

KIN 5304 Clinical Internship
Texas Tech University (TTU)
Department of Kinesiology and Sport Management (KSM)
Clinical Exercise Physiology Internship Program

PROFESSOR: Dr. Jacalyn J. McComb, Ph.D.
 CERTIFICATIONS: ACE; ACSM ETT, CEP, Clinical PD; ARC BLS Instructor
 OFFICE HOURS: T & TH 2:00-4:00 and by appointment
 OFFICE: Kinesiology and Sport Management, Room 111
 PHONE: (806) 834-6306
 EMAIL: jacalyn.mccomb@ttu.edu is my preferred method of communication for initial appointments
 HOMEPAGE: <https://www.depts.ttu.edu/ksm/contact/pages/jmccomb.php>
 INTERNSHIP WEB: <http://www.depts.ttu.edu/ksm/grad/internships.php>
 MEETING TIME: as requested in Blackboard Announcements
 LOCATION: Kinesiology and Sport Management, Room 113
 PREREQUISITES: Nine hours of graduate work in Kinesiology.
 DESCRIPTION: Prerequisites: 9 hours clinical exercise physiology coursework; 3 hours TTU credit = 250 hours on-site experience; approval of the TTU Clinical Internship Director is required.
 APPLICATION: Even though you sign up for Texas Tech University (TTU) credit, you first must be accepted at an off-campus site in the community. Therefore, an application and acceptance at a site is required prior to enrollment in the class. Some sites have a minimum of 300 hours for 1 internship block (3 hours).
 NOTE: There are costs associated with professional internship placement by the supporting site, such as required background check, immunizations etc. These costs are your responsibility.

Learning Outcomes for the M.S. in Kinesiology	Methods of Assessment
Articulate and demonstrate competent understanding of the scientific method as applied to human movement.	Departmental Developed Rubrics
Apply principles underlying benefits and adaptations to human movement.	Departmental Developed Rubrics
Translate research into practice by demonstrating the ability to educate individuals about lifestyle modification.	Departmental Developed Rubrics

Learning Outcomes for KIN 5304	Methods of Assessment
The student will understand the legal requirements required to be a professional in a rehabilitative setting.	Uploaded verification of insurance in Blackboard by the first Friday of the semester
The student will understand the job task analysis demands required for certification by the American College of Sports Medicine as a clinical exercise physiologist.	Uploaded final required project for internship 1 or internship 2
The student will have hands on experience in a clinical rehabilitation setting.	Uploaded verification of hours signed by the site supervisor and timesheet in Blackboard by the last Friday of the semester

IMPORTANT DEADLINE DATES FOR INTERNSHIP APPLICATION AT LOCAL SITES:

- **For the Fall Semester- Between April and July 1**
- **For the Spring Semester- Between October and Nov 15th**
- **For the Long Summer Session- Between February and April 1st**

REQUIRED TEXTBOOKS AND OTHER MATERIALS:

*Download the Internship Manual from Blackboard or internship web page- put holes in it and place it in a 3- ring binder for easy access.

- American College of Sport Medicine. (2018). *ACSM's guidelines for exercise testing and prescription* (10th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN-13: 978-1-4963-3906-5

RECOMMENDED - ESPECIALLY IF TAKING THE ACSM CLINICAL EXERCISE PHYSIOLOGY EXAMINATION

- American College of Sports Medicine. (2017). *ACSM's resources for exercise physiologist*, (2nd ed.). Baltimore, MA: Wolters Kluwer Health\Lippincott: Williams and Wilkins. ISBN: 978-1-4963-2286-9.
- American College of Sports Medicine. (2018). *ACSM's Certification Review* (5th ed.). Baltimore, MA: Wolters Kluwer Health\Lippincott: Williams and Wilkins. ISBN: 978-1-4963-3877-8

OVERVIEW

Three academic credit hours is equal to 250 hours of clinical internship work hours in a rehabilitative setting if you are in the Clinical Exercise Physiology Track. You are required to accrue a minimum of 250 clinical hours if you are completing a thesis. If you are not completing a thesis, you are required to complete 500 hours of clinical internship hours. The grade you receive will be P or F. You will receive a CR if you do not finish your hours or complete the projects in the semester you are enrolled.

Your first 3 hours of internship experience should be completed at **University Medical Center (UMC)** or **Covenant Hospital** in Cardiac & Pulmonary Rehabilitation or **Brownfield Regional Medical Center**. If the site is full and you cannot get in, then please discuss this with the internship director and alternate plans can be made. The second 3 hours of your internship may be completed at the same site or the other site that you did not choose initially (Brownfield Regional Medical Center, UMC or Covenant). You may also complete your internship at a site listed under **Other Potential Internship Sites** for your second 3 hours of internship or at a site which is not listed on this sheet (designed specifically by you and the internship director).

SITES FOR FIRST 3 HOUR BLOCK OF INTERNSHIP EXPERIENCE:

Covenant Health Care Hospital System/Lifestyle Centre

Lauren Henry (henryl1@covhs.org) or Erin Smith

Covenant Lifestyle Centre, Cardiac Rehab/Stress Testing

(806) 725-4386

Victor Deleon, Covenant Lifestyle Centre, Wellness Centre

(806) 725-4386

Apply by e-mailing Lauren Henry, she will e-mail the packet to you:

(accept a total of 3 interns-that includes grad and undergrad) OR

we have the packet on our TTU internship site

http://www.depts.ttu.edu/ksm/documents/undergrad/internship/2018_UMC_Internship_Application.pdf

University Medical Center (UMC)*Internship Co-ordinator and initial contact person*Jesus Carrasco, E.S. (Jesus.Carrasco@umchealthsystem.com)

(806) 775-8950

Cardiac & Pulmonary Rehabilitation

Physical Medicine & Rehabilitation

University Medical Center - Lubbock, Texas

ph: 806.775.8950

fax: 806.775.8951

Apply at TTU's clinical internship web site: *(accept a total of 3-that includes grad and undergrad)*http://www.depts.ttu.edu/ksm/documents/undergrad/internship/2018_UMC_Internship_Application.pdf OR UMC's website:<https://www.umchealthsystem.com/medical-services/physical-medicine-rehabilitation/services-programs/cardiac-rehab/cardiac-intern-program>**Brownfield Regional Medical Center**Michael Lee (leventhal10@gmail.com)

(806) 781-1316

705 East Selt

Brownfield, Lubbock 79316

Michael Lee prefers that you call him if you are interested in doing an internship in Brownfield.

OTHER POTENTIAL INTERNSHIP SITESIf you are a physical therapist (PT) or there is an opening, these sites may be a possibility:
depends on availability-PT first choice**UMC Team Rehab & Sports Medicine (Zach's club)**

Physical Therapy Clinic

Address: 4229 78th St, Lubbock, TX 79423

Jason Russell (jason.russell@umchealthsystem.com)

(806) 775-9279

UMC Team Rehab (Zach's club)

Physical Therapy Clinic

Address: 7105 Kewanee Avenue, Lubbock, TX 79424

Julie Bruce (julie.bruce@umchealthsystem.com)

(806) 775-9275 or (806) 775-9233

Team Rehab Medical Office Plaza

3502 9th Street

Suite B40

Lubbock, TX 79415

Julie Bruce (julie.bruce@umchealthsystem.com) OR Jason Russell (806) 775-9224(jason.russell@umchealthsystem.com) will coordinate this site even though they are not on site

SECOND 3 HOUR INTERNSHIP BLOCK CAN BE DONE AT ANY SITE OUTSIDE OF LUBBOCK OR IN THE SURROUNDING AREA IF APPROVED BY THE INTERNSHIP DIRECTOR DEPENDIING ON CAREER GOALS (SEE INTERNSHIP MANUAL FOR DETAILS):

PRE-REQUISITES TO INTERNSHIP ON-SITE HOURS

- You must have a current CPR certificate: Basic Life Support (BLS) is preferred and may be expected at the site. Please check with the site and inquire about options for training. However, this is your responsibility; it is not the responsibility of the site to provide the training.
- Most facilities require a **record of immunizations, a background check, and a drug test**. I am required to verify that you have no felonies before we send you to a site and that your record of immunizations is current. This is your responsibility to cover the

costs, not TTU's, nor the site's responsibility. However, some sites may cover some of the costs, so please check with the site. These records must also be uploaded in Blackboard regardless of your site placement. If you were an undergraduate student at TTU, you can request a record of these tests from the TTU wellness center.

- 2 TB skin tests at least 1 week apart (12 months prior to starting)
- 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
- History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
- Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
- (Hepatitis B Vaccine recommended but not required)
- Flu vaccine for any Employee/Student between the months of October-March of each year
- Background Check (<http://www.depts.ttu.edu/ksm/grad/internships.php>)
- You are also required to have your own health insurance and medical insurance.
- You must obtain Student Liability Insurance prior to beginning your internship experience if you start during the fall or spring semester. If you start during the summer session, your internship liability insurance is covered under a blanket policy (you do not have to buy insurance if starting during the summer). However, you must buy a policy in the fall following the summer session. **This is your responsibility. You must use a money order.** Liability insurance will be handled through Procurement Services at Texas Tech University (806-834-0590). If you mail in your money order, the address is: Drane Hall; C/O Brandon Harper; MS/ Box 1094; Lubbock, TX 79409-1101. If you prefer to take your money order to Brandon Harper in person, you can go to Drane Hall, 15th & University, Room 362. Brandon's e-mail is b.harper@ttu.edu. The cost of insurance is as follows (Bill Beatty Insurance 1-800-451-8358):
 - Fall Semester: Premium - \$13.00 per student. (If a student pays \$13.00 in the fall they will be covered until the next fall or until their graduation whichever comes first) Example: Payment of \$13.00 received in the Fall of 2016 covers the student until the Fall of 2017.
 - Spring Semester: Premium - \$9.00 per student. (If a student pays \$9.00 in the spring they will be covered until the fall of that year or their graduation whichever comes first) Example: Payment of \$9.00 received in the Spring of 2016 covers the student until the Fall of 2016.
 - Summer I and Summer II Sessions – No Premium is required for any students current or new.
- You will be required to send or take this to get insurance: **(1) a money order; (2) your ID # from Banner; (3) the class that you are enrolled in, i.e., KIN 5304 Spring or Fall Year (must state the semester you are doing this; (4) what you will be doing- Clinical Exercise Physiology; (5) and a request that you need the Bill Beatty Insurance Disclaimer mailed back to you or attached in your e-mail with his signature on it.**
- **Verification that you have received insurance (receipt, e-mail from Brandon, (declaration page or disclaimer, proof, etc.) must be uploaded into Blackboard. If this is not done, I will ask the internship coordinator to not allow you to put in hours until verification of insurance is noted.**

ASSIGNMENTS (LISTED IN PRIORITY - SOME TASKS MUST BE DONE BEFORE CLASSES START):

- Download the internship manual from the TTU internship web site <http://www.depts.ttu.edu/ksm/grad/internships.php> or Blackboard after classes start

<http://www.depts.ttu.edu/ksm/grad/internships.php>. All required forms for submission in Blackboard can be found in Part IV of this manual. You should have the manual bound or put it in a folder.

- Educate the site-supervisor with all the appropriate forms at the back of the internship manual (see Part IV internship manual).
- Get liability insurance through Purchasing at Texas Tech (see above paragraph). Upload verification of insurance (declaration page or disclaimer) in Blackboard.
- Have a background check and upload the background check in Blackboard. Sites for the background check can be found on the TTU internship web page at: <http://www.depts.ttu.edu/ksm/grad/internships.php>. Note: You do not have to do this if you are at Covenant-Covenant does the background check in-house.
- Get all required immunizations and keep your records, these records must be uploaded in Blackboard. You may already have these, just need your records
 - 2 TB skin tests at least 1 week apart (12 months prior to starting)
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Upload *Internship Placement Form* as soon as Blackboard is open (in Part IV of the internship manual).
- Upload the signed form entitled *Student Activity Release Form* that states that you will be leaving the TTU campus for your internship as soon as Blackboard is open.
- Submit a letter of verification of acceptance to the organization (*Verification of Acceptance by the Internship Site*) to be signed. It is your responsibility to scan and upload the signed document in Blackboard (in Part IV internship manual).
- Fill out a daily time sheet (*Logged Internship Time Sheet*) and submit it at the end of the internship period, it is your responsibility to scan this and upload it into Blackboard. If the internship site has their own time sheet, you can use that time sheet instead - what really matters is documentation that you have completed 250 hours (in Part IV of the internship manual).
- Fill out the objective log sheet (*Cardiac and Pulmonary Rehabilitation Objective Log Sheet OR the Objective Log Sheet for Designing Your Own Internship Experience*) and upload at the end of the semester. You can simply approximate the time spent on tasks (in Part IV of internship manual). If you have designed your own internship than you will have to complete the objectives along with your site supervisor. This task can be valuable if you plan on taking the Registered Clinical Exercise Physiologist in the future since they need documentation of hours spent in certain domains.
- Verification of Completed Hours by Site Supervisor
- Intern Evaluation by Site Supervisor
- Have your site supervisor sign and initial the *Verification of Completed Hours by Site Supervisor* form contained in the internship manual for verification of work at the end of the internship period, it is your responsibility to scan this and upload it into Blackboard (in Part IV of internship manual).
- Have the site supervisor complete an evaluation of your skills and competencies and mail this form, *Intern Evaluation by Site Supervisor*, to the Director of the Internship Program. Please supply your site supervisor with a self-addressed stamped envelope

addressed to the Director of the Clinical Internship Program, Jacalyn J. McComb at Texas Tech University; Department of Kinesiology and Sport Management; Box 43011; Lubbock, TX 79409-3011.

- We would also like you to evaluate your internship experience, there is a form entitled, *Internship Evaluation by Student* that you need to fill out and upload in Blackboard.
- Part V of the internship manual lists specific projects to be uploaded into Blackboard at the end of the semester. These completed projects can be upload into Blackboard under the assignment tabs in Blackboard or given to the administrative Assistants in Kinesiology and Sport Management. Please ask them to put in Dr. McComb's box A project(s) is (are) required for each 3-hour block of an internship experience. You have options for completing the projects. The purpose of these projects is to help you successfully pass the ACSM Clinical Exercise Physiologist examination.

METING AND ASSIGNMENT DUE DATES DURING THE FALL AND SPRING SEMESTERS. All of these forms can be found in Part IV of the internship manual:

- Introduction/discuss site placement & responsibilities TBA
- First Week of the Semester Upload **Internship Placement form**
- First Week of the Semester Upload the **Student Activity Release Form**
- First Week of the Semester Upload signed **Verification of Acceptance by the Internship Site**
- First Week of the Semester Upload **Certificate of Liability Insurance** from Bill Beatty Insurance (see example on the internship web site)
- First Week of the Semester Upload **Background Check** (go to TTU Internship web site to get a background check)
- First Week of the Semester Upload **Record of Immunizations**
 - 2 TB skin tests at least 1 week apart
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Last Day of the Semester, please upload:
 - **Logged Internship Time Sheet** (at least 250 hours)
 - **Cardiac and Pulmonary Rehabilitation Objective Log Sheet OR Objective Log Sheet for Designing Your Own Internship Experience**
 - **Verification of Completed Hours by Site Supervisor**
 - **Intern Evaluation by Site Supervisor**
 - **Internship Evaluation by Student**
- Last Day of the Semester, please upload:
 - Upload your final project in Blackboard (see Part V of the internship manual). You also have the option of turning in your final project to the front desk and ask our administrative assistants to put it in my box.

METING AND ASSIGNMENT DUE DATES DURING THE LONG SUMMER SESSION. All of these forms can be found in Part IV of the internship manual:

- Introduction/discuss site placement & responsibilities TBA
- First Day of the Semester Upload **Internship Placement form**

- First Day of the Semester Upload the **Student Activity Release Form**
- First Day of the Semester Upload signed **Verification of Acceptance by the Internship Site**
- First Day of the Semester Upload **Certificate of Liability Insurance** from Bill Beatty Insurance (see example on the internship web site)
- First Day of the Semester Upload **Background Check** (go to TTU Internship web site to get a background check)
- First Day of the Semester Upload **Record of Immunizations**
 - 2 TB skin tests at least 1 week apart
 - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
 - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
 - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
 - (Hepatitis B Vaccine recommended but not required)
 - Flu vaccine for any Employee/Student between the months of October-March of each year
- Last Day of the Semester, please upload:
 - **Logged Internship Time Sheet** (at least 250 hours)
 - **Cardiac and Pulmonary Rehabilitation Objective Log Sheet OR Objective Log Sheet for Designing Your Own Internship Experience**
 - **Verification of Completed Hours by Site Supervisor**
 - **Intern Evaluation by Site Supervisor**
 - **Internship Evaluation by Student**
- Last Day of the Semester, please upload:
 - Upload your final project in Blackboard (see Part V of the internship manual). You also have the option of turning in your final project to the front desk and ask our administrative assistants to put it in my box.

GRADING:

P:	Class if graded P/F or CR Required TTU logged hours uploaded, all required forms and final project submitted
CR:	Hours could not be completed during the semester
F:	Hours were not completed during the semester or during the time required by the University for a CR to be completed and/ or projects and forms not submitted.
BLACKBOARD GRADE:	Even though this class is P/F I must assign a numerical value to indicate that I have checked to make sure that you have uploaded your documents. A value of 1 will be given for every required form uploaded. If you receive a 0 that means that this form is missing.

STUDY TOOLS TO PASS THE ACSM CLINICAL EXERCISE PHYSIOLOGIST (CEP) EXAMINATION:

We want you to be successful in the job market when you graduate. The project that you have the option of choosing for your second internship experience is to take the ACSM CEP Examination. If you pass this examination, it will also serve as your final comprehensive examination for the Masters in Kinesiology if you are in the CEP track. You do not have to pass it to receive credit for the internship but you do to use it for your comprehensive examination. You can retake it for comps if you need to as many times as you need before you must register

for comps. We have a study guides and notes from other graduate students who have successfully passed the exam on our internship web site.

Absence Due to Religious Observance. A student who is absent from classes for the observance of a religious holy day, according to the legal definition, will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student has notified the instructor of each scheduled class that the student will be absent for a religious holy day. This notification will be in writing and will be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested, addressed to the instructor of each class. A student who is excused under this policy must not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment.

Absence due to Officially Approved Trips. The *Texas Tech University Catalog* states that the person responsible for a student missing class due to a trip should notify the instructor of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed.

Illness and Death Notification and Absences. Whether an absence is excused or unexcused is determined solely by the instructor with the exception of absences due to religious observance and officially approved trips described above. The Center for Campus Life will notify faculty, at the student's request, when a student is absent for four consecutive days with appropriate verification of a health-related emergency. This notification does not excuse the student from class, it is provided as a courtesy. The service is explained as follows and can be found on the Center for Campus Life web site at: <http://www.depts.ttu.edu/centerforcampuslife/>.

The Center for Campus Life is responsible for notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. The notification is provided as a courtesy.

Academic Integrity and Student Conduct

Responsible citizenship among college students includes honesty and integrity in class work; regard for the rights of others; and respect for local, state, and federal laws as well as campus standards. Specific standards concerning the rights and responsibilities of students and registered student organizations at Texas Tech are contained in the *Code of Student Conduct and Student Handbook*. Students are expected to become thoroughly familiar with and abide by these standards. The *Code of Student Conduct and Student Handbook* may be obtained from the Office of Student Judicial Programs, Student Union, (806) 742-1714, or online at www.studentaffairs.ttu.edu or www.depts.ttu.edu/studentjudicialprograms.

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. The instructor in a course is responsible for initiating action for dishonesty or plagiarism that occurs in his or her class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should not submit a grade until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester. See the section on "Academic Conduct" in the *Code of Student Conduct* for details of this policy.

Academic Misconduct

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Cheating includes, but is not limited to, the following:

1. Copying from another student's test paper.
2. Using materials during a test that have not been authorized by the person giving the test.
3. Failing to comply with instructions given by the person administering the test.
4. Possessing materials during a test that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Possessing, using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program.
6. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with an assignment without authority.
7. Discussing the contents of an examination with another student who will take the examination.
8. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
9. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment.
10. Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program.
11. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
12. Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

Plagiarism includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit. Any student who fails to give credit for quotations or for an essentially identical expression of material taken from

books, encyclopedias, magazines, Internet documents, reference works or from the themes, reports, or other writings of a fellow student is guilty of plagiarism.

Collusion includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

Falsifying academic records includes, but is not limited to, altering or assisting in the altering of any official record of the university, and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

Misrepresenting facts to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

Civility in the Classroom is expected that all students in the class will treat fellow classmates, the professor, the assistant, and guests in the classroom with respect. Respect includes, but is not limited to, arriving to class on time, not making unnecessary noise or speaking when others are speaking, attending to those who are speaking, and not engaging in disruptive behaviors. A student lacking civility will be asked to leave the classroom. If the behavior continues, the students will be asked not to return to the classroom.

Students with Disabilities ADA Statement

Any student who because of a disability may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary accommodations. Student should present appropriate verification from AccessTECH. No requirement exists that accommodations be made prior to completion of this approved university procedure. Students with disabilities are encouraged to use AccessTECH which publishes a Desk Reference for Faculty and Staff that is very helpful. You may call the AccessTECH Office at 742-2092 to request a copy.

The **Ombudsman for Students** is available to assist students with any conflict or problem that has to do with being a student at Texas Tech University. You may visit the Ombudsman in 237 Student Union Building or call 742-SAFE.