

COMM 3332 - Multimedia Production I

Fall 2024 Syllabus, Section 102, CRN 15634

Instructor Information

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Assistant Professor
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Office: AIC 363
Office Hours:
MW: 3:30 - 5:00 pm & Tue: 1:30 - 2:30 pm, or by appointment
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Times and Location

TR 6pm-7:20pm in Bullock Hall 202

Course Description

This course introduces the foundations of broadcasting production, including the production process, the role of crew members, the use of production equipment and facilities, and the production techniques that are used in the creation of television and radio programs. This introductory course requires an in-depth understanding of broadcasting production skills, including pitching, scripting, casting, directing, lighting, staging, and editing. Psychology & Communication Department, College of Arts & Sciences

Additional Course Information

My Commitment

I aim to create a learning environment that supports a diversity of thoughts, perspectives, and experiences. I also understand that the current crises of COVID, economic disparity, and health concerns could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. Please do not hesitate to come and talk with me if you have any questions or encounter any challenges.

I generally respond to Blackboard messages and emails within 24 hours during the week, but please allow 48 hours for a reply. Please include COMM 3332 in the subject line when sending an email. Additionally, you should check your Blackboard messages and emails regularly. I generally do not respond to messages or emails during the weekend, nor is it expected that you will respond over the weekend.

Course Overview

We are a project-based course, so we will work on a series of projects that give you the opportunity to learn the software, practice using design principles, and communicate through various forms of media.

Throughout the semester, you will learn design principles as well as audio and video production techniques, which will help you communicate effectively with visual media. We will create a series of projects based on real-world scenarios, giving you the chance to apply the design principles you've learned. Additionally, we will use industry-standard software such as Adobe Creative Cloud, enhancing your value in the workforce. By the end of the course, you will have the foundation of a powerful portfolio that you can build on throughout your courses here at TAMIU.

Course Structure

An average week in the course will have assignments due on Wednesdays and Sundays. For a two-week project, the activity and the first half of the creative brief will be due on the Sunday of the first week. In the second week, by Wednesday, you will complete a draft, with in-class critiques on Thursday. The final project and the full version of the creative brief will then be due on Sunday. For a one-week project, the activity will be due on Wednesday, and the final project and creative brief will be due on Sunday. We will start with a paper sketch of the project, then create a draft on the computer, receive peer critiques, and finally, create a revised project based on their feedback. You will submit the final project on Blackboard.

Projects will be assigned using a simple creative brief, which includes client information, expectations, and resources. Sample projects include an event flier, an audio story, and a video project. Projects early in the semester will be simple, while later projects will become more complex, integrating Adobe programs and allowing for more creativity.

Class Attendance

Attendance is worth 100 points throughout the semester. Students should make every reasonable effort to attend all class meetings. However, if a student is unable to attend a class, it is the student's responsibility to inform the instructor as soon as possible and make up missed classwork within a reasonable amount of time. Attendance will be taken at the beginning of every class session. I understand that life happens; therefore, students are allowed two absences without penalty for any reason. After these two allowed absences, each unexcused absence will result in a 10-point deduction from your final grade. To have an absence excused, students must notify the instructor with a reasonable explanation before the start of class. Any absence that is not excused before the start of class will be considered unexcused.

Late Work Policy

Students are expected to turn in work on time. Late assignments will receive a 10% deduction per day. After 7 days, no assignment will be accepted for credit. In-class quizzes cannot be taken for credit if missed. Some other assignments, such as those due at the end of the semester, may have different late work penalties specified in the assignment instructions.

No exceptions to the Late Work Policy will be made except in rare cases of unexpected extenuating circumstances, at the discretion of the instructor. Assignments are not considered complete until they are submitted correctly, and late penalties apply to incorrect submissions. It is the student's responsibility to verify that all assignments are submitted correctly.

I understand that life happens. To help compensate for computer or personal emergencies, students are allowed two Late Passes, which allow you to turn in one assignment up to 7 days late with no penalty. A Late Pass can be used for any assignment except critiques and quizzes. Students who do not use their Late Pass during the semester will receive 10 points of extra credit per Late Pass.

Media Use Policy

All projects produced for this course must be publishable outside academia. This means all images, audio files, and other media that you use in your assignments (according to project requirements) should either be:

- Created by you, or
- Shared under a free-to-remix license like the Creative Commons license

If any materials do not meet one of the two criteria stated above, you must be given permission by the copyright holder to use the image or media. You must provide proof of this permission before you turn in your completed assignment. This includes materials produced by someone you know, such as a photo your roommate takes of you at your request.

Writing

Good writing is an essential part of communication. All of your writing this semester- on projects, assignments, comments, and even things like emails and messages- should be well-written. I expect your writing to be clear and well-organized. Spelling, grammar, and punctuation count on all assignments. Please be professional in everything you write this semester, as writing is a part of each and every grade you receive.

Assignment Submissions

All work must be submitted through Blackboard. Assignments submitted via email or messages will not be considered for credit. The assignment must be submitted correctly and in the format outlined in order to receive credit.

FULL SUBMISSION

Some assignments will require you to change sharing settings, but if you don't mark it correctly we can not see it and verify that the work was completed correctly. Similarly, some students have accidentally submitted in the wrong place or submitted the wrong or an in corrupt file. We have to go by what was submitted, so we will not be able to give credit in these instances.

If you receive a zero because of sharing settings, submitting in the wrong place, or wrong/incorrupt files, you may use a Late Pass (if available still) to resubmit. This may be used within 7 days of when the grade is entered. You may not use a late pass to resubmit an assignment that was correctly submitted.

TECHNICAL ISSUES

Computer malfunctions, loss of Internet connection and other technical issues happen, but in such cases the late penalties still apply. If you experience any issues while submitting your assignment, contact your instructor before the assignment deadline. If you're new to Blackboard and/or WordPress, you should consider completing your assignment well before the due date to allow for the possibility of technical issues.

Grade Discussions

I do not discuss grades or any student record issues via email or Blackboard messages. Please schedule a meeting with me to discuss these matters. If necessary, I may ask you to submit a written petition along with your work in question. The classroom is typically not an appropriate place for these discussions.

Important Dates:

First Class Day: Monday, August 26th

Last Class Day: Tuesday, December 3rd

Last Day to Drop Without Record (Census day/12th class day): Tuesday, September 10

Last Day to Drop a Course or to Withdraw from the University: Thursday, November 21

Thanksgiving Break: November 27-29

Final Exam: Tuesday, December 10, 6:00 pm

Student Learning Outcomes

At the end of this course, students will be able to:

- Effectively communicate a message for a specific audience using visual media
- Apply design and typography principles in a series of projects with specific messages
- Create visual media using industry-standard software to deliver intended messages
- Critique and evaluate design work effectively based on audience, message, and design principles

Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	The Non-Designer's Design Book	Robin Williams	9780133966343

Other Course Materials

Other course materials (e.g. tutorial videos) will be available on Blackboard.

ADOBE CREATIVE CLOUD

You will need access to the Adobe Creative Cloud software programs: InDesign, Photoshop, and Premiere Pro.

You may purchase a student subscription if desired. Student subscriptions are available for \$19.99/month plus tax ([link here \(https://www.adobe.com/creativecloud/buy/students.html\)](https://www.adobe.com/creativecloud/buy/students.html)), and require a year subscription (Terms and Conditions (https://www.adobe.com/offer-terms/cc_full_special_offer-ste.html)). Adobe does apply an early termination fee if attempting to end the subscription early.

Adobe software used for this course requires a 64-bit operating system and other specifications such as sufficient memory. It is the student's responsibility to verify the requirements and seek alternatives if necessary. Full technical specifications are available on the Adobe website.

Grading Criteria

The course grade will be determined on a 1000-point scale as follows:

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Assignments & Points

The course grade will be determined on a 1000-point scale as follows:

Attendance (10% of final grade)

Attendance is required. Students are allowed TWO absences without penalty for any reason (e.g., illness, missed bus, oversleeping). After these two allowed absences, each unexcused absence will result in a loss of 10 points from your final grade. To have an absence excused, students must notify the instructor with a reasonable explanation before the START of class.

Quizzes (6% of final grade)

We will have two in-class quizzes at the beginning of the semester. Each quiz is worth 30 points.

Activities (21% of final grade)

We will have seven activities throughout the semester to help you gain essential techniques and prepare for the projects. Each activity is worth 30 points.

Drafts & Critiques (12% of final grade)

For a two-week project, you will complete the draft by Wednesday of the second week. I expect your overall project to be 80% complete for the draft. An important part of the design process is receiving and giving critique. We will have an in-class critique on Thursday. Each Draft & Critique is worth 30 points.

Projects (51% of final grade)

We will have six projects throughout the semester. Projects early in the semester will be simple, while later projects will become more complex, integrating Adobe programs and allowing for more creativity. The point value of each project varies, with a total of 510 points for all projects combined.

Final Presentation

Students will share and present their final portfolio during the scheduled final exam time. Failure to attend the final exam will result in a zero for the final project.

CATEGORY	VALUE
Attendance	100
Quizzes	60
Activities	210
Drafts and Critiques	120
Projects	510
Total	1000

COMM 3332 F24 Schedule*

Week of	Agenda/Topic	Reading(s)	Due
8/27	Introduction to design principles	Read chapters 1-6	
9/3	Typography and Color	Read chapters 7-12	Quiz #1 - Design principles

9/10	Project #1: Flyer Project	Quiz #2 - Color and typography P1 Activity: Typography and color P1 Creative Brief (first half)
9/17	Project #1: Flyer Project cont.	P1 Draft & Critique P1 Flyer Project due P1 Creative Brief
9/24	Photography & Editing Project #2: TAMIU Promo	P2 Activity: Photography and Photo Editing P2 Creative Brief (first half)
10/1	Project #2: TAMIU Promo cont.	P2 Draft & Critique P2 TAMIU Promo Project due P2 Creative Brief
10/8	Be Creative and Have Fun! Project #3: Boring Image	P3 Activity: Blending P3 Boring Image Project due P3 Creative Brief
10/15	Audio Production Project #4: Audio Story	P4 Activity: Interview P4 Creative Brief (first half)
10/22	Project #4: Audio Story cont.	P4 Draft & Critique P4 Audio Story Project due P4 Creative Brief
10/29	Video Production Project #5: How-To Video	P5 Activity1: Storyboard
11/5	Project #5: How-To Video cont.	P5 Activity2: Voiceover and Video Recordings P5 Creative Brief (first half)
11/12	Project #5: How-To Video cont.	P5 Draft & Critique P5 Video Project due P5 Creative Brief
11/19	Website Basics Project #6: Final Portfolio	P6 Activity: PDF Final Portfolio
11/26	Project #6: Final Portfolio cont.	P6 Final Portfolio due P6 Creative Brief
12/3	Workshop	
12/10	Final Presentation (Final Exam) - Tuesday, Dec 10 *Course schedule subject to change	Final Presentation on 12/10

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.

- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.

- **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that “it was only a draft” will not be accepted.
- **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
 - **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student’s responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides

LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiau.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.tamiau.edu/scce/studenthandbook.shtml> (<https://www.tamiau.edu/scce/studenthandbook.shtml/>)).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.



Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.