

“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 471.6259 (voice) or 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. 28680)
Shirley Lukenbill, Fall, 2014
FAC 21, Mondays, 6-9 p.m.**

Instructor: Shirley Lukenbill

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

Contact information: Email: 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.

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 (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 3-5 pm and Tuesdays from 2-5 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.

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 6:10 p.m.** if they wish to take the test. **Students arriving after 6:10 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 7:10 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. **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 8th 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 (9-29-14); Books 5-8 for the second test (10-27-14); and Books 9-12 for the third test (11-24-14).** You are responsible for reading all 12 books for the final exam (12-15-14).

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. **NUMBER THE STARS**, by Lois Lowry
8. **ESPERANZA RISING**, 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 LION, THE WITCH, AND THE WARDROBE**, by C. S. Lewis
12. **A WRINKLE IN TIME**, by Madeleine L'Engle

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 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:

This 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 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 (Sept. 12th 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 6:10 p.m.** Students who arrive after 6:10 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 **12-15-14 at 7 pm.** Students must arrive and be seated for the exam no later than **7:10 pm** as this is an optional final exam, so any student arriving after 7:10 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:

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.

VOLUNTEER WORK WITH CHILDREN:

- I must approve any volunteer site at which you plan to volunteer for extra-credit no later than 9-22-14. I will keep a spreadsheet of students who are volunteering for extra credit, the volunteer site, and the volunteer site coordinator's contact information, so all of that information needs to be submitted to me in writing before the deadline of 11:55 pm on 9-22-14.
- 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 **November 24, 2014**. 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.
- When you submit your report on **November 24, 2014**, you must include a 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.
- **There are three options for earning 2 points of extra-credit for working with children** (In each of these cases, you must submit to me by email to slukenbill@utexas.edu no later than 11:55 pm on 9-22-14 the following information about your volunteer site: Your full name, the name of the organization or school at which you will be working, a brief description of the volunteer work you will be performing, the address and telephone number of the volunteer site, and the name, address, telephone number, and email address of the person who will be supervising your work.):
 - **Twenty-hours of supervised volunteer work with children:** 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**, depending on the number of hours you completed. See the Volunteer Opportunities page in Canvas for approved sites for volunteering with children. To qualify for the volunteer extra-credit, 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 **November 24, 2014**. If you submit a late report or a report that is not verified (signed) by the person supervising your volunteer work, you will not receive extra-credit for your hours!

four-page typed paper that meets the specifications 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 Canvas. 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.

- **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: Getting Work Sites Approved:** Students who volunteer with children need to get the volunteer sites approved by emailing Shirley Lukenbill at slukenbill@utexas.edu with the required information about volunteer work sites (See CANVAS documents on Volunteer Work) **no later than 11:59 pm on September 22, 2014**. Incomplete information will not be accepted, so in order for me to approve your volunteer work site, follow carefully the requirements for work sites before submitting the information by the deadline.
 - **Submitting the Final Volunteer or Mentor Report:** Students must submit the signed report (signed by the official supervisor or coordinator of the volunteer work) of their volunteer/mentor hours at the time of the **third test on November 24, 2014**, and will get their feedback via the Gradebook in Canvas. Just submitting a volunteer or mentor report by the deadline on 11-24-14 does not mean that you will automatically get the credit. You must meet all of the requirements for volunteer and mentor work. **(Students may earn up to four points of extra credit by combining mentor work OR volunteer work AND extra-credit assignment papers or by submitting the four extra-credit assignment papers and meeting all of the requirements for each of the four extra-credit papers.)**
 - **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