

“Any student with a documented disability (physical or cognitive) who requires academic accommodations should contact the Services for Students with Disabilities area of the Office of the Dean of Students at (512) 471.6259 (voice) or (512) 471.4641 (TTY for users who are deaf or hard of hearing) as soon as possible to request an official letter outlining authorized accommodations.”

**INF 322T (Unique No. 27660) Spring, 2015**  
**Shirley Lukenbill, Lecturer**  
**FAC 21, Mondays, 6-9 p.m.**

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**Instructor:** Shirley Lukenbill, Lecturer

**Office Location:** UTA 5.460 (The office building is located at 1616 Guadalupe). Meet me in the Lobby of the FAC 21 before class on Mondays, from 5:00-6:00 pm.

**Contact information:** Email: [slukenbill@utexas.edu](mailto:slukenbill@utexas.edu) (Include **INF 322T** 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:** Mondays in the lobby of the FAC 21 or in the FAC 21, 5-6 p.m. & by appointment via email to [slukenbill@utexas.edu](mailto:slukenbill@utexas.edu).

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**Teaching Assistant:** Robert J. Flores

**Office Location:** UTA 5.460 (The office building is located at 1616 Guadalupe)

**Contact information:** Email: [flores.robert.j@gmail.com](mailto:flores.robert.j@gmail.com) (Include **INF 322T** 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:** Mondays from 2:30-5:00 pm and Thursdays from 9:30 am to 12:00 pm or by appointment. You must email Robert to set up an appointment with him. He will also be available at the mid-class break during the class lectures and after class. But you need to let him know in advance if you need to see him during our class lecture times.

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**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 children's books and media that help to develop their sensitivity toward and appreciation of issues of cultural and religious diversity.
- 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 Canvas as support for the lectures. I also expect students to check the Canvas 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 three regular tests, students will be present and seated **no later than 6:15 p.m.** if they wish 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. If a student has missed a regular test and does not take the final exam with the class, the student will be assigned a 0 for the missed test grade, because this shows a lack of interest in taking responsibility for the student's grades.**

### **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. Therefore, I expect you to show courtesy and respect for all of your fellow students and for me as your teacher by not carrying on conversations during the class lectures. During discussions in class, students need to show tolerance and respect for all students' opinions in order to encourage open dialogue about issues.
- **Religious Holy Days:** By UT Austin policy Section 51.911, 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 **if the he/she has informed me of the religious holy day/s at least fourteen (14) days in advance of the holy day,** and if he/she makes up the test **in advance** of the holy day. It is the student's responsibility to email me to inform me of the religious holy day and to make arrangements for taking any test or submitting any extra-credit assignment he/she will miss during the 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 documented 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. **The SSD requires that appointments for tests be set up at least a week in advance.** [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: [http://www.utexas.edu/diversity/ddce/ssd/for\\_cstudents.php](http://www.utexas.edu/diversity/ddce/ssd/for_cstudents.php). **I cannot provide accommodations for a student who does not present to me his/her official accommodation letter from SSD.**
- 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. Do not wait until it is time for the final exam to seek help! It is each student's responsibility to check grades after each test and make arrangements with my TA to view their test paper after each test.**
- 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.
- **Civility statement and code of conduct:** 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 TX Books**, **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. VERY IMPORTANT:** 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 Canvas's Page "Beginning of Semester" for additional information about the PCL's course reserves policies.

**TEXTBOOK: ESSENTIALS OF CHILDREN'S LITERATURE, 8th ed., (2013), by Kathy G. Short, Carol Lynch-Brown, & Carl M. Tomlinson. You do not need the "My Lab School" edition. The regular 8<sup>th</sup> edition is okay!** (See reading assignments in the course calendar for the textbook and other readings.)

**COURSE PACKET:** A course packet will be available for purchase at the **University Duplicating Service, Texas Union, Room 2.124**. Their phone number is **512-475-6675**. **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.

**REQUIRED CHILDREN'S BOOKS:** You need to read **Books 1-4 for the first test (2-23-15); Books 5-8 for the second test (3-30-15); and Books 9-12 for the third test (4-27-15)**. You are responsible for reading all 12 books for the final exam (5-18-15).

1. **CHARLOTTE'S WEB**, by E.B. White
2. **HATCHET**, by Gary Paulsen
3. **BECAUSE OF WINN DIXIE**, by Kate DiCamillo
4. **JAMES AND THE GIANT PEACH**, by Roald Dahl
5. **ROLL OF THUNDER, HEAR MY CRY**, by Mildred D. Taylor
6. **THE CAY**, by Theodore Taylor
7. **DEAD END AT NORVELT**, by Jack Gantos
8. **BECOMING NAOMI LEON**, by Pam Munoz Ryan
9. **THE GIVER**, by Lois Lowry
10. **BEOWULF: A NEW TELLING**, by Robert Nye (Note that this is not the "original" Beowulf!)
11. **THE ONE AND ONLY IVAN**, by Katherine Applegate
12. **TUCK EVERLASTING**, by Natalie Babbitt

**CANVAS, UT's Learning Management System:**

The URL for **CANVAS** is <http://canvas.utexas.edu/>. You must use your **UT-EID** to access it. And to receive email from me, you must also make sure that the Registrar has the email address that you will check regularly for messages. 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.") As the email program in CANVAS is not a "full-service" email program, and you and I cannot "save" copies of the email messages I send via CANVAS, I would prefer that you email me at [slukenbill@utexas.edu](mailto:slukenbill@utexas.edu) and I will copy your email addresses from the Registrar's Roster for our class and use that email address to send messages to the class and to you individually.

**LECTURES ONLINE:**

Our class is taking part in a **lecture capturing program from ECHO that will be linked to our course site on CANVAS as "Lectures Online."** As part of this program, audio and video material presented in class will be recorded and made available to you at the discretion of your teacher for review via ECHO-Center technology. Links for the recordings will appear in the **Lectures Online** section of the menu to the left of the center screen on the Canvas 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.

**Attending class is the only way to insure your viewing of my lectures.** Please view the first lecture online which you will be able to access for free. Somewhere around the twelfth class day (Feb. 4<sup>h</sup> this semester), you will need to pay a \$20 fee to access the rest of the recordings via Echo-Center or Lectures Online. You can find additional information about the lecture capture system at: <http://sites.la.utexas.edu/lecturecapture/>.

**Grading Policies:**

▪ **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."

- **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.
  - **Graduate students** 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 the gradebook in Canvas.
- **Grading Scale:** The grading scale for this class will be as follows:

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

- **Grades will be based on:**
  - **GRADES ON REGULAR TESTS:**
    - Quiz 1—33.34%;
    - Quiz 2—33.33%;
    - Quiz 3---33.33%;
  - **Optional Final Exam—**(If you miss a regular test, the final exam acts as the make-up for that regular test; however, if you have taken all 3 regular tests, I will replace your lowest regular test grade with your final exam grade if you make a higher grade on the final exam than on your lowest regular test grade. If you make a lower grade on the final exam than on any of your regular test grades, I will drop the final exam grade, but only if you have taken all of the regular tests. The final exam is a comprehensive exam that is optional for students who have taken all three tests. If you are happy with the average of those three regular grades plus your extra-credit, you do not need to take the final exam. 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. 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. **If student has missed a regular test and does not take the final exam, that student will be assigned a 0 for the missed regular test grade, because this shows a lack of responsibility for the student's grades, and no other make-up will be offered. See the University's rules on final examinations at this site:**  
<http://catalog.utexas.edu/general-information/academic-policies-and-procedures/examinations/>

- **CONFLICTS WITH UNIFORM EXAMS IN OTHER DEPARTMENTS:**  
If one of your classes has **uniform exams (departmental exams)** and those exams conflict with our class exams or the final exam, your professor in the class with the uniform exam is obligated to provide a make-up exam for you in that class. In cases such as that, the test scheduled at the regular class time takes priority, and your teacher requiring a uniform exam outside of your regular class time or outside of the scheduled Final Exam time must make the accommodations for you. See the University policy on uniform (departmental exams) at <http://registrar.utexas.edu/schedules/142/finalexams> or at <http://registrar.utexas.edu/staff/exams>
- **Extra-Credit Points (a maximum of 4) will be added to your course average. You can combine mentor or volunteer credit points with the written assignments to earn the 4 points. If you submit work that amounts to more than 4 points, you will only get 4 points credit.**

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

- **At regular tests**, students must be seated and taking the test **no later than 6:15 p.m.** Students who arrive after 6:15 p.m. will be considered absent for the regular test and must take the comprehensive make-up exam.
- **For the Optional Final Exam**, you should find a seat only on the lower floor of the FAC 21. The final exam for our class is scheduled for **5-18-15 at 7 pm.** Students must arrive and be seated for the exam no later than **7:15 pm** as this is an optional final exam, so any student arriving after 7:15 pm will not be given a test and there will be no make-up scheduled. So make your transportation plans accordingly. UT Regulations prohibit my administering the exam early for students, so please do not request a special date for your final exam. "*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/139/finals#policies>

### **CORRECTIVE FEEDBACK AFTER EXAMS:**

- **After each 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 **actual exams** will **only** be available for you to see **during office hours or by appointment with our TA between the time each test's grades are posted to Canvas'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. In order to view your Final Exam results, you will need to make an appointment with our TA in the first two weeks of the Fall, 2014 semester.
- I will post all course grades to Canvas'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.
- **RULES FOR VIEWING YOUR TEST PAPERS DURING OFFICE HOURS:** When you visit the office (after you have emailed our TA to make an appointment for his office hours), 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 are prohibited from using your camera, iPad, phone, or other digital recording

device during your viewing of the test paper and answer sheet. You may ask my TA questions and ask my TA to email me about any questions you might have about the test questions or answers. I, and not my TA, will resolve any conflicts over test grades.

**EXTRA-CREDIT WORK:** All volunteer work with children must be approved by Shirley Lukenbill. To begin the process of having your volunteer work site approved for extra-credit consideration in this course, you must email the following information to Shirley Lukenbill [slukenbill@utexas.edu](mailto:slukenbill@utexas.edu) no later than 11:55 pm on 2-25-15:

- Your full name, and telephone number where I can reach you in Austin.
- The name of the organization or school at which you will be volunteering;
- A brief description of the volunteer work you will be performing;
- The address and telephone number of the volunteer site;
- The name, address, telephone number, and email address of the person who will be supervising your work.

Shirley Lukenbill will either approve or not approve the work site for your volunteer work by return email message to you no later than 11:55 pm on 3-6-15.

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

1. **VOLUNTEER WORK WITH CHILDREN:**

The “Log of Experiences” report or a signed report of your volunteer hours, signed by your site coordinator or supervisor, must be turned in at the time of the third test on **April 27, 2015 in FAC 21 in the folder marked “Volunteer Reports.”** 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 Canvas’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, The organization must provide supervision of your work with children, and you must include reading to children, tutoring children in reading or other school subjects that use literature with children.

**VOLUNTEER REPORT:** In order to get extra-credit for your work, you must submit a printed copy of your volunteer work hours on **April 27, 2015**. Your volunteer report must include a signed copy of the “Log of Volunteer Experience” or an official signed copy of your volunteer hours, **signed by the official coordinator of volunteers at the school or site, as well as the contact information (working telephone number and email address) so I can verify your work.**

2. **There are three options for earning 2 points of extra-credit for working with children. (All volunteer work with children must be approved by Shirley Lukenbill. To begin the process of having your volunteer work site approved for extra-credit consideration in this course, you must email the following information to Shirley Lukenbill [slukenbill@utexas.edu](mailto:slukenbill@utexas.edu) no later than 11:55 pm on 2-25-15:**

- Your full name, and telephone number where I can reach you in Austin.
- The name of the organization or school at which you will be volunteering;
- A brief description of the volunteer work you will be performing;
- The address and telephone number of the volunteer site;
- The name, address, telephone number, and email address of the person who will be supervising your work.

**Shirley Lukenbill will either approve or not approve the work site for your volunteer work by return email message to you no later than 11:55 pm on 2-25-15.**

1. **Mentoring a child or children at Wooldridge Elementary School:** If you submit a report of supervised mentoring 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 April 27, 2015. 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. See the Volunteer Opportunities page in Canvas for information about mentoring students and information on the required report you must submit on April 27, 2015. No late reports will be accepted. See the "Volunteer Opportunities" page, and download a copy of the requirements for the Mentor Report which must be submitted in print on April 27, 2015 no later than 7 pm to the **MENTOR REPORT** folder on the stage of the FAC 21.
  
2. **Supervised volunteer work with children in an approved institutional volunteer site.** 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 district, non-profit organizations that serve children, etc.** Some nonprofit 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), **Helping Hands Home for Children** and **The Settlement Home** (residential centers for children that have storytelling or tutoring programs). 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. **The Victory Tutoring Program at the Austin Public Library** always needs volunteers to help children with homework and tutor them. **I must approve the organization** before you start your volunteer work. See the information above on how to get your volunteer site approved. The organization must provide supervision of your work with children, and you must include reading to or use of literature with children. Your **VOLUNTEER REPORT: On April 27, 2015 no later than 7 pm, you need to submit your** volunteer work report, signed by your site supervisor **to the VOLUNTEER REPORT FOLDER** on the stage at the FAC 21. Your report may be an official printed and signed report of your volunteer hours signed by the site supervisor, and which includes the name, email address and phone number of the work supervisor, or a printed copy of the "Log of Volunteer Experience" which you have completed for each day and hour you volunteer and signed by the site supervisor, along with the site supervisor's full name, email address, and telephone number. (See the "Volunteer Opportunities" page on Canvas for a copy of the "Log of Volunteer Experience"). If you **submit a report of 20 hours of verified (Verification by a supervisor-signed copy of your volunteer hours) & supervised volunteer work with children (see above description), you can earn up to two points of extra-credit.** Just submitting a report of volunteer work does not mean that you will automatically get the credit. **Your must have met the first**

requirement of submitting your volunteer work site information via email to me by 11:55 pm on 2-25-15, and have received an email from me approving your volunteer work site. The volunteer or mentor work report must meet all the requirements for that type of volunteer work.

3. **Supervised volunteer work in a public elementary school library:** If you submit a report of **20 hours of verified, supervised volunteer work in a public school library** helping the librarian by reading to children, helping children to locate books in the library, sharing literature with groups of 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. At the time of the third test on **April 27, 2015**, you will need to submit to the **VOLUNTEER REPORT FOLDER** on the stage of the FAC 21 a printed "Log of Volunteer Experiences" report of the exact dates and hours you have volunteered and the activities you have done, signed by the school librarian, with contact information (email address and telephone number) for the school librarian. See Canvas's folder on Volunteer Opportunities. Click on School Library Volunteer Work for more information. **This report (signed by the librarian who supervised your work at Wooldridge or another public elementary school) must be submitted to me in class at the time of the third test on April 27, 2015. If you submit a signed report of at least 20 hours of volunteer work in the school library, you can earn up to two points of extra-credit.** Just submitting a report of volunteer work does not mean that you will automatically get the credit. **Your must have met the first requirement of submitting your volunteer work site information via email to me by 11:55 pm on 2-25-15 and have received an email from me approving your volunteer work site. The volunteer or mentor work report must meet all the requirements for that type of volunteer work.**

**EXTRA-CREDIT ASSIGNMENT PAPERS:** See the Assignments tab in our Canvas site 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 the "Beginning of Semester" page in our class Canvas site.
- 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](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 Assignments in the class Canvas site:**
- **FEEDBACK ON EXTRA-CREDIT WORK (Students may earn up to four points of extra credit by combining mentor work report or a report on volunteer work and extra-credit assignment papers):**
  - **Volunteer or Mentor Work: Submitting the Final Volunteer or Mentor Report:** Students will get their feedback via the Gradebook in Canvas.

- **Extra-Credit Written Assignments on Extra-Credit Books:** Students who submit the optional Extra-Credit papers to the Dropboxes for the various written assignments will receive their feedback in the Assignments folder for the particular assignment. The grades for Extra-Credit Assignments will be recorded in the Gradebook on Canvas. Students can earn up to 1 point of extra-credit if they meet all the requirements for each of the assignment papers. **(Students may earn up to four points of extra credit by combining mentor work OR volunteer work AND extra-credit assignment papers or by following all directions for each of the four extra-credit papers.)**

### Academic Integrity: 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: <http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html>] Any work submitted by a student in this course for academic credit **will be the student's own 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 diskette, or a hard copy.
- All extra-credit assignments must be written by the student submitting the paper without assistance from other students in the class. Should any copying of extra-credit work 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 on 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 among students 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 by all parties involved, 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. If a student does not read one of my email messages and comply with the information, that is not an acceptable excuse for missing an appointment or anything in the course! The complete text of this policy and instructions for updating your email address are available at: <http://registrar.utexas.edu/students/records/address>
- **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 <http://www.utexas.edu/safety/bcal>.
- **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: [www.utexas.edu/emergency](http://www.utexas.edu/emergency)