



MIDWESTERN STATE UNIVERSITY

A Member of the Texas Tech University System

Course Syllabus: Practice I SOWK 3533 TR 2:30-3:50 MA #106 Fall 2025 August 25, 2025 – December 6, 2025

Contact Information

Instructor: Catherine McInroe

Office: Centennial Hall # 450 F

Office Hours: Tuesday & Thursday 9:00-11:00 or Wednesday 10:00 to 12:00 or by appointment (Zoom meetings by appointment)

Office Phone: 940-397-6911

E-mail: Catherine.mcinroe@msutexas.edu

Course Description

The purpose of this course is to provide the student with generalist practice, theoretical knowledge, and practice skills necessary for field placement and entry level generalist practice in social work. Social work skills of engaging the client in a professional relationship, interviewing, assessment, treatment planning and evaluating interventions at the individual and family level will be taught didactically and experientially from a generalist framework. The application of ethics and the use of self and personal family history in working with individuals and families will be addressed. The application of social science knowledge and theories to working with individuals and families will be taught. Evaluation of the students own practice effectiveness based upon social work knowledge and theory will be demonstrated in this class.

Course Objectives

Upon completion of the course, the students should be able to:

1. Demonstrate knowledge of ethical and professional behavior working with multicultural and diverse individuals and families. (Knowledge, Values, Skills, Cognitive & Affective Processes)
3. Demonstrate knowledge of human behavior and the social environment, person-in-person environment, and other multidisciplinary theoretical frameworks to

engage, assess and intervene with individuals and families. (Knowledge, Values, Skills, Cognitive & Affective Processes)

4. Recognize and manage own personal values and biases and maintain professionalism working with individuals and families. (Knowledge, Values)
5. Ability to use empathy, reflection, and interpersonal skills to effectively engage diverse individuals and families. (Knowledge, Values, Skills)
6. Ability to assess and apply critical thinking to interpret information and implement interventions. (Knowledge, Values, Skills, Cognitive & Affective Processes)
7. Ability to evaluate and implement intervention of goals with measurable outcomes based on assessment of strengths, needs and challenges. (Knowledge, Values, Skills, Cognitive & Affective Processes)

Midwestern State University Values:

People-Centered – Engage others with respect, empathy, and joy.

Community – Cultivate a diverse and inclusive campus environment.

Integrity – Always do the right thing.

Visionary – Adopt innovative ideas to pioneer new paths.

Connections – Value relationships with broader communities.

TEXTBOOK & INSTRUCTIONAL MATERIAL

Karen K. Kirst-Ashman and Grafton H. Hull, Jr. (2016). Understanding Generalist Practice. (8th ed.) Cengage Learning.

List price: 221.25 (prices may vary depending on the vendor)

Class Participation

It is expected that students will contribute to the maintenance of a healthy learning environment, by paying attention to lectures, to fellow students' contributions in the class and by not being disruptive in class. **Side conversations, making noises, leaving, working on outside assignments, or inappropriate use of electronics during class are disruptive, will result in a lower participation grade, and may result in the student being asked to leave.** It is expected that students actively participate in class discussions and exercises. It is also expected that everyone who shares ideas/views is respectful of others' time and ideas/views. We could agree to disagree, but we ought not to be disagreeable.

Class participation is expected not only at the time of class discussions but also during lectures by raising pertinent questions, by contributing relevant ideas and by sharing relevant examples. **Students will be expected to read all the assigned materials prior to class** and be prepared to engage in class discussions related to the class topics.

Laptop and Cell Phone regulation

No Photographing, recording, text messaging is allowed without the permission of the instructor. Please turn off or set cell phones on vibrate. Please do not surf the internet or listen to music while in class. Please note that using electronic devices during class time will have an adverse impact on participation grade.

Tutoring Assistance

Begin drafting papers as early as possible and take advantage of the [Tutoring & Academic Support Programs](#), located off the first floor of the Moffett Library. The MSU TASP Learning Center offers drop-in tutoring support for most general subject areas including but not limited to Writing, Math, Science, Business, and Foreign Languages. Students check in to work one-on-one with a tutor typically for an hour regarding specific concepts.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

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[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Course Assignments

Students will be required to complete assigned reading, quizzes, discussion homework including participation in class. There will be 10 quizzes and a final exam. The quizzes and final exam will consist of multiple-choice questions. Your quiz will be open every Saturday at 5:00pm and will close every Friday by 11:30pm. APA style formatting is required for all written work in this course. Be sure to use appropriate APA style citations for any information you infer from the textbook, handouts, lectures, reference materials, websites, or other outside sources while completing written assignments.

Homework assignments will be completed on the discussion board. Homework will be worth 10 points, 5 for completing it on the discussion board and 5 for discussing the homework assignment in class.

ASSIGNMENT #1: Due

Write a 1-to-2-page paper using your life experiences to recognize the ways in which your life and behavior have been influenced by ethnic heritage. Identify several ways in which your life has been influenced by your cultural and ethnic heritage to understand the importance of ethnic heritage in shaping behavior, beliefs, and perceptions.

ASSIGNMENT #2: Due

Psychosocial Assessment, interview a person of your choosing (do not use any identifying information) use the information to compose a psychosocial assessment. The assessment should be 2 to 4 pages, typed double spaced with a cover sheet, no references needed for this paper. Specific headings and topic requirements for this paper will be provided and discussed in class.

ASSIGNMENT # 3 Due

Develop a written treatment plan with measurable goals and objectives. Assignment requirements and instructions will be provided and discussed in class.

Tutoring Assistance

For writing assistance take advantage of the Tutoring and Academic Support Program which is located on the first floor of the Moffett Library. For more information about tutoring and other services offered, visit the [TASP website](#).

Grading

Table 1: The student's achievement will be evaluated on the basis of written assignments, class exams and class participation.

Assignments	Weight
Discussion Homework	10%
Assignment 1	20%
Assignment 2	20%
Assignment 3	10%
Quizzes	20%
Final Exam	20%

Table 2: Weighted average will be used to calculate final grade.

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Social Work Program Grade Policy

A course grade of below a C or an average of below 70% will be considered a failing grade. ***Social work students must repeat social work courses in which they receive a grade of D or F.***

Homework

Questions or interviews may be assigned for selected chapters to be completed and submitted by the next class.

Quizzes

Quizzes will be completed outside of class through D2L. Students will complete weekly quizzes by 11:30 pm on Fridays based on the required book chapters and lectures as indicated in the class schedule. Assigned reading should be completed before beginning each quiz. The quizzes are open book and notes, but there will be limited time to complete them. Twelve quizzes will be required. Thirteen quizzes will be available and students completing all 13 will have their lowest quiz grade dropped. No requests for late access will be considered unless the student has submitted documentation through the Dean of Student's office proving incapacitation for the entire week that the quiz was available. Anything presented via assigned readings or in class may be included in quizzes.

Final Exam

There will be a final exam. The final exam will consist of multiple-choice questions, true or false statements, short answer, and essay questions. Since class instruction will be based on the text as well as materials from other sources, what is presented in class may be included in the final exam.

Late Work

Late work will be penalized ½ letter grade per 24-hour time period. Failure to submit any assignment within 7 calendar days of the due date will result in a failing grade for the assignment. You should get with the instructor as soon as possible if an emergency occurs interfering with your ability to meet a due date.

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Make Up Work/Tests

All assignments must be submitted on time. Late assignments will have a negative effect on your grade. Failure to submit any assignment within 7 calendar days of the due date will result in a failing grade for the assignment.

Students who, for whatever reason, need additional time to complete assignments must meet with the instructor at least one class session prior to the assignment due date to make arrangements to discuss the accommodations that need to be made. It is the student's responsibility to request this meeting.

Make up exams will only be considered in cases of university excused absences or verifiable emergencies. Students will not be allowed to take make up exams after the original exam has been given. If you cannot take the exam on the required day and time, you must make arrangements in advance to take it PRIOR to the scheduled administration of the exam.

Important Dates

Check all dates on the [Academic Calendar](#).

Last day for term schedule changes: August 25-28.

Deadline to file for graduation: September 22 for December Graduation, October 6 for May Graduation.

Last Day to drop with a grade of "W:" 4:00pm November 24.

Refer to: [Drops, Withdrawals & Void](#)

Desire-to Learn (D2L)

Use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a source of communication regarding assignments, examination materials and general course information. You can log into D2L through the MSU Homepage. Please email D2Lhelp@msutexas.edu if you require any assistance.

Social Work Program Attendance Policy

Students are expected to attend all meetings of this class. If unable to attend class, please inform the instructor directly via email or office phone before the class start time. If unable to attend class due to an emergency, please inform the instructor as soon as possible. Please note that ***for each "uninformed class absence" a 0 will be assigned for the class period participation grade. Coming late to class, inattentive or disruptive behavior during class (including inappropriate cellphone use), and leaving early from class will have an adverse impact on attendance and participation grade.***

Students are allowed three excused absences as defined by MSU absence policy. For an absence to be excused the ***student must inform the instructor of the reason for the absence*** and provide documentation supporting the need for the class absence. Please note that ***for each absence beyond the 4th, 5 points will be taken off from the student's final course (average) grade.*** A ***student who has missed six classes*** (including the three excused absences) will ***receive a full lower letter grade (10 points).*** ***After six absences the student will be dropped from the class.***

Authorized absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Provost. These absences will not count against the student when the student presents a signed letter to the instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence. Academically-related activities (class field trips, attendance at conferences, etc.) which result in absences require the cooperation of individual faculty members. Even though such activities are educational in nature, they do not qualify as university-sponsored activities.

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Instructor Class Policies

All students registered for courses in the Social Work Department are expected to adhere to the responsibilities, and behavior as articulated in both the [Student Handbook](#) and the NASW (National Association of Social Workers) [Code of Ethics](#). An essential feature of these codes is a commitment to maintaining intellectual integrity and academic honesty.

This course requires that work submitted for a grade by students – all discussions, process work, drafts, brainstorming artifacts, final works, etc. – will be generated by the students themselves, working individually or in groups as directed by class assignment instructions. This means that the following constitute violations of academic honesty: a student has another person/entity do the work of any portion of a graded assignment for them, which includes using the work of another student as a template, purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or **using generative AI tools (such as ChatGPT, QuillBot, or any generative AI assistance such as GrammarlyGO, Grammarly Premium, etc.).**

I use TurnItIn as an initial way to detect and measure AI use and plagiarism and may use additional detection tools if academic dishonesty is indicated or suspected. I have a **zero-tolerance policy for academic dishonesty, cheating, plagiarism, or collusion** and violations will result in substantial penalties including a failing grade (zero) on the assignment with no make-up opportunity and/or a referral to the Dean of Students.

Repeated **accidental or willful cheating, plagiarism, or collusion or use of someone else's words, ideas, or evidence without attribution will be met with a failing grade in the course and a referral to the Dean of Students,** regardless of whether the first occurrence was in this course. If you have any doubts or questions about what constitutes academic misconduct, please do not hesitate to contact me.

Students are expected to display professional decorum at all times. This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not hold side conversations, use cell phones, or engage in other types of unprofessional behaviors once class has begun or in relation to the class. Students should prepare appropriately for discussions and refrain from causing disruptions to the class and course discussions.

Professional Expectations of Student Behavior

Midwestern State University Department of Social Work is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional behavioral development for all students in the social work program. The Department of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. The values of the profession are codified in the NASW

Code of Ethics. Given this context, all students in the social work program will be expected to exhibit the following ethical standards of behavior.

1. **Accountability:** Attend class, arrive on time, and return from break in a timely manner.
Participate in group activities and assignments at a comparable level to peers. Complete work in a timely fashion and according to directions provided. Come to class prepared, with readings and other homework completed.
2. **Respect:** Treat all your peers, your instructors and all those you come in contact with, with dignity and respect at all times.
Listen while others are speaking. Give feedback to peers in a constructive manner. Approach conflict with peers or instructors in a cooperative manner. Use positive and nonjudgmental language.
3. **Confidentiality:** Treat any personal information that you hear about a peer or an instructor as strictly confidential.
Maintain any information shared in class, dyads or smaller groups within that unit. Use judgment in self-disclosing information of a very personal nature in the classroom. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.) Never use names of clients or disclose other identifying information in the classroom.
4. **Competence:** Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by your instructors. Constantly strive to improve your abilities. *Come to class with books, handouts, syllabus, and pens Seek out appropriate support when having difficulties to ensure success in completing course requirements. Take responsibility for the quality of completed tests and assignment. Strive to work toward greater awareness of personal issues that may impede your effectiveness with clients.*
5. **Integrity:** Practice honesty with yourself, your peers, and your instructors. Constantly strive to improve your abilities. *Academic: Commit yourself to learning the rules of citing other's work properly. Do your own work and take credit only for your own work Acknowledge areas where improvement is needed. Accept and benefit from constructive feedback. Submission of Papers: Students will submit their written assignments through D2L. Papers will be subject to plagiarism analysis and will be kept in electronic file for future reference. A student may not submit the same paper, or essentially the same, paper, project, assignment, or finished project to an instructor, which has been submitted to another instructor, unless specifically authorized by both instructors to do so.*

6. **Humility:** Strive to become more open to people, ideas, and creeds that you are not familiar with. Maintain speech free of racism, sexism, ableism, heterosexism, or stereotyping. Exhibit a willingness to serve diverse groups of persons. Demonstrate an understanding of how values and culture interact.
7. **Communication:** Strive to improve both verbal and written communication skills as these skills are used heavily in interactions with clients and peers and also with creating client records. Demonstrate assertive communication with peers and instructors. Practice positive, constructive, respectful and professional communications skills with peers and instructor: (body language, empathy, listening)
8. **Social Justice:** Strive to deepen your commitment to social justice for all populations at risk. Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups. Strive to learn about methods of empowering populations and enhancing social justice at micro, mezzo, and macro levels.

Consequences of Unacceptable Behavior

The Department of Social Work may terminate a student's participation in the program based on professional non-suitability if the Department's faculty members determine that a student's behavior has constituted a significant violation or pattern of violations of the NASW Code of Ethics, the MSU of Social Work Student Manual, or the MSU Academic Policies and Regulations. Examples of violations that may lead to termination include (but are not limited to) the following:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
2. Academic cheating, lying, or plagiarism (turnitin.com will be used to check the originality of the text).
3. Behavior judged to be in violation of the NASW Code of Ethics.
4. Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.
5. Inappropriate or disruptive behavior toward colleagues, faculty, or staff (at the department or in the field placement).
6. Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).
7. Documented evidence of criminal activity occurring during course study.

For additional university-wide policies and regulations, see the MSU [Undergraduate Catalog](#). This web site contains information on grading, incomplete grades, cheating on exams, plagiarism, and expectations of student behavior.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. Two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to Disability Support Services.

College Policies Campus Carry Rules/Policies

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit Safety / Emergency Procedures. Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: "Run. Hide. Fight."

Smoking/Tobacco Policy

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local state, and federal law for any offenses involving illicit drugs on university property or at university-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University Undergraduate Catalog.

Course Changes

Although much thought, study, and research has gone into designing the course and learning opportunities, often the most significant learning comes in unexpected moments. The instructor cannot predict these times but respond to them. Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Weeks & Dates	Topic	Reading & Assignments
Week 1 August 25 – August 29	Introducing Generalist Practice: The Generalist Intervention Model	- Chapter 1
Week 2 August 30- September 5	Practice Skills for Working with Individuals	- Chapter 2 -Quiz 1 due 9/5
Week 3 September 6 – 12	Values, Ethics, and the Resolution of Ethical Dilemmas	- Chapter 11 - Quiz 2 due 9/5 Assignment#1 Due 9/11
Week 4 September 13– 19	Culturally Competent Social Work Practice	-Chapter 12 -Quiz 3 Due 9/19
Week 5 September 20– 26	Gender Sensitive Social Work Practice	- Chapter 13 -Quiz 4 Due - Social Assessment Draft Due bring to class Thurs
Week 6 September 27– October 3	Advocacy Assignment II – Psychsocial Plan Due 9/29	- Chapter 14 - Quiz 5 Due Oct 3 Assignment#2 Due 9/29
Week 7 October 4 – 10	Brokering and Case Management	- Chapter 15 - Quiz 6 Due 10/10 - Homework
Week 8 October 11 – 17	Recording in Generalist Social Work Practice	- Chapter 16 - Quiz 7 Due 10/17

Weeks & Dates	Topic	Reading & Assignments
		- Homework
Week 9 October 18 – 24	Engagement and Assessment in General Practice	- Chapter 5 - Quiz 8 Due 10/24 - Homework
Week 10 October 25- 31	Planning in Generalist Practice	- Chapter 6 - Quiz 9 Du10/31 - Homework
Week 11 November 1 -7	Examples of Implementation in Generalist Practice	- Chapter 7 - Quiz 10 Due 11/7 - Homework
Week 12 November 8 - 14	Evaluation, Termination, and Follow-Up in Generalist Practice	- Chapter 8 - Quiz 11 due 11/14 - Homework
Week 13 November 15 - 21	Understanding Families and Family Assessments	- Chapter 9 - Quiz 12 Due 11/21 - Homework
Week 14 November 22- 28	No Class November 23 Working With Families	Chapter 10 Quiz 12 Due Due 11/28 Assignment#3 Due 11/26
Week 15 November 29- December 6	Practice Skills for working with groups and organizations	- Chapter 3&4 - Quiz 14 Due 12/6
Thursday, December 12	Finals	12/9 3:30 to 5:30

STUDENT COURSE AGREEMENT

Please review the course syllabus. Once you have read and understand the syllabus and all faculty expectations, please sign and return this agreement. Please pay special attention to attendance and late/make-up work policies as well as the Instructor Class Policies and Professional Expectations of Student Behavior sections. If you have any questions, please do not hesitate to contact me at catherine.mcinroe@msutexas.edu. This agreement of understanding should be completed only after thoroughly reading the course syllabus. Sign, date & return this document to Professor McInroe prior to the second-class session.

Semester

Printed Student Name

I have read, understand, and agree to abide by the plagiarism, AI, and academic dishonesty policies of this course and certify that the entirety of each of my submissions will be my own original work. I agree that I will not engage in unauthorized collaboration or make use of ChatGPT or other AI composition or revising software.

I understand that dishonesty, cheating, plagiarism, collusion, or AI use will result in substantial penalties including a failing grade (zero) on the assignment with no make-up opportunity and/or a referral to the Dean of Students.

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Date

Signature

I have read and understand the syllabus and faculty expectations for this course. I agree to come to class prepared and to participate fully in this course.

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