td>10/26</td>
</tr>
<tr>
<td>Module/Week</td>
<td>Topic</td>
<td>Readings</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Focus: Me (Developing Self-awareness and Successful Habits)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1 8/26 | Course Overview and Introductions | Syllabus
Recommended but not Required (consider attending a Student Success Event of your choosing) for 1 bonus point: [https://www.uta.edu/studentsuccess/success-programs/success-series-workshops.php](https://www.uta.edu/studentsuccess/success-programs/success-series-workshops.php) | Extra Credit Assignment (1 point): TAO Pre-test |
| 2 8/31 | Who am I? And how does that impact my education and career? | Readings on type self-development from website provided in your results:
Type Description
Careers | Jung Personality Test (Online); post type in Module 2. |
| 3 9/7 | Test Taking and Note Taking | Study Strategies for Before, During and After Class [https://www.facultyfocus.com/articles/teaching-and-learning/study-strategies-class/](https://www.facultyfocus.com/articles/teaching-and-learning/study-strategies-class/)
Faculty Expectations: No Limits Textbook [https://uta.pressbooks.pub/nolimits/chapter/2-3-faculty-expectations-of-students/](https://uta.pressbooks.pub/nolimits/chapter/2-3-faculty-expectations-of-students/) | Personal Study Plan |

**ALL assignments are due at 11:59 on the due date listed.**

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

### I. Make-Up Exams

**There are no exams in this course.**

**Assignments are due at 11:59 on the due the date listed. Late assignments are not accepted.**

### J. Course Schedule

SOCW 3300 (formerly SOCW 1331) and UNIV 1131/SOCW 1231

**Assignments are due at 11:59 on the due the date listed.**
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
</table>
| 9/14 | Self-Care and Introduction to TAO | Self-care, reflection  
Suicide Training |
| 9/28 | Time Management: Self-care revisited | Advising: Roadmap to your degree  
https://www.uta.edu/ssw/academics/bsw/bsw-advising.php  
Chapter 4 No Limits Textbook: attitude, motivation, goals, time management, concentration (4.1-4.5)  
https://uta.pressbooks.pub/nolimits/chapter/4-1-attitude-it-s-your-choice/  
TAO: Calm Your Worry (pick one)  
Reflection 2: SMART Goals |
| 10/5 | Writing Successful Papers: Library Resources and APA | Submit PDF of Journal article you’ve located for a paper (different than the one found by your group) and APA citation in a Word Document. |
| 10/12 | Campus Resources and Networking | Chapter 10 No Limits Textbook (10.1-10.6):  
https://uta.pressbooks.pub/nolimits/chapter/academic-learning-centers/  
Find a student organization:  
https://www.uta.edu/studentorganizations/organizations/  
Social work networking:  
https://socialworklicensure.org/resources/social-work-organizations/  
Campus Resources:  
TAO: Mindfulness Library (pick one)  
Reflection 1: Strengths and Challenges (referring to personality type, stress management) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
</table>
| 9/10/19 | Note and Test Taking Revisited: Documentation | 1. [https://socialworkcoaching.com/how-to-write-better-case-notes-part-1/](https://socialworkcoaching.com/how-to-write-better-case-notes-part-1/)  
2. [https://socialworkcoaching.com/how-to-write-better-case-notes-part-2/](https://socialworkcoaching.com/how-to-write-better-case-notes-part-2/)  
3. [https://socialworkcoaching.com/how-to-write-better-case-notes-part-3/](https://socialworkcoaching.com/how-to-write-better-case-notes-part-3/) |
Link to UTA Cover Letter Information: [https://www.uta.edu/careers/students/resume/cover-letters.php](https://www.uta.edu/careers/students/resume/cover-letters.php)  
Here are other resources for locating a job: [http://www.uta.edu/ssw/student-resources/external-job-opportunities/index.php](http://www.uta.edu/ssw/student-resources/external-job-opportunities/index.php)  
[https://www.uta.edu/hr/employment-services/student-jobs.php](https://www.uta.edu/hr/employment-services/student-jobs.php) (Links to an external site.)  
[https://www.indeed.com/q-Social-Worker-l-Arlington,-TX-jobs.html](https://www.indeed.com/q-Social-Worker-l-Arlington,-TX-jobs.html) |
Action Verbs for your resume: [https://www.socialworker.com/feature-articles/career-jobs/action-verbs-for-your-social-work-resume/](https://www.socialworker.com/feature-articles/career-jobs/action-verbs-for-your-social-work-resume/)  
Resumes examples (View video for guidance on choosing a style.): [https://www.uta.edu/ssw/student-resources/career-development-corner/resumes/index.php](https://www.uta.edu/ssw/student-resources/career-development-corner/resumes/index.php) |

**Focus: Me and My Future (Planning the BSW Degree and My Career)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Resource</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/23</td>
<td></td>
<td>See rubric in Canvas.</td>
<td>Elevator Speech</td>
</tr>
<tr>
<td>11/30</td>
<td></td>
<td>course wrap up</td>
<td>Narrative</td>
</tr>
</tbody>
</table>

Assignments are due at 11:59 on the due the date listed.

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

**K. Expectations for Out-of-Class Study**

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional three hours (for each hour of class or lecture per week) of their own time in course-related activities, including reading required materials, completing assignments, preparing for assignments and exams, and reviewing online content, etc.

**L. Grade Grievances**


**M. Student Support Services**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [http://www.uta.edu/universitycollege/resources/index.php](http://www.uta.edu/universitycollege/resources/index.php).
The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The UT Arlington School of Social Work community is committed to and cares about all of our students. If you or someone you know feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide or harming oneself or someone else, supportive services are available. For immediate, 24-hour help call MAVS Talk at 817-272-TALK (817-272-8255). For campus resources, contact Counseling and Psychological Services (817-272-3671 or visit http://www.uta.edu/caps/index.php) or UT Arlington Psychiatric Services (817-272-2771 or visit https://www.uta.edu/caps/services/psychiatric.php) for more information or to schedule an appointment. You can be seen by a counselor on a walk-in basis every day, Monday through Friday, from 8:00 AM to 5:00 PM in Ransom Hall, Suite 303. Getting help is a smart and courageous thing to do - for yourself and for those who care about you.

N. Librarian to Contact

The Social Sciences/Social Work Resource Librarian is Brooke Troutman. Her office is in the campus Central Library. She may also be contacted via E-mail: brooke.troutman@uta.edu or by phone: (817)272-5352 below are some commonly used resources needed by students in online or technology supported courses: http://www.uta.edu/library/services/distance.php

The following is a list, with links, of commonly used library resources:

Library Home Page........................ http://www.uta.edu/library
Subject Guides.......................... http://libguides.uta.edu
Subject Librarians......................... http://library.uta.edu/subject-librarians
Course Reserves.......................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials.......................... http://library.uta.edu/how-to
Connecting from Off- Campus........... http://libguides.uta.edu/offcampus
Ask a Librarian............................ http://ask.uta.edu

O. Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exits, which are the stairwells located at either end of the adjacent hallway. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

P. Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aoa/faith/).

Q. Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to
provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

R. Non-Discrimination Policy

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

S. Title IX Policy

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

T. Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

> I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at [https://www.uta.edu/conduct/](http://www.uta.edu/conduct/). Faculty are encouraged to discuss plagiarism and share the following library tutorials [http://libguides.uta.edu/copyright/plagiarism](http://libguides.uta.edu/copyright/plagiarism) and [http://library.uta.edu/plagiarism](http://library.uta.edu/plagiarism/)

U. Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important
deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

V. Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/.

W. Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

X. Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.