eLearning and Professional Studies

Summer 2024 Syllabus Template

# About this Template

The following template is provided as an outline for UAB courses. It includes sections, suggested wording, and formatting to communicate the course requirements and expectations.

## **Wording**

Text in the template may need to be revised or removed based on your course.

## Policies

The Title IX and Disability Support Services statements are required by UAB and must be in all syllabi. The statements included in this template are samples provided by the University and may be adapted.

## Heading and Paragraph Style

Apply heading and paragraph styles to make your syllabus accessible for students who use screen readers. The main headings in this template are formatted as Heading 1 (h1) with subheadings following the header formatting of h2, h3, and h4. Paragraphs are formatted using either Normal or Normal Indented style. Heading and paragraph styles are located under Home>Styles area on the Ribbon Toolbar in Microsoft Word.

# Notes to Faculty Throughout the Syllabus

Throughout the syllabus template, there are some notes to faculty. These are italicized, highlighted, and in angle brackets as shown in the example below. Please delete these notes before distributing your syllabus to students.

<*Provide a description for your late policy.*>

# Changes Since Previous Version

1. Inclement Weather statement was added.
2. A Respondus LockDown Browser and Monitor statement was added under the Exams description.

**IMPORTANT: DON’T FORGET TO DELETE THIS PAGE BEFORE DISTRIBUTING TO STUDENTS**

Course Syllabus

*<Course Code - Course Section - Course Name (e.g. EH 101-QL - English Composition)>*

Summer 2024

# Instructor Information



## 

## Instructor Name:

## Pronouns:

## Email:

## Phone:

## Office Location:

*<Click to fill out the post-it note>*

*<Select the option suited for the course.>*

## Student Hours (Office Hours)

Email is the preferred method of contact if you have questions. Please expect a response within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include <*prefix, course number, and section code*> in the subject line of your email for a faster response. I am available to meet with you in person or virtually via Zoom by appointment. I look forward to seeing you during student hours (see below for my scheduled student hours).

<*Select the option suited for the course.*> Office hours will be in person in <*office location*>. Virtual office hours will be hosted through Zoom.

<*Select the option suited for the course.*>

The Zoom meeting may be accessed by going to the course, clicking on Zoom in the course menu, and then selecting Join beside the office hours meeting.

The Zoom meeting may be accessed using this Zoom link. *<If using this method, hyperlink the words Zoom link with your personal meeting link.>*

# Diversity and Inclusion Statement

The University of Alabama at Birmingham considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. In this class, we will strive to be an inclusive community where we can learn from the many perspectives and worldviews which may differ from our own. We are all expected to contribute to creating a respectful, welcoming, and safe environment that fosters a sense of belonging through open and honest dialogue. To this end, we should always conduct discussions in a way that honors, respects, and extends dignity to all class members.

# Course Information

## Credit Hours

## Instructional Method

<*Select the option suited for the course.*>

**Online:** This class will be conducted entirely online through the Canvas Learning Management System using Zoom and other tools. Students will not attend class on-campus. These classes are designated in the Class Schedule with a section code beginning with the letter "Q."

**Face-to-Face:** This class will be conducted in person, on campus, on the days and times listed in the course schedule. Safety measures must be followed as required by the University. As described below, there may be online elements to the course.

## Course Description

## Course Objectives

Upon successful completion of this course, you will be able to:

## Prerequisites and/or Corequisites

## Required Text and Course Materials

## Optional Texts or Resources

## Access to Library Resources

Some articles in this course are linked from the UAB Libraries databases. If you are using the internet from an IP address on campus, clicking on the link will open the article. If you are using internet in another location, you will be prompted to enter your BlazerID and password to be able to access the article.

## Course Time Zone

All assignment deadlines listed on this syllabus are in Central Time. If you are in a different time zone, including any traveling, you are responsible for calculating the time difference and submitting assignments or attending online meetings on time. Use the [**World Official Time Zone Site**](https://24timezones.com/#/map)as a reference.



# Course Grading and Policies

## Late Assignment Policy

Late assignments are eligible for a 10% deduction of original points for each day that they are late, up to two days. You must have a legitimate reason to receive a deadline extension, and you should contact me as soon as you know that you will not be able to meet the deadline. If you contact me at the last minute, you may not be granted an extension.

## Grading Scale

<*Select the option suited for the course.*>

The following scale will be used to determine final grades.

A = 100-90% B = 80-89% C = 70-79% D = 60-69% F = < 60%

A = 2000-1800 points B = 1600-1799 points C = 1400-1599 points D = 1200-1399 points

F = 0-1199 points

## **Rounding Policy**

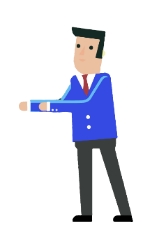
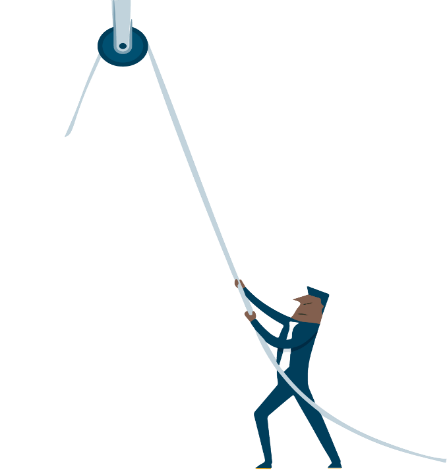
*<Add information describing your rounding policy.>* Individual assignment grades will not be rounded up. Final grades will be rounded up from .45.

## Student Access to Grades

<Explain when grades for assessments will be available.> Quiz grades will be available upon submission of the quiz unless there are questions (such as essay questions) that require manual grading. Correct answers will be available after the due date. Grades for written assessments will be available one week after the due date. View the [**Canvas guide**](https://guides.instructure.com/m/4212/l/54359-how-do-i-view-assignment-comments-from-my-instructor) to see how to view my comments and/or grading rubric.

*<**To update the Pie Chart, click twice on the text you want to edit and select “Edit Data” from the ribbon above, then choose “Edit Data in Excel” from the dropdown.>*

## Grading Pie Chart



## Graded Assignments and Activities Overview

<Change “Value” in the table to points or percentage, depending on your grading policy.

You are welcome to use both graphics or pick one and delete any unused graphic.>

|  |  |
| --- | --- |
| Assignments and Activities | Value |
| Exams |  |
| Quizzes |  |
| Discussions |  |
| Group Project |  |
| Assignments |  |
| Total | 100 |

## **Assignments and Activities Descriptions**

<*Provide a description for each type of assignment or activity listed in the chart above.*>

### Exams

*<Select the option suited for the course.>*

There will be two exams in this course, and each exam will consist of multiple choice, true-false, and matching questions. The exams will be administered during class. You will not be allowed to use your notes or book during the exam.

Two exams in this course will be proctored using the online proctoring service, ProctorU. You will need to schedule an appointment to take your exam at least three days prior to the exam. See the course schedule for exam dates. View the [**ProctorU Student Guide**](https://pages.meazurelearning.com/hubfs/Five-Steps-Student-Guide-LiveReview.pdf) for instructions for setting up your account, scheduling your appointment, and taking your exam. You will need to present official identification to take your test. See the [**Accepted Forms of ID**](https://www.uab.edu/elearning/academic-technologies/proctoru/id). Read the information on [**Technical Support**](https://www.uab.edu/elearning/academic-technologies/proctoru#support)and [**Security**](https://www.uab.edu/elearning/images/documents/academic-technologies/proctoru-security-handout.pdf). View the[**ProctorU website**](https://www.proctoru.com/?gclid=EAIaIQobChMIh_OV97Kb2AIVDBeBCh08-QarEAAYASAAEgJAzfD_BwE) for more information.

Two exams in this course will be proctored using the online proctoring service, Respondus LockDown Browser and Monitor. You do not need to schedule an appointment. However, you need to [**download the Respondus LockDown Browser**](https://www.uab.edu/elearning/academic-technologies/respondus-lockdown-browser#downloads) prior to your exam. The LockDown Browser will prevent you from being able to open unauthorized websites and programs during the exam. The Monitor feature will also be used and requires you to have a webcam and present official identification to take your test. See the [**Accepted Forms of ID**](https://www.uab.edu/elearning/academic-technologies/proctoru/id). View the [**Technical Support link**](https://www.uab.edu/elearning/academic-technologies/respondus-lockdown-browser#support) and the [**Privacy and Accessibility information**](https://www.uab.edu/elearning/academic-technologies/respondus-lockdown-browser#privacy). Visit the [**UAB eLearning Respondus LockDown Browser webpage**](https://www.uab.edu/elearning/academic-technologies/respondus-lockdown-browser) for more information and to download the browser.

To avoid technical difficulties while taking quizzes, tests, or exams, it is recommended that students complete these assessments using a laptop or a desktop computer rather than a phone or tablet.

### Discussions

You will engage in discussions with your peers related to that week’s content. There are two parts to the discussion – your initial post and your responses to peers.

* Your initial post should answer all questions posed in the discussion board prompt. Support your opinion with reason and facts from the course content as well as authoritative outside sources. Connect your post to the material, and cite any sources used.
* You are also expected to respond to at least two posts by other students. Your initial and response posts must be substantive. Posting only “I agree with your point.” or “I disagree.” or “That is interesting.” are not substantive and will not receive full credit. Here are some tips for making your response substantive:
  + Explain why you agree or disagree.
  + Expand on at least one point made in the post.
  + Explain how that post relates to another course topic.
  + Relate the post to a class reading. Remember to cite your reference.
  + Ask follow-up questions.
  + Answer questions that your peers or instructor asks about your post.

### Group Project

There will be a group project in this course. In this group project, you will collaborate with peers to submit a report/video/presentation. As a team, you will collaborate to divide the project into manageable tasks and delegate tasks or sub-tasks. Be sure to leave enough time to put all the pieces together before the group assignment is due and to make sure all parts of the project have been completed according to the instructions. At the end of the project, you will complete a group evaluation to report other team members’ contributions to the project. This peer evaluation score is worth \_\_% of your group project grade.

# Prepare for Online Success

Online courses require communication and time management skills. Watch the following videos on Netiquette and Online Success.

|  |  |
| --- | --- |
| Course Netiquette | **Ti**ps for Online Success  [Screenshot  of Tips for Success Video](https://mediaspace.uab.edu/media/Tips+for+Online+Success/1_shhemlum) |

## Time Commitment

You are expected to spend a substantial amount of time working through the course activities and assignments every week. Please know that time management and self-motivation are key components for success in this course and courses in general. There is a lot to be gained in this course, so approach it with an open mind and lots of fun!

*<Select the option suited for the course.>*

This is an online course worth 3 credit hours. You should prepare to spend about 9 hours per week on course activities (reading the assigned chapters/articles, watching the videos, participating in the discussions, and completing the assessments).

This class meets twice per week for 1.5 hours each time. In addition to class time, you should spend about 6 hours per week reading, studying, preparing for class discussions, and completing assignments and assessments.

## Attendance

The [**Undergraduate Catalogue policy on attendance**](http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext) states, "*UAB recognizes that the academic success of individual students is related to their class attendance and participation.”*

*<Select the option suited for the course and update as needed.>*

**Example 1: UAB’s Department of World Languages and Literatures Attendance Policy**

The Department of World Languages and Literatures complies with the official [**UAB Attendance and Excused Absence Policy for Undergraduate Programs**.](https://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext) (Scroll down to the section titled, *Attendance and Excused Absence Policy*.) Please refer to this policy regarding which absences would be excused. Class participation, contribution, and speaking in the target language are crucial for learning a language. Therefore, class attendance is mandatory. The following attendance policy will be applied:

**Monday, Wednesday, Friday classes:**

For every unexcused absence above 4, a student's final grade will be reduced by 2 points. More than 9 absences will result in an automatic “F.”

Example:

* Final grade = 90
* 6 unexcused absences (2 above maximum permitted)
  + 90 - 4 = 86% final grade

**Tuesday, Thursday classes:**

For every unexcused absence above 3, a student's final grade will be reduced by 2 points. More than 7 absences will result in an automatic “F.”

Example:

* Final grade = 90
* 6 unexcused absences (3 above maximum permitted)
  + 90 - 6 = 84% final grade

1. **day a week classes**:

For every unexcused absence above 1, a student's final grade will be reduced by 2 points. More than 3 absences will result in an automatic “F.”

Example:

* + Final grade = 90
  + 2 unexcused absences (1 above maximum permitted)
    - 90 - 2 = 88% final grade

For summer classes, please see the attendance policy outlined in your course syllabus.

**Example 2: Specifying expectations for in class behavior.**

Success in this course requires you to be present and fully engaged. Therefore, you are expected to attend class, participate in discussions by sharing your ideas while also being respectful of other’s ideas. Additionally, you are expected to refrain from distractions during class (texting, websites not pertinent to the discussion, etc.).

**Example 3: Attendance as a percentage of the grade.**

Attendance/Participation is worth 20% of the final course grade. This includes attendance in class and participation in class discussions. You may miss up to two (2) class meetings with no penalty.

**Example 4: Using discussion boards as the attendance percentage of the grade.**

Attendance/Participation comprises 15% of the final course grade. This includes participation in weekly discussion boards as described in the Discussion section of the syllabus. The lowest discussion grade for the semester will be dropped.

**Example 5: Inclusion of which absences will be approved.**

Students are expected to attend all classes. Classes will include lectures, discussions of concepts, and application activities. Absences will be approved according to the [**UAB Undergraduate Catalog Attendance and Excused Absence Policy**](http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext). If you anticipate being absent, contact me as soon as possible and provide any documentation available (doctor’s note, etc.)

## Inclement Weather

Classes will be canceled for weather only if the University cancels classes. Otherwise, you are expected to be present in class. [**UAB Emergency Management**](https://www.uab.edu/emergency/)will be the official source of UAB information during any actual emergency or severe weather situation. The UAB Emergency Management Team will use B-ALERT, the university’s emergency notification system, to communicate through voice calls, SMS text messages and emails to the entire campus all at the same time. To register for B-ALERT or update your existing information in the system, go to [**uab.edu/balert**](https://uab.edu/balert). All registration is connected to your BlazerID.

# Weekly Course Schedule

The following is the tentative course schedule. Changes made to the schedule will be communicated in Canvas.

| **Week/Module** | **Assignments and Activities** | **Due Dates** |
| --- | --- | --- |
| **Week 1: Introduction** | * Review the course syllabus * Participate in the Introduce Yourself discussion board * Complete the Netiquette and Tips for Online Success activities * Submit Chapter 1 Quiz | <*Note: Include the time that assessments are due. If they are all due at the same time you can note that above this table (i.e., Assessments are due at 11:59pm on the due date). If times vary, it would be helpful to include the times here.*> |
| **Week 2:** |  |  |
| **Week 3:** |  |  |
| **Week 4:** |  |  |
| **Week 5:** |  |  |
| **Week 6:** |  |  |
| **Week 7:** |  |  |
| **Week 8:** |  |  |
| **Week 9:** |  |  |
| **Week 10:** |  |  |
| **Week 11:** |  |  |
| **Week 12:** |  |  |
| **Week 13:** |  |  |
| **Week 14:** |  |  |
| **Week 15:** |  |  |

# UAB Policies and Resources

## Add/Drop and Course Withdrawal

* Drop/Add: Deadlines for adding, dropping, or withdrawing from a course and for paying tuition are published in the [**Academic Calendar available online**](https://www.uab.edu/students/academics/academic-calendar/2023-2024)**.** Review the [**Institutional Refund Policy**](https://www.uab.edu/cost-aid/resources/policies#:~:text=Institutional%20Refund%20Policy,before%20or%20during%20this%20period.) for information on refunds for dropped courses. It is the student’s responsibility to initiate add/drop procedures. Students may drop and add courses online after they have registered and until the drop/add deadline online using [BlazerNET](http://www.uab.edu/blazernet).
* Withdrawal: To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and receive a grade of “W” (withdrawn). Failure to attend class does not constitute a formal drop or withdrawal. The official course withdrawal must be completed online in [BlazerNET](http://www.uab.edu/blazernet).

## Academic Integrity Code

Your success while at UAB and after graduation is valued by the University. To gain and grow in the knowledge and skills needed for your future career, it is vital that you complete your own work in your courses and in your research. The purpose of the [**Academic Integrity Code**](https://www.uab.edu/one-stop/policies/academic-integrity-code) is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

Please be sure you understand the different forms of "academic misconduct" covered by the code. See what UAB students say about academic integrity and review the FAQs about the code for details on the[**Student Academic Integrity webpage**](https://www.uab.edu/one-stop/policies/academic-integrity-code).

## Artificial Intelligence Use

*<Select the statement(s) suited for the course and delete the other statements. The options presented below include statements for all teachers (Academic Integrity and Expect Changes), statements for those prohibiting use of AI, statements allowing for use of AI, and principles to consider when using AI.>*

### Academic Integrity

Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required. Such behavior is considered deceit and a violation of UAB’s shared commitment to truth and academic integrity. Deceit constitutes academic misconduct and is subject to review according to UAB’s Academic Integrity Code.

### Expect changes

The developments around generative AI are in flux and the rules that are expressed in this syllabus may need to change on short notice. This may affect the contents of assignments, as well as their evaluation. Sample Statements for Teachers Prohibiting the Use of

### Generative AI Use Is Prohibited

The use of generative AI is strictly prohibited in this course.

### Closed Book Exam/Quiz

The use of AI tools is not permitted.

### General Writing

The use of generative AI tools is not permitted on writing assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.

### Computer Code

The use of generative AI tools to develop code is strictly prohibited in this course. By submitting an assignment, you attest that you are the only and original author of the code submitted.

### General Writing

In principle you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting an outline, preparing individual sections, combining elements, removing redundant parts, and compiling and annotating references. Your documentation must make the process transparent – the submission itself must meet our standards of attribution and validation.

### Open Book Exam/Quiz

The use of AI tools is permitted, provided you follow our standards for attribution, validation, and transparency.

### Computer Code

In principle you may submit AI-generated code, or code that is based on or derived from AI-generated code, if this use is properly documented in the comments: you need to include the prompt and the significant parts of the response. AI tools may help you avoid syntax errors, but there is no guarantee that the generated code is correct. It is your responsibility to identify errors in program logic through comprehensive, documented testing. Moreover, generated code, even if syntactically correct, may have significant scope for improvement, regarding separation of concerns and avoiding repetitions. The submission itself must meet our standards of attribution and validation.

### Encourage Use of AI with Three Principles

Generative AI (Artificial Intelligence that can produce contents) is now widely available to produce text, images, and other media. We encourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following three principles in mind: (1) An AI cannot pass this course; (2) AI contributions must be attributed and edited for accuracy; (3) The use of AI resources must be open and documented.

1. To pass this course: AI generated submissions cannot achieve a passing grade. This is necessary to ensure you are competent to surpass generative AI in the future – whether in academia, research, the workplace, or other domains of society. If this cannot be achieved, if you are not able to maintain control of the rules, you are entering an unwinnable competition. To provide a baseline that is specific for the course, we will produce, analyze, and provide AI-generated sample solutions. Your task will be to surpass them.
2. Attribution: You are taking full responsibility for AI-generated materials as if you had produced them yourself: ideas must be attributed, and facts must be true.
3. Documentation. A portion of your term grade will evaluate your documentation of AI use throughout the course. By keeping track of your AI use and sharing your experiences, we all gain understanding, identify potential issues in this rapidly changing field, and discover better ways to use the resources for our objectives.

## Student Conduct Code

The purpose of the University of Alabama at Birmingham (“University”) student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University’s creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The [**Student Conduct Code**](https://www.uab.edu/students/accountability/policies/student-conduct-code) (“Code”) describes the standards of behavior for all students and student organizations and outlines students’ rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Community Standards & Student Accountability.

## Intellectual Property

My lectures and course materials, including PowerPoint presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own use. You may not and may not allow others to reproduce or distribute lecture notes and course materials publicly, whether or not a fee is charged, without my expressed written consent.

## DSS Accessibility Statement

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call (205) **934-4205** or visit [**the DSS website**](http://www.uab.edu/dss).

## Title IX Statement

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources and supports, please visit the[**UAB Title IX webpage**](http://www.uab.edu/titleix) for UAB’s Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB’s Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy.

## Violence Prevention and Response Policy

The University of Alabama at Birmingham (UAB) is committed to maintaining a safe and secure educational environment and workplace, one which seeks to ensure the well-being and safety of faculty and staff, employees, students and visitors. Violence and threatened violence are prohibited by UAB. Each member of the UAB community has the responsibility to understand, prevent and respond appropriately to campus/workplace violence. View the [**Violence Prevention and Response Policy**](https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=393).

## Technology

Access technical support and view privacy policies and accessibility statements for Canvas and other technologies on the [**Student Academic Technologies website**](https://www.uab.edu/elearning/academic-technologies). Additionally, view information about the [**Minimum System Requirements and Technical Skills**](https://www.uab.edu/elearning/technology-resources).

## Canvas Alerts

I may send alerts to students based on Canvas course information, such as current grades in the course, online attendance (login records), assignment due dates, and assignment scores. The alert is sent as an email to the student’s UAB email address.

## Health and Safety

UAB is very concerned for your continued health and safety. Please consult the [**Student Health Services**](https://www.uab.edu/students/health/) page for up-to-date guidance because the following information is subject to change as circumstances require.

We strongly urge you to be fully vaccinated**.** [**Here is information on the safety of vaccines and on how to get vaccinated at UAB.**](https://www.uab.edu/students/health/immunizations) Mask-wearing has proven to be one of the most successful mitigation strategies used to combat spread of the various variants of the COVID-19 virus. Please check UAB United for mask-wearing requirements and other safety protocols for this semester.

## Student Academic and Support Services

* [**One Stop Student Services**](https://www.uab.edu/one-stop/)provides a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics.
* [**Student Assistance and Support**](https://www.uab.edu/students/assistance/about) provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. The Care Team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. [**The UAB Care Team**](https://www.uab.edu/careteam/) helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.
* [**Disability Support Services**](https://www.uab.edu/students/disability/about)assists students with in reaching accommodations for their educational experiences at UAB that ensure that they have equal access to programs, services, and activities at UAB.
* The [**Vulcan Materials Academic Success Center**](https://www.uab.edu/students/academics/student-success) provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.
* The [**University Writing Center**](http://www.uab.edu/writingcenter) offers free writing assistance for all UAB students. Get help at any stage of the writing process and with any type of writing. Students may meet with a tutor in person or via Zoom. Students may also upload a paper for feedback (called eTutoring in the online system). During in-person and Zoom sessions, tutors can help you understand your assignment, develop and organize your ideas, use and cite sources, revise and edit your draft, and more. When you upload a draft for eTutoring, tutors can provide feedback on both big-picture issues and detail-oriented concerns; please note that you must upload a draft and assignment sheet to use eTutoring.   
     
  To make an appointment or get more information, please see the[**UWC website**](http://www.uab.edu/writingcenter), email [**writingcenter@uab.edu**](mailto:writingcenter@uab.edu), or call 205-996-7178. Follow the UWC on [**Facebook**](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.facebook.com%2FUABWritingCenter&data=05%7C01%7Crlk03%40uab.edu%7C98bf9e0f0f5a4ff3b05c08da7fb98f33%7Cd8999fe476af40b3b4351d8977abc08c%7C1%7C0%7C637962732203009957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FUDx2Ghl0w3cdw9FSsouLw5eLCKqym5FWY4ZEzVvutw%3D&reserved=0), [**Instagram**](https://www.instagram.com/uab_writing_center/), and [**LinkedIn**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fcompany%2Fuab-university-writing-center%2F&data=05%7C01%7Crlk03%40uab.edu%7C98bf9e0f0f5a4ff3b05c08da7fb98f33%7Cd8999fe476af40b3b4351d8977abc08c%7C1%7C0%7C637962732203009957%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1OjR5HHYFURd0fj%2BQUMS3iFcuaVY%2FjoBhES89ZvS6JQ%3D&reserved=0) for daily news and quick writing tips.
* [**UAB Student Health Services**](https://www.uab.edu/students/health/) delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.
* [**Student Counseling Services**](https://www.uab.edu/students/counseling/our-services) offers students a safe place to discuss and resolve issues that interfere with personal and academic goals. UAB has created a new app (available in the App Store and Google Play) called [**B Well**](https://www.uab.edu/reporter/resources/be-healthy/item/9404-blazer-created-mental-health-app-puts-wellness-in-student-hands), that is designed to easily access resources on mobile devices and build a self-care plan. [**Kognito**](https://www.uab.edu/uabcares/kognito) is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.
* [**UAB Blazer Kitchen at the Hill Student Center**](https://www.uab.edu/students/assistance/blazer-kitchen) provides food and basic supplies for any UAB student in need through in-person or online shopping. Students who can are also able to donate food and supplies to assist their peers. To get more information, call 205-975-9509, email [**studentoutreach@uab.edu**](mailto:studentoutreach@uab.edu), or visit[**Student Assistance & Support website**](https://www.uab.edu/students/outreach/about)**.**
* [**eLearning and Professional Studies**](https://www.uab.edu/elearning/students) provides numerous academic technologies and learning resources for students whose learning may be affected by COVID.
* [**UAB Emergency Management**](https://www.uab.edu/emergency/)will be the official source of UAB information during any actual emergency or severe weather situation.

The following are the various websites describing additional student academic and technology resources:

* **[UAB Policies for Students](https://www.uab.edu/elearning/policies)**
* [**Student Academic and Support Services**](https://www.uab.edu/elearning/student-services)
* [**Technology Resources**](https://www.uab.edu/elearning/technology-resources)

See also the[**Student Assistance & Support**](https://www.uab.edu/students/assistance/resources/covid-19) website of Student Affairs for a description of Covid-19-related resources, including the laptop loaner program.

## Peers’ Contact Information

I encourage students to reach out and obtain contact information of up to three classmates. This will be helpful in the event of an absence, forming study groups, or communicating schedule changes, etc.

|  |  |  |
| --- | --- | --- |
| **Contact 1** | **Contact 2** | **Contact 3** |
| Name:  Email:  Phone Number: | Name:  Email:  Phone Number: | Name:  Email:  Phone Number: |