

CSDO 4330 - Voice Fluency Disorders

Fall 2024 Syllabus, Section 180, CRN 14268

Instructor Information

Janis SessionsEmail: janis.sessions@tamiu.edu

Office Hours:

Please contact me by use of my TAMIU.edu email address. I will address emails within 48 hours.

Times and Location

Does Not Meet Face-to-Face

Course Description

This course focuses on etiology, characteristics, assessment, treatment and prevention of voice disorders. Communication disorders relating to the dysfunction of the phonatory and the resonance systems will be discussed in depth. Corequisites: CSDO 4318, CSDO 4319, CSDO 4320, and CSDO 4426. Prerequisites: CSDO 3314, CSDO 3322, CSDO 3335, CSDO 3336, and CSDO 3413.

Health Sciences Department, College of Nursing&Health Sci

Program Learning Outcomes

Students will identify trends in professional practice and research principles.

Students will exhibit skills related to the scope of practice of communication science and disorders.

Students will exhibit pre-professional clinical writing skills.

Student Learning Outcomes

The student will identify voice disorders that are physiological in nature and result from alterations in respiratory, laryngeal, or vocal tract mechanisms.

The student will differentiate between organic voice disorders that result from physical changes in the voice mechanism and voice disorders that result from problems with the central or peripheral nervous system innervation to the larynx that affect functioning of the vocal mechanism.

The student will identify the Speech-Language Pathologists' role in screening, assessment, diagnosis and treatment of disorders that affect the vocal mechanism.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Voice Disorders: Scope and Practice, 2e	Carole T. Ferrand	9780134802503

Grading Criteria

[Enter Grading Criteria here. You may provide this information using the table below, and/or using bullet points/lists and/or in paragraph form.

- **To edit the table**, double click on it.
- **To remove the table**, click on it and press **DELETE**.

Please don't forget to remove these instructions.

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

Course Outline

Content Outline:

Voice Disorders Scope of Theory and Practice (2nd)

Unit1: Anatomy and Physiology of the Respiratory and Laryngeal Systems

Unit 2: Lifespan Changes in the Respiratory and Phonatory Systems

Unit 3: Diagnosis and Evaluation of Voice Disorders

Unit 4: Clinical Management and Clinical Considerations

Unit 5: Structural Pathologies of the Larynx

Unit 6: Inflammatory Conditions of the Larynx

Unit 7: Neurologic Disorders Affecting Voice

Unit 8: Voice Disorders Related to Self, Identity, and Lifestyles

Unit 9: Disorders Related to Airway Problems and Respiration

Unit 10: Laryngeal Cancer

Teaching Strategies: The professor will implement direct and guided instruction along with critical thinking and concept application activities and case studies. Flip classroom, blended learning; interactive lecture; directed lessons-speaking, listening; group learning, peer feedback; media (you tube); service learning and project based learning. Media and technology will be integrated throughout the course. The student will use electronic discussion forums, lpad applications and computer software developed for assessment and therapy of speech-language intervention.

Required Texts: Ferrand, C.T. (2012). Voice Disorders Scope and Theory and Practice (2nd edition). Pearson Education, Inc., New Jersey.

Recommended Texts:

Morris, D. (2003). Dictionary of Communication Disorders, (4th Ed). Wiley Publishing.

Nicolosi, L., Harryman, E. &Kresheck, J. (2003). Terminology of Communication Disorders: Speech-Language-Hearing, 5th Ed. Lippincott Williams & Wilkins Publishing

Minimum Technology Requirements:

It is recommended that students meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the Blackboard, the learning management system (LMS) of the University. Below is information regarding orientation to Bb. Additionally, students can find assistance in Bb under the "Student Support" tab of Bb, information on technology support services, academic

support services, student support services, and accessibility support services may be found there. Additionally, Atomic Learning training videos may be beneficial if any students lacking technology skills.

Students should have knowledge of basic computer and Internet skills, as mentioned on the TAMIU Instructional Technology and Distance Education Services' webpage.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite. Additional skills required for this course may include knowing how to use TurnItIn. You may find the accessibility and privacy policies of these technologies on the following pages: Accessibility Statements and Privacy Statements.

Important Dates:

First Class Date: Aug. 26th

12th Class Day (last drop day without record): Sept. 10th

Last drop day: Nov. 21st

Reading Day (No classes): Nov. 27th

Thanksgiving Holiday : Nov. 28th – 30th

Final exam week: Dec. 4th – 10th

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Foundations Ethics / Scope of Practice	https://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=4&ti=16&pt=4&ch=111&rl=Y Lecture Chapter 1 Anatomy and Physiology Review in class ASHA Code of Ethics and Texas Practice Act Introduction to Collaborative Learning Teams	
9/2	Anatomy and Physiology of Voice	Drop Box Assignment 1 Collaborative Learning Task Lecture Anatomy and Physiology	
9/9	Anatomy and Physiology of Voice (cont)	Lecture Anatomy and Physiology Collaborative Learning Task Drop Box Assignment #2	
9/16	Life Span Changes	Drop Box Assignment #3 Quiz #1 Collaborative Learning Lecture: Life Span Changes	
9/23	Diagnosis and Evaluation of Voice Disorders	Lecture: Diagnosis and Evaluation of Voice Disorders Quiz # 2 Collaborative Learning	
9/30	Diagnosis and Evaluation of Voice Disorders Part 2	Lecture: Diagnosis and Evaluation of Voice Disorders Part 2 Drop Box Assignment # 5 Collaborative Learning	

10/7	Clinical Management	Lecture Clinical Management Mid Term Examination Drop Box Assignment # 6 Quiz # 3 Collaborative Learning
10/14	Clinical Management Part 2	Lecture Clinical Management Part 2 Drop Box Assignment # 7 Collaborative Learning Assignment
10/21	Structural Pathologies of the Larynx	Lecture: Structural Pathologies of the Larynx Drop Box Assignment #8 Quiz #4 Collaborative Learning Task
10/28	Inflammatory Conditions of the Larynx	Lecture: Inflammatory Conditions of the Larynx Drop Box Assignment # 9 Quiz # 5 Collaborative Learning
11/4	Neurologic Disorders of the Voice	Lecture: Neurologic Disorders of the Voice Drop Box Assignment #10 Quiz # 6 Collaborative Learning
11/11	Voice Disorders Related to Self, Identity and Lifestyle	Lecture: Voice Disorders Related to Self, Identity or Lifestyle Dropbox Assignment # 11 Quiz # 7 Collaborative Learning
11/18	Voice Disorders Related to Airway Problems and Respiration	Lecture: Voice Disorders Related to Airway Problems and Respiration Dropbox Assignment # 12 Quiz # 8 Collaborative Learning
11/25	Laryngeal Cancer	Lecture: Laryngeal Cancer Dropbox Assignment # 13 Quiz # 9 Collaborative Learning
12/2	Review	Lecture: Review Quiz # 10 Final Examination Preparation Collaborative Review

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)

TAMU 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).

TAMU Honor Code: Plagiarism and Cheating

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

TAMU 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.

Distance Education Courses

Regular and Substantive Interaction (Note to Instructors):

The U.S. Department of Education (ED) has issued Regular and Substantive Interaction: Background, Concerns, and Guiding Principles which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

- 1. Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)*
- 2. Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)*

Be sure to add clear statements on your syllabi about these instructor-to-student expectations.

Visit for additional guidance on including Regular and Substantive Interaction: <https://www.tamiu.edu/distance/faculty/regular-and-substantive-interaction.shtml>

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.

- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

Course Structure

Teaching Strategies: The professor will implement direct and guided instruction along with critical thinking and concept application activities and case studies. Flip classroom, blended learning; interactive lecture; directed lessons-speaking, listening; group learning, peer feedback; media (you tube); service learning and project based learning. Media and technology will be integrated throughout the course. The student will use electronic discussion forums, Ipad applications and computer software developed for assessment and therapy of speech-language intervention.

Student-Instructor Communication Policy and Response Time

Communication

- Open communication between students and course faculty is encouraged. Each student has continuing access to a faculty member regarding individual needs and/or student's concerns. Students are encouraged to seek assistance from the course faculty.
- Text messages are not an acceptable form of communication between student and faculty.
- Contact faculty Monday through Friday via e-mail. Emails will be responded to within 48 hours.
- Email messages should only be sent via Uconnect and Blackboard course mail. Messages will be responded to within 48 hours.
- All items requiring a grade will be graded prior to the following class.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamtu.edu/distance/students/netiquette.shtml/>) for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation 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 educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at elarning@tamtu.edu.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Minimum Technology Requirements:

It is recommended that students meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the Blackboard, the learning management system (LMS) of the University. Below is information regarding orientation to Bb. Additionally, students can find assistance in Bb under the "Student Support" tab of Bb, information on technology support services, academic support services, student support services, and accessibility support services may be found there. Additionally, Atomic Learning training videos may be beneficial if any students lacking technology skills.

Students should have knowledge of basic computer and Internet skills, as mentioned on the TAMIU Instructional Technology and Distance Education Services' webpage.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite. Additional skills required for this course may include knowing how to use TurnItIn. You may find the accessibility and privacy policies of these technologies on the following pages: Accessibility Statements and Privacy Statements.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

- 100 - 90 = A
- 89 - 80 = B
- 79 - 70 = C
- below 70 = F

Rubrics (may be included here and in the Syllabus and Overview in the course)

Rubrics will be included in the course.,

Late Work Policy

Assignment Due Dates

- **Absolutely NO Late work will be accepted.** ALL assignments are due at the beginning of class; once lecture begins, the student will receive a grade of "0", even if the student has completed every section of the assignment. In addition, the student must remain for the entire class in order to receive full credit of the assignment turned in on time.

- Computer or internet problems or problems with Blackboard do not constitute valid reasons for late work. Students should keep this in mind when completing assignments and plan accordingly. Blackboard problems should be referred to OIT.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

Turnitin Policy Or Other Types of Assignments in Other Systems

"See information under Minimal Skills section."

Proctoring

[Respondus LockDown Browser/Monitor OR Examity. Contact elearning@tamiu.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

COURSE POLICIES:

College of Nursing and Health Sciences Policies for Communication Sciences and Disorders Courses

I. CSDO Examination Policy and Guidelines:

- Students may not wear coats or jackets or bring food or drinks during the examination period. The faculty will determine what additional aids will be allowed or used during the examination.
- If the faculty member suspects any sharing of information during an examination, all students involved will receive a ZERO (0) on the Test, Examination or Quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
 - i. Students in possession of cell phones or any other electronic device during an examination.
 - ii. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the faculty member.
- Any student who must be absent from an examination must notify the faculty PRIOR to the examination. The weight of the missed exam may be added to the student's final examination, ONLY upon faculty approval. Students who fail to notify the faculty before the examination period will receive a Zero (0) for the missed exam.
- Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of Zero (0).

II. CSDO Add, Drop, Withdraw, and Incomplete Policy:

- No CSDO course can be taken more than twice without earning a grade of "C" or better. This includes a withdraw or failure. See CONHS Student Handbook.

III. Cellphones and Laptops

- Electronic devices (Laptops, iPods, Ear pieces/Bluetooth, cell phones, pagers) will not be permitted for personal use in this course.
- Cellular phones must be placed on vibrate for the duration of the class. Students can be asked to leave the classroom if in violation of classroom rules. Cellular phones cannot be out on the desktops during class nor during tests/exams/quizzes as this WILL result in an automatic zero (0).

IV. Attendance and Class Participation

- Attendance in class is an expectation. One hundred percent (100%) attendance is expected! In case of an absence, the student shall assume all responsibility for obtaining class notes and handouts. No make-up Quizzes or Tests will be scheduled without a valid medical excuse.
- Attendance is an expectation and two absences may lower student's final grade by one letter grade, three absences will result in failure of the course. In case of absence, student will contact the instructor prior to the scheduled class time and assume all responsibility of obtaining class notes and handouts. Prior arrangements may be made for student to attend another lab session within the same week of the absence with prior notification and approval of faculty.
- Students who participate in social conversations, social networking, attempting to sleep in class, and/or causing disruption of class and/or faculty concentration, WILL BE ASKED TO LEAVE THE CLASSROOM. The faculty member reserves the right to dismiss anyone who is disruptive and/or disrespectful.
- Any student who leaves the learning environment, class or lab, prior to the end of class will be counted as being absent for that day. This includes leaving for any activity during scheduled session and returning for completion of class. A zero will be recorded on any in-class assignment and/or quiz for the day and student will receive a zero. The attendance roster for the day will indicate an absence.
- If a student arrives to class after the instructor begins distribution of any quizzes or assignments, the student will not be allowed to participate in the activity and a grade of zero will be awarded for the quiz/assignment.
- Students must read the assigned chapters prior to coming to class in order to actively participate in discussions and in class activities based on the material covered that day.
- To minimize interruptions, if a student must leave during a class session, they cannot return to the classroom until after the next scheduled class break. Verbal class participation is implicit. All students are expected to participate as active listeners and constructive verbalizers. The assigned readings which are to be completed prior to the scheduled lesson and lectures will be the foundation for each class. Desirable behaviors include: active listening attention, promptness, group participation, constructive comments and questions, defense statements (NOT defensiveness), sharing knowledge in group interaction and participation in course activities.

V. Assignment Due Dates

- **Absolutely NO Late work will be accepted.** ALL assignments are due at the beginning of class; once lecture begins, the student will receive a grade of "0", even if the student has completed every section of the assignment. In addition, the student must remain for the entire class in order to receive full credit of the assignment turned in on time.
- Computer or internet problems or problems with Blackboard do not constitute valid reasons for late work. Students should keep this in mind when completing assignments and plan accordingly. Blackboard problems should be referred to OIT.

VI. Communication

- Open communication between students and course faculty is encouraged. Each student has continuing access to a faculty member regarding individual needs and/or student's concerns. Students are encouraged to seek assistance from the course faculty.
- Text messages are not an acceptable form of communication between student and faculty.
- Contact faculty Monday through Friday via e-mail. Emails will be responded to within 48 hours.
- Email messages should only be sent via Uconnect and Blackboard course mail. Messages will be responded to within 48 hours.

University Course Policies

Class Attendance

Except for asynchronous online courses, students are expected to attend every class in person and to complete all assignments. If a student cannot attend class, it is his/her responsibility to communicate absences with professors. The professor will decide if the student's excuse is valid. According to university policy, as listed in the Student Handbook, excused absences, which cannot affect a student's grade, include:

- Participation in an authorized university activity at the request of university authorities.
- 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 days/days of obligation.
- A pregnant/parenting student must be granted a leave of absence (LOA) for as long as the student's physician deems the absence medically necessary.
- Illness/injury that is too severe or contagious for the student to attend class.
- Required participation in military assignment and duties.
- Mandatory admission interviews for professional or graduate school, which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to professors within seven calendar days of their absence and are expected to return to class. If the absence is excused, the professor will either allow access to lecture recordings (if available), provide students with the opportunity to make up missed work, including exams, or provide a satisfactory alternative to complete the work 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 faculty with as much advance notice as possible. Students are responsible for all work assigned during their absence. Whenever possible, students should complete the work either before the absence or immediately afterward.

If an off-campus licensed physician provides evidence of a student's illness, the written excuse, orders, or documentation must contain the date and time of the doctor's appointment, the prognosis of illness, doctor's opinion, and recommendations for the individual student. In addition, the notice should outline whether or not the student is able to attend class. If a physician determines that the student is not ill, the student will not receive an excused absence. If an absence is not an excused absence, the faculty member will decide whether makeup work will be allowed.

In some courses, attendance and in-class participation are ongoing requirements and an integral part of the coursework. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the professor to inform each class at the beginning of the semester of the in-class participation expected and the effect absences will have on the student's evaluation of work in the course. It is the student's responsibility to abide by the professor's instructions and rules in the course.

Leave of Absence (LOA) Rule

The Student Leave of Absence (LOA) Rule assists and encourages students to return and graduate after an absence of two or more consecutive long semesters from TAMU. Absences during summer sessions are excluded, as continuous enrollment is not affected. Eligible

students are encouraged to take advantage of the benefits provided by a LOA, e.g., no need to apply for readmission to university and may participate in their regularly scheduled registration/enrollment period upon return. Please note that re-admission to a college

program may be required.

Eligibility Requirements: To be eligible for a LOA, a student must be eligible to register for classes and meet the following criteria:

- Be a degree-seeking student.

- Be registered during the semester immediately prior to the beginning of the LOA:
- A student who was admitted as a new first-time freshman, transfer student, or graduate student but did not attend will not be eligible for a LOA. Instead, the student should contact the Office of Admissions. Graduate students should contact the Graduate School.
- A student who was readmitted but did not attend will not be eligible for a LOA. Instead, the student should contact the Office of Admissions. Graduate students should contact the Graduate School.
- Be in good academic standing or on academic probation with their college.
- Have no holds (e.g., disciplinary, business, testing, etc.), which would restrict registration. Note: Students with Business Office holds may be given consideration for a LOA if authorized by the Bursar's Office.
- Have submitted any outstanding high school and/or transfer transcripts if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

Rules and specific processes regarding LOA for undergraduate and graduate students can be found in the Student Handbook.

Classroom Behavior

TAMU values academic freedom in the classroom and, thus, classroom discussion and academic debate are encouraged. 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 accept different or unpopular points of view, but it will not tolerate condescending, insulting, or discriminatory 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 the Student Handbook for more information) and professors may ask the student to leave the class.

TAMU Honor Code: Plagiarism and Cheating

The university is committed to strict enforcement of the Honor Code. Students should conduct themselves ethically in all activities, in and out of the classroom. Ethical behavior also includes reporting violations of the Honor Code to the appropriate office. Please read the Student Handbook to review the university's Honor Code.

There are several violations of the Honor Code that involve plagiarism and cheating.

- Plagiarism: The act of passing off some other person's ideas, words, or works as one's own. It includes, but is not limited to, the appropriating, buying, receiving as a "gift," or obtaining, by any other means, another's work for submission as one's own academic work. Examples include, but are not limited to:
- Failing to credit sources used in a work product in an attempt to present the work as one's own.
- Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
- Copying test answers or the words or phrases of another without crediting the author or claim credit for the ideas of another.
- Borrowing or lending a term paper, handing in as your own work a paper purchased from an individual or off the Internet, or submitting, as one's own any papers or work product from the files of any group, club, or organization.
- Submitting the same paper in more than one class without the permission of the instructor.

Students must provide citations for facts, ideas, and opinions that are not their own. If students are unsure about providing proper documentation, they are encouraged to seek advice from professors or the Academic Center of Excellence (ACE). It is the professor's prerogative to ask students to submit work to one of TAMU's Plagiarism detection tools: Turnitin or Blackboard's SafeAssign.

Professors must report incidents of plagiarism to the Honor Council. It is the professor's prerogative and/or discretion, to issue an "F" in the course should he/she discover that a student has committed plagiarism. The professor, however, may elect to give students, particularly freshmen and sophomore students, a "zero" for the assignment if he/she believes that the student plagiarized out of carelessness and not out of an attempt to deceive the professor to earn an unmerited grade. Serious cases of plagiarism, especially those that involve flagrant incidents of plagiarism by graduate or doctoral students, may lead to suspension or expulsion from the university.

- Cheating: An act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include, but are not limited to:
- Copying from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise.
- Using unauthorized materials during a test. Consulting a cell phone, text messages, PDAs, programmable calculators with materials that give an advantage over other students during an exam.
- Using crib sheets or other hidden notes in an examination or looking at another student's test paper to copy strategies or answers.
- Having another person supply questions or answers from an examination to be given or in progress.
- Having a person other than oneself (registered for the class) attempt to take or take an examination or any other graded activity. In these cases, all consenting parties to the attempt to gain unfair advantage may be charged with an Honor Pledge violation.
- Deliberately falsifying laboratory results, or submission of samples or findings not legitimately derived in the situation and by the procedures prescribed or allowable.
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent.
- Giving or receiving unauthorized aid on a take-home examination.
- Facilitating academic violation: intentionally or knowingly helping or attempting to help another to violate the Honor Pledge.
- Signing in another student's name on attendance sheets, rosters, Scantrons.
- Submitting in a paper, thesis, lab report, or other academic exercise falsified, invented, or fictitious data or evidence, or deliberate or knowingly concealing or distorting the true nature, origin, or function of such data or evidence.
- Procuring and/or altering without permission from appropriate authority of examinations, papers, lab reports, or other academic exercises, whether discarded or used, and either before or after such materials have been handed in to the appropriate recipient.
- Using, buying, selling, stealing, transporting, soliciting, copying or possessing, the contents of an un-administered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.
- Using generative artificial intelligence (AI) tools such as ChatGPT. Unless allowed by each professor, students are expected to complete each assignment without assistance from others, including automated writing tools.

It is important to note that professors may ask students to work in groups. However, if someone in a group commits academic misconduct, the entire group could be held responsible for it as well. Members of groups must clearly document who contributes what parts of the joint project and to know what group members are doing and how they are getting the material they provide. Ignorance is no excuse.

It is also important to be aware of group texts or chats. If another student is attempting to violate the Honor Code, it is your ethical responsibility to report him/her to the Honor Council. Again, membership in a group that attempts or engages in cheating may lead to all members of the group being subject to disciplinary action including suspension or expulsion.

Should professors discover that a student has cheated 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 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.”

Appeals of Academic Dishonesty

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.

Exam Monitoring

For online courses, professors may require students to use a proctoring service such as Respondus Monitor, Proctorio, or Examity. Students are responsible for signing up and paying the required fees. This information will be stated under the “Course Materials” section of your syllabus.

Use of Work in Two or More Courses

Students should not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so from the professor of the second course. In general, students should get credit for a work product only once.

Disputes over Academic Matters

Faculty members are responsible for determining course curricula, for developing appropriate methods of evaluating student learning, for evaluating fairly, for upholding academic standards, and for enforcing procedures concerning academic honesty. Decisions made by faculty members regarding the quality or integrity of student work, including decisions about course grades, are presumed to be fair and final (unless the student files a successful grade appeal). In cases of academic violation students may be subject to both grade sanctions and disciplinary action (see Student Violations of Academic Integrity below).

Students who believe that they have grounds for challenging faculty decisions regarding academic issues—excepting those pertaining to matters of academic freedom—may appeal using the procedure outlined below. Faculty members are required to report acts of academic violation to their chair, their Dean, the Provost, the Honor Council (through the Office of Student Conduct and Community Engagement), and the Vice President for Student Success.

Grade sanctions may be imposed only by faculty members. Academic suspension or expulsion may be imposed only by the Provost. As with disputes about course grades, students may appeal grade sanctions imposed for academic violation only by following the procedure outlined below. Students should not attempt to persuade academic administrators to change a grade; they cannot and will not do it unless a student follows the grade appeal policy below and is successful in persuading either the faculty member for the course or an ad-hoc committee of faculty members that a change is warranted.

Student appeals of faculty academic decisions should be completed within 15 University business days after the student’s first meeting with the faculty member to question the faculty member’s decision.

- The student must first meet with the faculty member and discuss the faculty member’s decision. This meeting should occur as soon as possible after the decision has been made, normally within one week of the student being notified of the decision. The faculty member is expected to listen to the student, provide an explanation for the decision, and change the grade or decision if the student’s argument is persuasive. To change final course grades, a faculty member must submit a “Grade Change Form” and attach an accompanying memorandum justifying the decision to change the grade. The faculty member’s department chair and Dean must approve the change.
- If the faculty member declines to change the decision or grade, the student may then discuss the matter with the faculty member’s immediate academic supervisor (hereafter, “chair” will be used to mean either the department chair or the immediate academic supervisor). If the chair believes that the student’s position has merit, the chair will discuss the matter with the faculty member.
- If the student is not satisfied with the chair’s assessment of the issue or if the faculty member declines to change the decision after discussing it with the chair, the student may then request that an ad hoc committee of faculty members review the matter. This committee consists of three tenured faculty members within the same discipline or department unless circumstances dictate otherwise. If the chair determines that a tenured faculty member cannot be selected from the same discipline or department, then the chair may add a tenured faculty member from a closely

related discipline. From the pool of eligible tenured faculty members designated by the chair, the faculty member, the student, and the chair will each nominate one faculty member to serve on the committee.

- The ad hoc committee will hear from the student, the faculty member, and the chair and examine relevant documents. If the committee sustains the faculty member's decision, the committee will provide the student with a written statement explaining the reasons for the committee's decision. The student may request in writing that the committee reconsiders its decision and provides reasons for so doing. If the committee refuses to reconsider or if it reaffirms its original recommendation, the faculty member's original decision is final. If the committee finds in favor of the student, the committee will provide the faculty member with a written recommendation explaining the committee's reasons. If the faculty member disagrees with the committee's recommendation, the faculty member may request that the committee reconsiders its recommendation and provides the committee with a rationale for revisiting the recommendation. If after considering the faculty member's rationale the ad hoc committee is still persuaded that the faculty member's original decision should be reversed, the committee will recommend in writing to the chair that the faculty member's decision be overturned. The committee may also make this recommendation to the chair if the faculty member fails to alter the original decision and also fails to respond to the committee's original recommendation. The faculty member will receive a copy of the recommendation to the chair, allowing a final opportunity to revise the original decision. If the faculty member fails to comply, the chair may override the faculty member's original decision, and, as appropriate, revise the student's course grade. In order to certify that the grade dispute process outlined above has been followed appropriately, the Dean of the College or the School and the Provost will review all decisions by chairs to change grades against the will of a faculty member.

Incomplete Grades

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:

- 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; 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;
- The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
- 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

WIN Contracts are offered only under exceptional circumstances and are limited to 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 Withdrawing from 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 the grade appeal process as described 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.

Extra-Credit Work

Professors may not give extra-credit opportunities to individual students. If they choose to give extra credit, professors must make it available to all students in a class. Professors are discouraged from giving extra credit for class attendance and/or attendance at university events. Professors should not give extra-credit opportunities after final grades for the semester are submitted.

UConnect, TAMIU E-Mail, and Dusty Alert

Personal Announcements sent to students through TAMIU's Uconnect Portal, TAMIU E-mail, and Blackboard Course Messages, 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 UConnect and their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or UConnect 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 sign-up for Dusty Alert (see https://www.tamiau.edu/oit/students/dusty_alrt.shtml). Dusty Alert is an instant cell phone text-messaging system allowing the university to communicate immediately with you if there is an on-campus emergency, something of immediate danger to you, or a campus closing.

Copyright Restrictions

The Copyright Act of 1976 grants 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 accommodation 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. This office will contact the faculty members to recommend specific, reasonable accommodation. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodation only when provided documentation by the Student Counseling and Disability Services office.

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 Office of Title IX & Civil Rights Compliance (Lorissa M. Cortez, TAMIU Director of Title IX & Civil Rights Compliance/Title IX Coordinator; 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: 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 Title IX & Civil Rights Compliance (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 Director of Title IX & Civil Rights Compliance/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.

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 Office of Title IX & Civil Rights Compliance (Lorissa M. Cortez, TAMIU Director of Title IX & Civil Rights Compliance/Title IX Coordinator; 5201 University Boulevard, KLM 159B, Laredo, TX 78041; TitleIX@tamiu.edu; 956.326.2857) or via the anonymous electronic reporting website, ReportIt, at www.tamiu.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.