# INF 322T (Unique No. 28260) Shirley Lukenbill, Spring, 2013 FAC 21, Mondays, 6-9 p.m.

Instructor:	Shirley Lukenbill	
Office Location:	ТВА	
Contact information:	Email: <u>slukenbill@utexas.edu</u> (Include <u>INF 322T</u> in the subject line of your message) Phone: 512-471-4374 (The telephone is shared with all the children's literature teachers and their TAs. Therefore, Email is a better way to schedule an appointment.)	
Office Hours:	ТВА	
Teaching Assistant:	Austin Hixson	
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Contact information:	ТВА	
Office Hours:	ТВА	

## COURSE DESCRIPTION:

**CHILDREN'S LITERATURE (INF 322T)** is a survey course in the evaluation, selection, and proper and creative use of media with children.

## COURSE OBJECTIVES:

- It is my hope that this course will form the basis of your enhanced appreciation of children and their media today and in the future.
- At the end of the course, the student will:
  - Know the physical, social, psychological, and developmental needs of children ages birth through age 12, and how children's literature (books and media) can help to meet their needs.
  - Gain an appreciation of the history of children's literature and children's book illustration.
  - Know the curricular and reading interests of children, ages birth through age 12.
  - Know about the various genres of children's literature and how to select them.
  - Know how to select books and media for children at various ages of their development.
  - Know the developmental stages of a child's learning to read and write and the interventions available for helping children who have difficulties in those important literacy skills.
  - Know how to select books and media for children that develops their appreciation of issues of cultural and religious diversity in literature.
  - Know about the role literature plays in helping children to adjust to crises in their lives.
  - Know how to help children to become responsible and intelligent users of media.

#### **COURSE FORMAT & PROCEDURES:**

This course is primarily a lecture class with class discussion. I will use PowerPoint presentations, videos, websites, and other media to illustrate the information in the lectures. I expect students to attend class regularly, and to respect the rights of other students to learn. During the class lectures, I expect students to pay attention and not carry on conversations with fellow students. Cell phones and other electronic communication devices need to be turned off or set to vibrate. If a student has an emergency and needs to make a telephone call, he/she should leave the classroom to make the necessary telephone calls. I expect students to read

the required children's books and textbook materials, as well as the materials I will post to Blackboard as support for the lectures. I also expect students to check the Blackboard course site regularly for updates and communication from me and my TA. I expect students to bring their course packet to class each week because it contains outlines of many concepts and ideas presented in the lectures.

I expect that for the <u>three regular tests</u>, students will be present and seated no later than 6:15 p.m. in order to take the test. Students arriving after 6:15 p.m. will need to take the final exam as their "make-up" for the regular test. For the final exam, I expect students to be seated by 7:15 p.m. If a student is absent for a regular test, I expect him/her to email me to explain why he/she was absent. If a student is absent for the final exam, I will assume that the student is satisfied with the grade he/she has earned on the three regular tests and has chosen not to take the optional final. However, if a student has missed a regular test, the final is required as the make-up for the missed test.

## FEEDBACK ON TESTS AND ASSIGNMENTS:

### • FEEDBACK ON TESTS:

I will post all course grades to Blackboard's gradebook. In order to see which test questions you have missed after each test, you will need to email my TA to set up an appointment during his/her office hours. The tests will not be allowed out of the faculty office, as the tests are permanent records of your course work. When you visit the office, you may look at your test paper and answer sheet and see which questions you missed, but you may not take notes on the questions or answers, and you may not take your test or answer sheet out of the office. You may ask my TA questions and email me about any questions you might have. I will resolve any conflicts over test grades. I welcome students' email communications or telephone calls to discuss personal issues and needs, and to consult with me about course work. Please include **INF 322T** in the subject line of your email messages.

## • FEEDBACK ON EXTRA-CREDIT WORK:

- Volunteer and Mentor Work: Students who volunteer with children in sites approved by Shirley Lukenbill and who submit their report of their volunteer/mentor hours on April 22, 2013 will get their feedback via Blackboard's Gradebook.
- Extra-Credit Assignments: Students who submit Extra-Credit papers will receive their feedback in the Assignments folder for the particular assignment. The grades for Extra-Credit Assignments will be recorded in Blackboard's Gradebook.

## POLICIES FOR CLASS ATTENDANCE & CLASS PARTICIPATION:

- Every student has the *right* to learn as well as the *responsibility* not to deprive others of their right to learn.
- Religious Holy Days: By UT Austin policy, students who wish to observe a religious holiday must notify me of the pending absence at least fourteen days prior to the date of observance of a religious holy day. If the student must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, I will only give him/her an opportunity to complete the missed work <u>if the he/she has informed me of the religious holy day/s at least fourteen days in advance of the holy day</u>, and if he/she makes up the test either in advance of the holy day or within a reasonable time after the absence at a place and time that the student and I agree on. It is the student's responsibility to email me to inform me of the religious holy day and to make arrangements for making-up any test he/she will miss during your absence.
- Student Athletes: I expect that student athletes will give me their official letter from their department on the first or second day of class so that I will know about any conflicts with their athletic competitions and their class attendance. I expect student athletes to follow all rules for class attendance and test administration established for the rest of the students.
- **Documented Disability Statement**: I expect that students with disabilities will give me their official letter from the Dean of Students' Services for Students with Disabilities Office (SSD) on the first or second day of class, and work with me to set up testing arrangements for them to comply with their documented disabilities. Any student with a documented disability who requires academic accommodations should contact Services for Students

with Disabilities (SSD) at (512) 471-6259 (voice) or 1-866-329-3986 (video phone). See the SSD's website for more disability-related information: <u>http://www.utexas.edu/diversity/ddce/ssd/for\_cstudents.php</u>. <u>I cannot provide</u> <u>accommodations for a student who does not present to me his/her official</u> <u>accommodation letter from SSD.</u>

- Every student is accountable for his or her actions. In order for you to get the most out of this class, please consider the following:
  - Attend all scheduled classes and arrive on time. Late arrivals and early departures are very disruptive and violate the first basic principles listed above.
  - Please do not schedule other engagements during this class time. You probably wouldn't appreciate it if I did! I will try to make class as interesting and informative as possible, but you need to take responsibility for attending class and learning the material.
  - If you have trouble hearing the lecture or media presentation because of distractions around you, quietly ask those responsible for the distraction to stop. If the distraction continues, please let me know. It is often impossible for me to hear such things from my position in the classroom.
  - Please let me know immediately if you have any problem that is preventing you from performing satisfactorily in this class.
- Ground Rules for participation in discussions or activities: All student contributions to the discussion are valued in this course. I expect my students to be respectful of other students and their opinions.
- <u>**Civility statement and code of conduct**</u>: I expect students to be respectful to me, my TA, to guest speakers, and to the other students in the class.

### COURSE READINGS:

All books are available for purchase at the **University Co-op** (Textbook Department), **Austin TXbooks** (2116 Guadalupe), at **Book People**, **Barnes & Noble**, and at many other bookstores in Austin. **Books are also available on Reserve at the PCL Reserve Department**. Many of the required books are also available on loan from the Austin Public Library and other area libraries, and for purchase at **Half Price Books** and other discount book outlets. Because books are so expensive, students may wish to share the cost with friends in the class or plan to use the books on reserve at the PCL. You do not need to bring textbook and children's books to class with you. It is desirable for you to have the course packet with you at each lecture. <u>VERY</u> <u>IMPORTANT</u>: At or before mid-semester, the campus bookstores begin returning books to publishers. Be sure you get the books you need before mid-semester. This is your responsibility! The course readings are required, so it is up to you to insure that you have access to them. Remember that UT's PCL Reserves has copies of all required readings shown below on reserve for you. See Blackboard's Course Documents for additional information about the PCL's course reserves policies.

TEXTBOOK: ESSENTIALS OF CHILDREN'S LITERATURE, 7th ed., (2010), by Carol Lynch-Brown, Carl M. Tomlinson, & Kathy G. Short. You do not need the "My Lab School" edition. The regular 7<sup>th</sup> edition is okay! (See reading assignments in the Course Calendar.)

<u>COURSE PACKET:</u> A course packet will be available for purchase at the **University Duplicating** Service, Texas Union, Room 2.124. Please watch for an email message from me about when the packet is ready for purchase. The hours for the Texas Union Copy Center are 8:00 a.m. to noon and 1:00-5:00 p.m. Monday through Friday, except for campus holidays.

**<u>REQUIRED CHILDREN'S BOOKS</u>**: You need to read Books 1-4 for the first test (2-11); Books 5-8 for the second test (3-25); and Books 9-12 by the third test (4-22). You are responsible for reading all 12 books for the final exam (5-13-13).

- 1. CHARLOTTE'S WEB, by E.B. White;
- 2. HOLES, by Louis Sachar;
- 3. BECAUSE OF WINN DIXIE, by Kate DiCamillo;
- 4. JAMES AND THE GIANT PEACH, by Roald Dahl
- 5. ESPERANZA RISING, by Pam Munoz Ryan;
- 6. THE CAY, by Theodore Taylor;
- 7. ROLL OF THUNDER, HEAR MY CRY, by Mildred Taylor;

- 8. THE DEVIL'S ARITHMETIC, by Jane Yolen
- 9. THE GIVER, by Lois Lowry;
- 10. BEOWULF: A NEW TELLING, by Robert Nye (Note that this is not the "original" Beowulf!)
- 11. THE LION, THE WITCH, AND THE WARDROBE, by C. S. Lewis;
- 12. TUCK EVERLASTING, by Natalie Babbitt

### BLACKBOARD, UT's Learning Management System:

The URL for Blackboard is <u>https://courses.utexas.edu</u>. You must use your UT-EID to access it. And to receive email from me via Blackboard, you must also make sure that the **Registrar has the email address that you will check regularly for messages.** All of my email messages to you will come through Blackboard, so it is imperative that you keep the Registrar's office up to date on your current email address. (You can do this through UT-Direct on the University's home page. Search for "all my addresses.")

### ECHO CENTER—Lecture Capture Recordings:

This class is taking part in a **lecture capturing experiment**. As part of this experiment, audio and video material presented in class will be recorded and made available to you for review via Blackboard. Links for the recordings will appear in the EchoCenter section of the menu to the left of the center screen on the Blackboard page for this class. To watch a recording, simply click on the EchoCenter link, find the recording you want (by the date of the lecture) to view and press play. You can learn more about how to use the Echo360 Lecture capture system by watching this tutorial: <a href="http://bit.ly/SUgICN">http://bit.ly/SUgICN</a> or original URL:

http://echo360.laits.utexas.edu:8080/ess/echo/presentation/726ae289-f82e-4998-b496-

<u>Oedb63962dd2</u>. Please remember that this is a trial of the lecture capturing system, so an issue might arise that could prevent material from being made available in a timely fashion or at all. Although every effort will be taken to keep the system running, UT and I do not guarantee the availability of these recordings. <u>Attending class is the only way to insure your viewing of my lectures.</u> You can find additional information about the lecture capture system at: <u>http://sites.la.utexas.edu/lecturecapture/</u>.

PERCENTAGE GRADE	GRADE POINTS	LETTER GRADE
95-100	4.00	A
90-94	3.67	A-
89-87	3.33	B+
83-86	3.00	В
80-82	2.67	B-
79-77	2.33	C+
73-76	2.00	С
70-72	1.67	C-
69-67	1.33	D+
63-66	1.00	D
60-62	0.67	D-
59-0	0.66-0.00	F

#### **<u>Grading Scale:</u>** The grading scale for this class will be as follows:

#### CR/F or CR/NC registration:

Undergraduate students who register for the class CR/F or CR/NC must earn at least a 60 average to earn a CR.

<u>Graduate students</u> who register for the class CR/F or CR/NC must earn at least a 70 average to earn a CR.

#### **Incomplete Grades:**

An X (Incomplete) will be assigned only in cases of extreme personal problems, medical problems, or hardship, and in cases in which the student has received permission from Mrs. Lukenbill to complete the class work after the scheduled time. An X can only be given when the student is missing only one major quiz grade at the end of the semester. All course grades will be posted to Blackboard.

### Grades will be based on:

Quiz I (February 11, 2013)—33.34%; Quiz 2 (March 25, 2013)—33.33%; Quiz 3 (April 22, 2013)---33.33%; Optional Final Exam—(May 13, 2013); Extra-Credit Points which will be added to your course average.

### **OPTIONAL FINAL EXAM ON MAY 13, 2013:**

The final exam is a comprehensive exam that is optional for students who have taken all three tests and who are happy with the average of those three grades. However, the final is required for any student who has missed a test. If you missed a test, the grade you make on the final exam becomes your test grade for the missed test. If you have taken all three of the regular tests, you make take the final to try to raise your grade. If you make a higher grade on the final exam than your lowest regular test grade, the final exam grade will replace your lowest test grade. However, if you make a lower grade on the final than on your lowest test grade, I will drop the final grade, **but only if you have taken all three of the regular tests**. So the final exam can only benefit you if you've taken all 3 regular tests. I will have you sign up to take the final at the third test so I don't have to make unnecessary copies of the test.

### **CONFLICTS WITH UNIFORM EXAMS IN OTHER DEPARTMENTS:**

If one of your classes has <u>uniform exams (departmental exams)</u> and those exams conflict with our class exams, your professor in the class with the uniform exam is obligated to provide a make-up exam for you in that class. See the University policy on uniform exams (departmental exams) at <a href="http://registrar.utexas.edu/schedules/129/finals/uniform">http://registrar.utexas.edu/schedules/129/finals/uniform</a>

### Q drop Policy :

The State of Texas has enacted a law that limits the number of course drops for academic reasons to six (6). As stated in Senate Bill 1231: "Beginning with the fall 2007 academic term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number."

#### **INCOMPLETE (X) GRADES:**

<u>An X (Incomplete)</u> will be given only in cases of extreme personal problems, medical problems, or hardship, and in cases in which the student has received permission from me to complete the class work after the scheduled time. An X can only be given when the student is missing only one major quiz grade at the end of the semester and when the student has a compelling health or personal issue that prevents him/her from completing the course work.

#### All course grades will be posted to Blackboard's gradebook.

#### EXAMS:

There will be <u>three regular tests</u> and an optional comprehensive Final Exam, which is only optional if you have taken all three regular tests. If you have missed a test, the final exam is your make-up exam. The tests will have slightly different percentage values. The first test will be worth 33.34% of your course grade, the second and third tests will be worth 33.33% of your course grade. These exams will be <u>objective</u> in nature. The questions for tests will be taken from material introduced, assigned, discussed, viewed, or listened to or viewed in class lecture periods, from assigned readings in the textbook (ESSENTIALS OF CHILDREN'S LITERATURE, 7th ed.) as well as from the assigned children's books, assigned material in the course packet, course documents posted to Blackboard's course documents.

#### **SEATING POLICY FOR ALL TESTS:**

<u>At regular tests</u>, students must be seated and taking the test no later than <u>6:15 p.m.</u> Students who arrive after 6:15 p.m. will be considered absent for the regular test and must take the comprehensive make-up exam on <u>5-13-13 at 7 pm</u>. Students who miss one of the three regular tests must make up the grade by taking the final exam. NO EXCEPTIONS WILL BE MADE. Students who do not miss a regular exam may choose to take the final exam to try to raise their grades and we will use the three highest grades to calculate your final grade. If one of your classes has <u>uniform exams</u> (departmental exams) and those exams conflict with our class exams, your professor in the class with the uniform exam is obligated to provide a make-up exam for you in that class. See the University policy on uniform exams (departmental exams) at http://registrar.utexas.edu/schedules/132/finals#policies

FOR THE FINAL EXAM, SCHEDULED ON MONDAY, 5-13-13 from 7:00-10:00 p.m., you need to plan to be seated by 7:00 p.m. to take the test. Plan your time accordingly! For the exam, you will need to review all assigned readings, including all children's books assigned, course packet readings, course documents posted to Blackboard, and Essentials of Children's Literature, 7<sup>th</sup> ed., as well as all lecture material for the semester. Do not ask me to give you the final exam early or at a time different from the class exam. I must follow UT's final exam regulations. See: "Regulations governing the administration of examinations (General Information Catalog, Chapter 4) require that no semester examinations be given before the examination period begins, and that the index of final examination times be followed for classes that have an exam." http://registrar.utexas.edu/students/exams/policies or at http://registrar.utexas.edu/schedules/132/finals#policies

### CORRECTIVE FEEDBACK AFTER EXAMS

After <u>each</u> regular test (not the final exam), you will be given an opportunity to see the test questions during our TA's office hours or by appointment. The <u>actual exams</u> will <u>only</u> be available for you to see <u>during office hours</u> or by appointment with our TA between the time each test's grades are posted to Blackboard's gradebook and the time of the next test. You must email our TA to make an appointment to view your test paper and answer sheet to see what you missed. This is the best way for you to correct your misconceptions or discuss your grade with us. After Quiz 2 is given, you may no longer see your Quiz 1 results; after Quiz 3 is given, you may no longer see your Quiz 1 or Quiz 2 results. Before the final exam, you can only view your Quiz 3 results. If you need special accommodations for viewing your test paper, you need to communicate with me and our TA so that we can work out a suitable solution for you.

#### **EXTRA-CREDIT ASSIGNMENTS:**

I encourage all students to complete the work for at least one extra-credit can earn a total of <u>four extra-credit points</u> for the semester. Extra-Credit points are added to your course average, so they can make a big difference in your course grade.

- **VOLUNTEER WORK WITH CHILDREN:** The report on your volunteer work, signed by your supervisor, must be turned in on April 22, 2013. In order to earn a MAXIMUM of TWO extra-credit points, you may choose to use children's literature in volunteer work with children for a minimum of TWENTY HOURS in an institutional setting, such as Wooldridge Elementary School where I was the librarian or another elementary school in Austin or surrounding school districts. Other organizations that need help are **BookSpring** (home of the RIF program and teen-mother literacy programs as well as Reach-Out-and-Read (ROR); Any Baby Can (many different programs-see Blackboard's Course Documents for more information); Helping Hands Home for Children and The Settlement Home (residential centers for children). The Salvation Army Children's Center needs people to read to children and help with homework. For the Love of Christi Center works with children who have suffered a loss in their family, and the Ronald McDonald House, and Children's Hospital of Austin work with children who are ill. If you wish to volunteer in another organization, I must approve the organization before you can get extra-credit for your work. The organization must provide supervision of your work with children, and you must include reading to or use of literature with children. When you submit your report on April 22, 2013, you must include a signed copy or your volunteer hours, signed by the official coordinator of volunteers at the school or site.
- There are three options for earning <u>2 points of extra-credit for working with</u> <u>children</u>:
  - If you submit a report of 20 hours of verified, supervised volunteer work with children (see above description), you can earn up to two points of extracredit, depending on the number of hours you completed. See Blackboard's folder in "Course Documents" in the folder on Volunteer Opportunities for approved sites for volunteering with children. To qualify for the volunteer extracredit, you must submit a signed, verified report of the hours you volunteered with children in a supervised setting. To get a signed, verified report, you need to request such a report from your volunteer supervisor two weeks in advance of the deadline. Submit this report to me at the time of our third test on <u>April 22, 2013.</u>

- If you submit a report of <u>supervised mentoring</u> of a student at Wooldridge Elementary with a detailed paper about your experiences as a mentor with children, you can earn 2 points of extra-credit. Submit this paper to me at the time of our third test on <u>April 22, 2013</u>. In order to be chosen as a mentor at Wooldridge Elementary, you must apply and complete a criminal background check through the Austin ISD Partners in Education site. You must visit with your assigned mentee at Wooldridge Elementary School once a week throughout the semester except during school holidays or student testing.
- If you submit a report of 20 hours of verified, supervised volunteer work in a school library helping the librarian in a <u>public school library</u> with sharing literature with children, assisting students in research, helping with literacy fairs, book fairs, and the RIF program in the library, and helping to shelve books for the librarian, you can earn two points of extra-credit. You will need to submit a detailed report at the end of the semester on what you have done and the hours you have volunteered, signed by the school librarian. See Blackboard's Course Documents, and check the folder on Volunteer Opportunities. Click on School Library Volunteer Work for more information. This report must be submitted to me in class at the time of the third test on <u>April 22, 2013</u>.
- ALL EXTRA CREDIT VOLUNTEER WORK REPORTS (signed and verified by the volunteer supervisor) MUST BE TURNED IN AT THE TIME OF THE THIRD TEST ON April 22, 2013. If you cannot be in class on November 26, 2012 at Quiz 3, you need to make other arrangements with me to turn in your work before that date. NO LATE WORK WILL BE ACCEPTED. I need time to evaluate all of the work you turn in for extra credit. Grades for extra-credit will be posted to Blackboard's gradebook before the final exam.
- Just submitting extra-credit work does not insure that you will get the credit. I will evaluate each paper and each volunteer report carefully to see that it complies with the requirements for the extra-credit point/s.
- **EXTRA-CREDIT ASSIGNMENT PAPERS:** See Blackboard's Assignments for details of each assignment. The following requirements apply to all the written assignments:
  - The Extra-Credit Papers may require the reading of additional children's books listed as "Recommended" books on the textbook spreadsheet in the course packet and posted to Blackboard's course documents.
  - Any reference to outside sources you cite in your papers must be only to resources available on the web or available via the online databases at the University of TX at Austin. I do not accept the use of Wikipedia as an information source. I must be able to access all of the resources you used for background information online. Therefore, you must provide citations of the title and official URLs for the websites you cite, or provide the citation and persistent link [Permalink] to any articles from the University of Texas Library's databases. Students who choose this option are bound by the University's policies on plagiarism: http://deanofstudents.utexas.edu/sjs/scholdis\_plagiarism.php. If a student copies from another student or from other resources, it will be a violation of the University's policy on plagiarism, and the offending student will LOSE A POINT from their course average and will be reported to the Dean of Students' office for disciplinary action.
  - References to passages in the children's books must be documented by your citing the exact page and paragraph number within the children's book/s.
  - Extra-Credit Assignments: See Blackboard's Assignment 1 folder: Earn a MAXIMUM of 1 extra-credit point by following the directions for and completing from one to four of the extra-credit papers. Write the assigned fourpage typed paper on the topic and books in order to earn one extra-credit point. Submit the paper to the dropbox in the appropriate Assignment folder in Blackboard. See the documents posted for each of the Assignment papers for a complete description of each extra-credit assignment. Simply submitting the assignment will not guarantee you the credit. Depending on the quality of your paper and how closely you followed the directions, you may receive full, partial, or no credit for submitting an assignment paper.

## University of Texas Honor Code

- The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.
- Each student in this course is expected to abide by the University of Texas Honor Code. [See the UT Honor Code (or statement of ethics) and an explanation or example of what constitutes: <u>http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html</u>] Any work submitted by a student in this course for academic credit <u>will be the student's own</u> work.
- You are encouraged to study together and to discuss information and concepts covered in lectures with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an email, an email attachment file, a digital storage device, or a hard copy.
- Should copying occur, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this Code can also be extended to include failure of the course and University disciplinary action.
- During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way Any collaborative behavior during the examinations will result in failure of the exam, and may lead to failure of the course and University disciplinary action.

## **Other University Notices and Policies:**

## Use of E-mail for Official Correspondence to Students:

All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your email address are available at <a href="http://www.utexas.edu/its/policies/emailnotify.html">http://www.utexas.edu/its/policies/emailnotify.html</a>.

## Behavior Concerns Advice Line (BCAL):

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <u>http://www.utexas.edu/safety/bcal</u>.

**Emergency Evacuation Policy:** The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

- Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:
- Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
- If you require assistance to evacuate, inform me in writing during the first week of class.
- In the event of an evacuation, follow my instructions or those of class instructors.
- Do not re-enter a building unless you're given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: <u>www.utexas.edu/emergency</u>