UNIVERSITY of **HOUSTON** | EDUCATION

CUIN 3312: Educational Technology
Spring 2024

Section: 14409	Section: 16599
Meeting Times: Tuesdays, First Week: 5:30 – 8:30pm, then remaining weeks: 6:00-8:00pm	**Meeting Times**: Wednesdays, First Week: 5:30 – 8:30pm, then remaining weeks: 6:00-8:00pm
Instructor: Waneta Hebert **Office Room**: Microsoft Teams **Student Success Office Hours**: Fridays @ 12pm – 1pm, email to schedule outside of hours	
Supervising Faculty: Dr. Susie Gronseth **Office**: (UH-Main) | Office Hours: E-mail to schedule appointment	

Course Description

This course is designed for pre-service teachers pursuing certification in the Bachelor of Science Teacher and Learning 4-8 ELAR, 4-8 Math, 4-8 Science, and 4-8 Social Studies programs at the University of Houston, College of Education. In collaboration with EDUC1301/CUIN 3321: Intro to Teaching, this course has an emphasis on assessment, productivity tools, and ethical issues for the effective integration of technology into school curriculum. It is designed to meet the requirements of national and state competencies, an integral part of the Teacher Education electronic portfolio.

Some course activities will be conducted in conjunction with EDUC 1301/CUIN 3321, enabling students to apply technology skills in professional teacher development assignments. Technical skills will be developed through instructional videos, guided practice, and peer collaboration. It is the student's responsibility to regularly attend class sessions, read assignment instructions, review provided resources, and view video tutorials to further understand assigned projects.

Learning Management System: Canvas (canvas.uh.edu)

Learning Objectives and Outcomes

Course goals are based on the ISTE Standards for Educators –
- Learner: Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
- Leader: Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning.
- Citizen: Educators inspire students to positively contribute to and responsibly participate in the digital world.
- Collaborator: Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.
- Designer: Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.
- Facilitator: Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.
- Analyst: Educators understand and use data to drive their instruction and support students in achieving their learning goals.

Note. Information contained in this syllabus is subject to change without notice. The instructor holds the right to make amendments to course assignments and due dates. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Required Readings and Materials

This course does not require students to purchase a textbook. Instead, we will use two free open textbooks. *The Teaching with Technology Open Textbook* was developed by graduate students and faculty in the UH Learning, Design, and Technology program area. *K-12 Blended Teaching: A Guide to Personalized Learning and Online Integration* is the first volume in a free series on K-12 blended teaching. We will not read the entire book this semester, but I do encourage you to use the series as a resource as you move into student teaching and your teaching career.

Technology Requirements

This course has been developed in Canvas (canvas.uh.edu), a learning management system (LMS) supported by the University of Houston. The student experience will be different than in Blackboard (previous LMS). Navigation, layout, grading structure, etc. will take time to familiarize. Review Canvas demonstration videos to assist in the transition to Canvas (community.canvaslms.com/t5/Video-Guide/tkb-p/videos#student-videos). The instructor should be contacted immediately if students experience any issues. Information shared (positive or negative thoughts of Canvas) may be used as an opportunity to further prepare the university of any technical issues or adjust support documentation and best practices.

This course may also have some integration of Microsoft Teams to meet synchronously online, chat, and/or provide collaborative opportunities with peers. Course materials and collaboration are best viewed using a full computer. The use of mobile devices (or Chromebooks) may prevent course materials to not displaying or working properly. Below are the minimum technology requirements to be successful in this course:

- Supported operating system (e.g. Windows or Apple computer)
- USB Flash Drive (e.g. 5+ GIG external storage)
- Stable internet connection (ethernet connection preferred over wireless)
- AccessUH CougarNet Login credentials
- Email account (see "Communication Guidelines and Feedback")
- Microsoft Office Suite 365 (free to download for UH students and employees)
- Microsoft Team (teams.microsoft.com/downloads)
- Two supported internet browsers (e.g. Microsoft Edge, Google Chrome, Mozilla Firefox)
- Pop-up blockers disabled for trusted sites (e.g. UH, Canvas, Microsoft)
- Cookies enabled for trusted sites (e.g. UH, Canvas, Microsoft)
- On-board or external web camera
- On-board or external computer microphone
- Headphones or headset

Technology Competencies/Skills

Students enrolled in the course must be prepared to perform the basic tasks below.
1. Send and receive email;
2. Attach files to an email message;
3. Locate system information (e.g. browser version, operating system, etc.) for trouble shooting;
4. Recognize, use, and create hyperlinks;
5. Use of basic Microsoft Office programs (including Microsoft Teams);
6. Download and install software (including utilities, plug-ins, and/or apps);
7. Copy and paste text using a computer;
8. Scan and remove computer viruses;
9. Plug in external devices to a computer;

10. Save files to an external device (e.g. flash drive);
11. Use an internet search engine to locate online credible resources;
12. Post and reply to discussion forums or chat via instant messaging tool;
13. Send computer screenshot for technical assistance.

Participation and Attendance

Teacher Candidates are responsible for attending all classes. Any missed classes should be communicated quickly and as soon as possible. If you are going to be absent, please inform the instructor by email. Consider this class as you would your professional responsibilities and respond to absences as such.

Students are responsible for knowing and adhering to all university and college dates and deadlines. Such dates and deadlines include those for enrollment (registration), adding and dropping of courses, academic holidays, payment and refunds, and applying for graduation. Visit the UH Academic Calendar (uh.edu/academics/catalog/academic-calendar) for specific dates.

- First day of classes – January 16, 2024
- Last day to add a class – January 23, 2024
- Last day to drop a course or withdraw without receiving a grade – January 31, 2024
- Last day to drop a course or withdraw with a "W" – April 17, 2024
- Spring Holiday – March 11-16, 2024
- Last day of class – April 29, 2024
- Official closing – May 9, 2024
- Deadline for instructor to post Final Grades in myUH – May 13, 2024

In a case of emergency, it is the student's responsibility to keep posted on all official University alerts or closures.

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences will be excused as provided in the University of Houston Excused Absence Policy which applies to courses in all delivery modes. Reasons may include medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition.

Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to:
- Military service (publications.uh.edu/content.php?catoid=34&navoid=12714),
- Religious holy days (publications.uh.edu/content.php?catoid=34&navoid=12495),
- Pregnancy and related conditions (uhsystem.edu/compliance-ethics/_docs/sam/01/1d7.pdf), and
- Disability (uhsystem.edu/compliance-ethics/_docs/sam/01/1d9.pdf).

Learn more about the Excused Absence Policy (uh.edu/provost/policies-resources/student/excused-absence-policy).

Assessment Details

Assignment details are posted in Canvas. The instructor holds the right to make amendments to course assignments and due dates with reasonable cause. All class updates will be posted as an announcement in Canvas and/or emailed to pre-service teachers. Class discussion posts and assignments are expected to be submitted online into Canvas system by the due date. Assignments submitted late may be assessed late penalties. In general, assignments will not be accepted any later than two weeks following the posted due date, except by instructor discretion. Technology failures will not be accepted as reason for missed assignment due dates. Therefore, pre-service teachers should plan ahead and test technologies early. If home equipment is failing, pre-service teachers can utilize the College of Education CITE lab which is located on the third floor of Farish Hall. Other labs are available all over campus. Learn more by visiting: http://www.uh.edu/infotech/services/facilities-equipment/comp-labs/

Throughout the semester, some assignments will be graded by the Content Instructor (CUIN 3321 / EDUC 1301) and the Technology Instructor (CUIN 3312). Each of these cross-course assignments will be assigned two grades – one grade for the content portion of the assignment and another grade for the successful use of technology. It is the student's responsibility to submit the assignment in both Canvas courses. Assignment details will be posted in Canvas.

Pre-service teachers should plan to back up files frequently and in various locations so that work is not lost. If Canvas is down, pre-service teachers must email the assignment (to both the Content and Technology instructor) by the due date to receive full credit.

Assignments and Point Distribution

Grade Component	Standards Addressed				
	TX Educator Technology Applications (EC-Grade 12)	TX Educator PPR	AAQEP	INTASC	ISTE Educator
Quizzes – 5 pts. (highest score of two attempts) • Infographic Quiz (1 pt.) • Google Slides/Video Quiz (3 pts.) • Smore Quiz (1 pt.)	3, 7	1	1a	4	2
Tests – 15 pts. (5 pts. each) • Digital Citizenship • Teaching with Technology • Emerging Instructional Technologies	5, 7	1, 4	1a	3, 8	2, 3
In-Class Activities – 14 x 5 = 65 pts.* *lowest score will be dropped	1, 2, 3, 4, 5, 6	1, 4	1a	3, 8	1, 2, 3, 4, 5, 6, 7
Integrated Assignments – 60 pts. (20 pts. each) • Infographic • Group Video • School Home Communication	2, 4, 5	3, 4	1a, 1d	6, 7, 8, 10	3, 4, 6, 7
Professional Learning Network Assignment – 10 pts. Technology Integration Lesson – 20 pts. Technology Integration Lesson Reflection – 5 pts.	7	1, 2, 3	1a, 1b	2, 3, 6, 7, 8	5, 6, 7
Electronic Portfolio – 20 pts.	6	4	1a	9	1
Total Points	200 pts.				

Note: The instructor holds the right to make amendments to course assignments, due dates, and point distributions. Objectives, assignment instructions, resources, and grading specifics for each week's theme will be provided in the Canvas online learning management system.

Schedule

Note: Assignments, quizzes, and tests are due on Sundays @ 11:59PM.

Week	Topics	Activities	Due
1 Jan 16	Introduction & ISTE Standards	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Jan 16 @ **5:30 – 8:30pm** • 16599: Wed, Jan 17 @ **5:30 – 8:30pm** In-class activity: ISTE Standards for Students Jamboard	**Jan 21:** • In-Class Activity – Week 1 • Intro Survey
2 Jan 22	Infographics Facilitating Creativity Through Technology	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Jan 23 @ **6 – 8pm** • 16599: Wed, Jan 24 @ **6 – 8pm** In-class activity: Practice with Canva – creating visuals for Technology	**Jan 28:** • In-Class Activity – Week 2 • Team Resume • Infographic Quiz
3 Jan 29	Digital Citizenship Teaching Students to Become Responsible Digital Citizens Teaching Digital Citizenship	**No face-to-face meeting** Asynchronous activities: Practice with Google Slides, memes, word clouds, comics and other ways to visualize digital citizenship	**Feb 4:** • In-Class Activity – Week 3 • Digital Citizenship Test • Infographic Assignment Rough Draft
4 Feb 5	Pear Deck Interactive Presentation	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Feb 6 @ **6 – 8pm** • 16599: Wed, Feb 7 @ **6 – 8pm** In-class activity: Infographic peer review; practice with Pear Deck	**Feb 11:** • In-Class Activity – Week 4 • Infographic Assignment Final Draft
5 Feb 12	PowToon & Twitter Chats Leveraging Technology to Meet Academic Goals	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Feb 13 @ **6 – 8pm** • 16599: Wed, Feb 14 @ **6 – 8pm** In-class activity: PowToon Explainer Video	**Feb 18:** • In-Class Activity – Week 5
6 Feb 19	Screen Recording Using Technology to Differentiate Instruction	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Feb 20 @ **6 – 8pm** • 16599: Wed, Feb 21 @ **6 – 8pm** In-class activity: Frayer model & Screencast Video	**Feb 25:** • In-Class Activity – Week 6 • Google Slides & Video Quiz
7 Feb 26	Communication & Collaboration	**No face-to-face meeting** Asynchronous activities: Flip posting on Erasing Borders/ Encouraging Collaboration	**Mar 3:** • In-Class Activity – Week 7

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	Erasing Borders and Encouraging Collaboration		
8 Mar 4	Computational Thinking	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Mar 6 @ **6 – 8pm** • 16599: Wed, Mar 7 @ **6 – 8pm** In-class activity: Computational Thinking / Micro:bit	**Mar 10:** • In-Class Activity – Week 8 • Group Video Assignment
Mar 11		**Spring Holiday –** March 11 – 16	
9 Mar 18	Smore Newsletters Learning How to Teach Through Collaboration	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Mar 19 @ **6 – 8pm** • 16599: Wed, Mar 20 @ **6 – 8pm** In-class activity: Smore	**Mar 24:** • In-Class Activity – Week 9 • Smore Quiz
10 Mar 25	ePortfolio Blended Teaching Foundations	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Mar 26 @ **6 – 8pm** • 16599: Wed, Mar 27 @ **6 – 8pm** In-class activity: E-Portfolio Part 1	**Mar 31:** • In-Class Activity – Week 10 • Teaching with Technology Test
11 Apr 1	PLC Planning Evaluating Blended Activities	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Apr 2 @ **6 – 8pm** • 16599: Wed, Apr 3 @ **6 – 8pm** In-class activity: Objectives and PLC Planning	**Apr 7:** • In-Class Activity – Week 11 • School Home Communication Assignment
12 Apr 8	Breakout Games Personalizing Instruction	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Apr 9 @ **6 – 8pm** • 16599: Wed, Apr 10 @ **6 – 8pm** In-class activity: Mursion!	**Apr 14:** • In-Class Activity – Week 12 • Emerging Instructional Technology Test • Professional Learning Network Assignment
13 Apr 15	Technology Integration Blended Design in Practice	**No face-to-face meeting** Asynchronous activities: Blended Teaching Readiness Survey; Work on technology integration lesson	**Apr 21:** • In-Class Activity – Week 13 • Technology Integration Lesson Plans and Materials
14 Apr 22	Technology Integration Reflection Blended Teaching Readiness	Face-to-Face Class Meeting in Farish 324 • 14409: Tues, Apr 23 @ **5:30 – 8:30pm** • 16599: Wed, Apr 24 @ **5:30 – 8:30pm** In-class activities: Team-teaching of Technology Integration Lesson, Peer-review of teaching, one key takeaway reflection (Flip)	**Apr 28:** • In-Class Activity – Week 14 • Technology Integration Lesson Reflection • ePortfolio

Grading Policies and Evaluation

This course follows all UH grade regulations, policies, and standards as stated in the student handbook (uh.edu/dos/resources/student-handbook). Review the catalog for conditions under which an incomplete (catalog.uh.edu/content.php?catoid=6&navoid=1077) may be granted.

Point Range	Grade	Description
93.5 - 100	A	Excellent, superior achievement
89.5 – 93.49	A-	
86.5 – 89.49	B+	
83.5 – 86.49	B	Good, exceeding all requirements
79.5 – 83.49	B-	
76.5 – 79.49	C+	
73.5 – 76.49	C	Average, satisfactorily meeting all requirements
69.5 – 73.49	C-	
66.5 – 69.49	D+	
63.5 – 66.49	D	Poor , unsatisfactory
59.5 – 63.49	D-	
0 – 59.49	F	Failing or withdrawal while doing failing work
	I	Incomplete

Student Policies and Resources

Review the Student Policies and Resources (uh.edu/provost/policies-resources/student) for information regarding enrollment drops, excused absences, tuition, enrollment caps, revised grade policies and grade exclusion.

Student Responsibility and Expectations

A responsible student (catalog.uh.edu/content.php?catoid=6&navoid=1082) is a successful student. At the University of Houston, students are expected to conduct themselves in a mature and responsible manner, respect the opinions, rights, and personal property of others, and meet their financial obligations. Students are responsible for seeking help and guidance from all of the resources that the university makes available to them. They are expected to be proactive and remain informed about university dates and deadlines, and understand academic and disciplinary policies. They are responsible for communication with their professors, advisors, and university staff, and the commitment to being organized and prepared to learn. Above all, our students are expected to strive for honesty and academic integrity throughout their period of study at the University of Houston.

- UH Student Behavior and Conduct (uh.edu/dos/behavior-conduct)
- UH Conduct Assessment and Response (CART) Team (uh.edu/cart)

College Ethics

The College of Education the General Ethics Principles Guide (uh.edu/education/student-services/pdf/coe-ethics-code.pdf) describes the standards of practice expected of all college members (employees and students). Members of the college are expected to adhere to the following six principles: College of Education members will… (1) Treat all people with dignity and respect. (2) Foster healthy and caring relationships. (3) Leverage change to strive for excellence. (4) Serve the profession with integrity. (5) Communicate clearly and openly. (6) Promote trust and confidence.

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During the period of this course, students may be expected to participate in synchronous and/or asynchronous online discussions. The following online etiquette will help respect each other's privacy while also creating a friendly atmosphere.

- Keep chats on topic - Avoid inappropriate conversions that may distract others from the course topic or objective.
- Avoid strong/loud language - Be polite. Language can easily be misinterpreted in written communication. Before sending an email or chat message make sure it clearly conveys the intended feeling.
- Use emoticons to express feelings - Nonverbal cues can reinforce the feeling of a message. Use sparingly. :-)
- Respect privacy of peers - Do not post someone's personal information online without their expressed permission.
- Use appropriate dress code on camera - During a video conference dress as if attending a face-to-face class. Avoid offensive clothing.
- Be mindful of background noise and scene/location - Take advantage of quiet areas to avoid distractions to fellow classmates. Avoid offensive décor or noise.
- Be helpful - Assist fellow classmates in understanding course materials.

Academic Honesty

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to be familiar with the Academic Honesty Policy and contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The UH Academic Honesty Policy is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy (uh.edu/provost/policies-resources/honesty).

"Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the University of Houston or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following: Plagiarism, Cheating and Unauthorized Group Work, Fabrication, Falsification, and Misrepresentation, Stealing and Abuse of Academic Materials, Complicity in Academic Dishonesty, Academic Misconduct. Students shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor or to the appropriate authority if the alleged act is not associated with a specific class.

Students may be asked to sign/complete an 'honor code' statement as part of their submission of any graded work including but not limited to projects, assessments, discussions.

Note. Examples of "unauthorized group work" includes sharing, copying, or distributing questions and/or answers of individual assignments or assessments without instructor approval. A violation of the Academic Honesty policy would include, but not limited to, any of the following examples:

- Sharing answers to an individual assignment or assessment.
- Sharing questions that appear on an individual assignment or assessment.
- Sharing images of individual assignment or assessment items.
- Sharing images of individual assignment or assessment answers.
- Taking an individual assignment or assessment as a group while communicating electronically.

Mental Health and Wellness

Support for students' mental health and overall wellness, including CoogsCARE and the UH Go App, are available at the University of Houston. The A.D. Bruce Religion Center offers spiritual support and a variety of programs centered on well-being (uh.edu/adbruce).

Justin Dart, Jr. Student Accessibility Center

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students who have a disability. In accordance with Section 504 and ADA guidelines, the Justin Dart, Jr. Student Accessibility Center (uh.edu/accessibility) strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. Students who have a disability requiring academic adjustments/auxiliary aid will need to register with the Dart Center by calling 713-743-5400 or emailing JDCenter@central.uh.edu.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) (uh.edu/caps) provides 24/7 mental health support to help students who are having difficulties addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. CAPS can be reached by calling 713-743-5454, dropping-in at their office location, or utilizing the "Let's Talk" program – a daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed (uh.edu/caps/outreach/lets-talk).

Need Support Now?
Students that need or know someone that is struggling or in crisis can call UH CAPS crisis support (24 hours/7 days a week) at 713-743-5454. The Student Health Center offers a Psychiatry Clinic for enrolled UH students Monday through Friday 8:00 AM- 4:30PM. Call 713-743-5149 during clinic hours or schedule an appointment (uh.edu/healthcenter/services/medical-services/psychiatry-clinic).
Another option is to reach out to the National 988 Suicide and Crisis Lifeline (988lifeline.org). Call, text, and online chat options are available.

Improve Online Synchronous Experience

In the event of live synchronous sessions, students should consider the following tips to improve their online video/audio experience.

- Join the virtual meeting 5-10 minutes prior to the official start time. Allow time to troubleshoot if experiencing technical difficulties before the session begins.
- Avoid insecure public WiFi spots (Starbucks, Internet Café, etc). Using a shared network with many people will slow the online experience and may make the computer and the student's identity vulnerable.
- Avoid using high network services at the same time from multiple devices (Netflix, Amazon Prime, Online Gaming, Uploading/Syncing Large files). When possible, limit internet use for others in the household while attending synchronous meetings.
- Avoid enclosing internet modem in a room (open doors, allow the frequency to reach beyond the immediate room). WiFi strength may drop or become unstable if the signal cannot reach the computer.
- Avoid dependency on WiFi when possible, connect using an Ethernet cord.

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Recording of Class

Access to a webcam is required for students participating in any remote activity for this course. Webcams may be asked to be turned on during synchronous meetings and/or during assessments to create a sense of community and/or ensure academic integrity.

Class sessions may be video recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Students may *not* record/livestream/screen capture/distribute/share all or part of class without advanced written consent from the instructor. Further accommodations can be made through the Justin Dart, Jr. Student Accessibility Center (uh.edu/accessibility). Recordings shared to accommodate a student may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Failure to comply will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Reporting Technical Issues

All technical error reports must include screenshot or video proof attached to an email message. Students are encouraged to start assignments early to help reduce last minute technical issues.

- Windows: How to Take a Screenshot tutorial (wikihow.com/Take-a-Screenshot-in-Microsoft-Windows)
- Macintosh: How to Take a Screenshot tutorial (wikihow.com/Take-a-Screenshot-in-Mac-OS-X)

Communication Guidelines and Feedback

Official UH Email Mailbox

All students are provided an *official* UH email mailbox to use during their enrollment at the University of Houston (*username*@cougarnet.uh.edu). The email account will be the primary way instructors, UH entities, and support staff communicate with students. The purpose of this action is to (1) help retain the integrity and privacy of personal email accounts by keeping UH-related correspondence within its own email mailbox, (2) provide additional course curriculum Office 365 tools and functionality (uh.edu/office365), and (3) comply with FERPA regulations.

Access and Use the UH Email Mailbox

There are two ways to access and use the official UH email mailbox. (1) Visit AccessUH and click on the "Office 365" icon to gain access to the Outlook web app. (2) Download the free Microsoft Outlook app and follow the appropriate UIT Email tutorial to check, send, and receive UH emails on mobile devices or desktop clients (uh.edu/infotech/services/accounts/email/email-faq).

Instructor Responsibility and Expectations

If you feel you need additional assistance with the course, you may email your instructor to schedule a conference in Microsoft Teams. The instructors will respond to emails in a timely manner. If you have not received a reply after 48 hours, feel free to send a follow-up email.

Syllabus Changes

The instructor may need to make modifications to the course syllabus due to university closures/emergencies and may do so at any time. Notice of such changes may be announced as quickly as possible through:

- Cougarnet Email
- Canvas Messages
- Canvas Announcements

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- Microsoft Teams
- GroupMe

Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, the instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law. The instructor must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX/Sexual Misconduct office. Reports can be made in confidence (uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources).

Instructional Continuity Plan

This course will adhere to the University of Houston Instructional Continuity plan to provide reasonable extensions or modifications to course requirements in the event of campus-wide disruption that prevents regular course interactions. It is the student's responsibility to keep posted on all official University alerts or closures (alerts.uh.edu). The university notifies the campus community through TV announcement monitors, sound alerts, email, text, web, and the 'UH Go' app (uh.edu/go). Students should take time to review their personal information and ensure the most current emergency contact information is provided within myUH (alerts.uh.edu/update-contact-information).

Possible hazards that may result in a closure are: Active Shooter, Bomb Threats, Extreme Heat, Fire, Flood, Hazardous Material Release, Hurricanes, Severe Weather, and Winter Weather (uh.edu/emergency-management/be-prepared).

If a campus disruption occurs, this class may adjust using the following methods:
- Course instruction mode may adjust to synchronous online using Microsoft Teams.
- Assignment requirements and/or due dates may be modified.

Copyright

Materials in this course may be protected by copyright and should not be redistributed. Visit the UH Library Copyright Resources (guides.lib.uh.edu/copyright) for support resources regarding the basics of copyright, tools, fair use, and copyright law.

Support Services

Other university support services include:
- Student Resources (uh.edu/students)
- Library (libraries.uh.edu)
- Writing Center (writingcenter.uh.edu)
- Online & Special Programs (uh.edu/online)
- COVID-19 Updates: https://uh.edu/covid-19/
- Coogs Care: https://www.uh.edu/dsaes/coogscare/
- Laptop Checkout Requests: https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop
- Health FAQs: https://uh.edu/covid-19/faq/#pct-faq
- Student Health Center: https://www.uh.edu/healthcenter/

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Power On Learning

Learning online doesn't mean students are on their own. The University of Houston is committed to student success by providing information to optimize the online learning experience. A comprehensive list of resources, tools, and tips to help students can be accessed through Power On Learning (uh.edu/power-on/learning). Questions or assistance is available by emailing UHonline@uh.edu.

Canvas

Student assistance for Canvas is available in a variety of modalities.
- UH Canvas Support (uh.edu/canvas)
- Watch video demonstrations (community.canvaslms.com/t5/Video-Guide/tkb-p/videos#student-videos)
- Read student guides (community.canvaslms.com/t5/Canvas-Student/ct-p/canvas_student)
- Live chat with an agent (cases.canvaslms.com/liveagentchat)

Software Access

Students that cannot purchase or download suggested software programs for the course, should visit the CITE computer lab (coe.uh.edu/cite) for available computers. CITE is located on the third floor of Farish Hall in the suite 300N rooms. Software or hardware can be purchased at the UH Bookstore or UH CougarByte Discount website (cougarbyte.com). Additional UH computer labs are available all over campus (uh.edu/infotech/services/facilities-equipment/comp-labs).

Security Escorts and Cougar Ride

The UH Police Department works with the University community to make the campus a safe place to learn, work, and live. UH community members with safety concerns should consider requesting a security escort (713-743-3333) or a Cougar Ride (uh.edu/af-university-services/parking/cougar-ride) to arrive safely at their destination on campus. Arrangements may be made for special needs. Rides can be requested through the UH Go app (uh.edu/go).

Other Support Services
- Student Resources (uh.edu/students)
- Library (libraries.uh.edu)
- Writing Center (writingcenter.uh.edu)
- Online & Special Programs (uh.edu/online)
- CoogsCare (uh.edu/dsa/coogscare)

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Emergency Preparedness Information

Emergency Phone Numbers

713-743-3333 UH Police
911 Emergency Dispatch

Cougar Ride Security Escort

The [Cougar Ride After-Hours Shuttle Service](#) is a program from Parking and Transportation Services that provides rides to and from all on-campus shuttle stops, as well as MD Anderson Library and Cougar Village/Moody Towers. Rides can be requested through the UH Go mobile app.

FIRE

Evacuate

> If the fire alarm is not sounding, activate the nearest alarm pull station.
> Call **713-743-3333** or **911** to report the fire.
> Notify and assist people in the immediate area.
> As you leave, close all doors behind you to limit the movement of smoke or flames.
> Do not re-enter the building until authorized to do so by emergency personnel.
> Never assume an alarm is false.
> Do not use elevators.
> If unable to exit the building, go to nearest exit stairwell or safe area of refuge and call **713-743-3333** or **911** to report your location.
> If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke.

Two emergency exits are located:

1. Farish Hall - Northwest Stairwell (A stairs)
2. Farish Hall - Southeast Stairwell (C stairs)

Primary (Near) Meeting Area:

Green space between Farish Hall and McElhinney Hall.

Secondary (Far) Meeting Area:

Green space at Ezekiel W. Cullen water fountains.

UH Alert

UHALERT

In the event of a campus emergency, the University of Houston will activate the UH ALERT Emergency Notification System to provide critical information. UH ALERT utilizes the following methods to send UH ALERTS:

> [UH ALERT Website](#) (alerts.uh.edu)
> Email
> Text Message
> [Facebook Alerts](#) (facebook.com/UHAlert)
> [Twitter Alerts](#) (twitter.com/UHAlert)
> [UH Mobile App](#) (uh.edu/go)
> Digital Signage
> Outdoor Warning Siren

For more information visit the UH ALERT website.

Weather

Shelter-in-Place

> Seek shelter indoors.
> Check uh.edu/emergency for shelter-in-place directive for the UH campus.
> If a Tornado Warning is issued, seek shelter indoors in an interior room away from windows, and on the lowest floor possible.

Active Shooter

Avoid, Deny, Defend

If an active shooter or violent person is in your vicinity, please attempt to take the following steps:

> **AVOID:** If possible, exit the building immediately and call **713-743-3333** to reach UH Police, or dial **911.**
> **DENY:** If you cannot exit, clear the hallway quickly, remain behind closed doors in a locked or barricaded room, if possible, and stay away from interior windows.
> **DEFEND:** Do not attempt to confront or apprehend the shooter, unless it is a last resort.

See **http://uh.edu/police/active_shooter.html** for more information about "Avoid, Deny, Defend."

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