

# ECO 2302 - Principles of Microeconomics

## Fall 2024 Syllabus, Section 180, CRN 14520

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### Instructor Information

Hyeonjin Im

Email: [hyeonjin.im@tamiu.edu](mailto:hyeonjin.im@tamiu.edu)

Office: WHTC 213A

Office Hours:

2:00pm - 3:00pm (MW) in office or by Virtual Meeting with pre-appointment on Calendly (<https://calendly.com/hyeonjinim0429/30min>)

The best way to communicate with me is by using the course message in Blackboard. I will check e-mail and messages every day or two, so you can expect a response within 48 hours.

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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

Introduction to principles of economics and decision making at the individual firm, consumer, and industry level; resource allocation and the price system; demand and supply theory, theory of production and profit maximization; and interaction of demand and supply. Prerequisite: Completion of Texas Success Initiative (TSI) Mathematics requirements or appropriate level developmental course sequence..

Intl Banking&Finance Studies Department, Sanchez School of Business

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### Additional Course Information

Why Study Economics?

Economics is all around us. While the terminology may be new, you've been interacting with economic concepts your entire life. In Microeconomics, we explore how individuals and firms make decisions by weighing profits and costs. Economists focus on making the most efficient choices with limited resources—something you do as well when choosing between alternatives.

This course will guide you in analyzing costs and benefits through the lens of opportunity costs, helping you make more informed decisions. By the end of the semester, you'll understand how firms behave as producers in the goods market, including decisions on what and how much to produce. You'll also develop your own perspectives on the impact of externalities on society and how to address these effects.

### Program Learning Outcomes

Course Objectives

This course introduces the fundamental principles of economics, focusing on how individuals and firms make economic decisions regarding resource allocation, pricing based on supply and demand, profit maximization, cost minimization, government regulations, and externalities. By the end of this course, you will be able to:

- Understand the role of opportunity costs in economic decision-making.
- Recognize why opportunity costs are crucial in transactions between individuals and firms.
- Identify the determinants of supply and demand and understand the role of prices in achieving market equilibrium.

- Analyze how government policies, such as taxes and regulations, affect market equilibrium and prices.
- Define externalities and understand how economists address them in the market.
- Evaluate the costs and benefits associated with different government policies.
- Identify the factors that influence firms' production decisions.
- Understand how firms maximize their profits depending on the market structure

## Student Learning Outcomes

### Learning Objectives

By achieving these goals, students will be able to:

- Explain the core concepts of microeconomics. (CO1)
- Understand and apply the concept of opportunity costs, and analyze comparative advantage using opportunity costs. (CO2)
- Analyze microeconomic issues (e.g., minimum wages, taxation, price controls) using supply and demand graphs. (CO3)
- Explain the relationship between externalities and market failures. (CO4)
- Assess the costs and benefits of government policies aimed at controlling market failures through regulations. (CO5)
- Formulate an opinion on why firms can charge different prices for similar products in the market. (CO6)

## 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	Principles of Microeconomics	Gregory Makiw	9798214351070

## Other Course Materials

### Course Structure

This course consists of 15 learning modules, with each module corresponding to learning activities for each week of instruction. For example, Module 1 comprises all the learning activities that learners are expected to complete during the first instruction week of the semester, beginning at Monday morning and ending at 11:59 p.m. Sunday evening.

Videos: Each week, there will be videos made by the instructor on Blackboard. The instructor will make videos available for the students. Videos will explain the textbook and topics, and those are important parts of this online course. If a student does not watch these videos made by the instructor, s/he may pass this course but will not achieve good grades. I highly recommend students watch videos each week because the contents in videos will be on HW and Exams.

The following learning activities are included in each module:

1. Textbook readings
2. Supplemental lecture slides
3. Lecture video via Blackboard
4. Homework Assignment via Blackboard
5. Short Writing via Blackboard

### Technology Requirements (Lockdown Browsers and webcam proctoring are required)

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.

For this class, you will need the following additional hardware: a webcam for remote proctoring during exams. 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 from your local electronic store or any online store.

Available resources

### Calculator

You will often need a calculator for exams and homework assignments. For homework assignments, you may use your cellphone, laptop computer, iPad, or similar items as a calculator. However, you cannot use these items for all exams. You will therefore need a real calculator for exams. Financial and scientific calculators are acceptable – but not required. Any cheap pocket or desktop calculator without an internet connection should be adequate for most calculations needed in this course.

## Grading Criteria

### Grading

The course grade is determined by the following components:

Exam1 10%

Exam2 15%

Final Exam 25%

Homework 50%

### Testing and Homework

This course will reflect the effort put in the following items:

- **Exams:** There will be Exam1 and 2 and final exam. All Exams will be composed of multiple choice questions. Please note that NO make-up exams will be given in this course. If you miss an exam and you have a VALID reason (approved doctor's note) for missing the exam, then the weight of the missed exam will be added to the sole exam taken. Any unjustified missed exam will be given a grade ZERO. In any cases a student may not miss more than one exam.

The final exam is comprehensive, thus covers all chapters, and should not be missed in any circumstances.

All exams will be online, and students will have to use their Blackboard account. No communicating with other students is permitted during exams.

You can use your own computer to take the exams. Do not use tablets to take exam because tablets does not provide the lockdown browser services. Also, you can bring your calculator (simple or scientific is acceptable). No cell phone or any other electronics are not allowed.

- **Homework:** There will be (online) homework assignments with specific due date, and you must complete the homework within the due date. Late work will not be accepted (no make-up homework). The online homework assignments are due by 11:59pm on the due date.

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

## Open Boilerplate

### Extra Credit

Throughout the semester, students will have the opportunity to earn extra credit. Extra credit points on quizzes, problem sets, and exams will be added to the score for that assignment. **Other extra credit points will be added to the final grade at the end of the semester.**

## Make up exams

Make-up exams will be given to students with valid reasons for non-attendance (see below) and that have informed me before the class or exam of their valid reason for non-attendance (see attendance policy below). Adequate documentation with date of event must be provided within seven calendar days of student's return to substantiate the reason for absence.

## Calculator

You will often need a calculator for exams and homework assignments. For homework assignments, you may use your cellphone, laptop computer, iPad, or similar items as a calculator. However, you cannot use these items for midterm and final exams. You will therefore need a real calculator for exams. Financial and scientific calculators are acceptable – but not required. Any cheap pocket or desktop calculator without an internet connection should be adequate for most calculations needed in this course.

## 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. You will need to submit assignments either as Word (.docx) or PDF files.

TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamiau.edu/>. This site also provides students access to download the Microsoft suite for educational use. See instructions for downloading the Microsoft Office suite (<http://www.tamiau.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

## Getting Help with Course Material

Some of the material in this class can be challenging. If you have problems, I would encourage you to come to my student hours (see first page for times) to ask me questions. These hours are set aside for you and I am always pleased to advise you during student hours. If these times do not work for me, please contact me through coursemail and we can find a time that works for us both.

In addition, I would encourage you to look at the recommended material in Blackboard for extra practice problems and for resources that can help you with specific components of the course. If you want additional resources, I would encourage you to ask me. And if you find resources that you feel are useful, please let me know so that I can add them to the recommended material in Blackboard.

Finally, TAMIU has an excellent tutoring center. Call or email for a virtual appointment: Academic Support - Tutoring Appointments ([tamiau.edu](http://tamiau.edu)) (<https://www.tamiau.edu/uc/ace/tutoring.shtml/>)

## Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Introduction and principle of economics	Ch1	
9/2	Thinking like Economist: Opportunity costs	Ch2	HW1
9/9	Supply, Demand, and Market equilibrium	Ch4	HW2
9/16	Elasticity	Ch5	
9/23	Efficiency of market and Cost of Tax Exam 1	Ch7 and 8	HW3
9/30	Externalities Part1: Negative Externality		HW4
10/7	Externalities Part2: Positive Externality	Ch10	HW5
10/14	Public Good and Common Resources	Ch10	HW6
10/21	The Cost of Production Part1	Ch11	
10/28	Exam2		
11/4	The Costs of Production Part2	Ch14	HW7
11/11	Competitive Market part 1	Ch14	HW8
11/18	Competitive Market part 2	Ch15	HW9
11/25	Monopoly	Ch16	HW10
12/2	Final Exam		

## Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## 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.tamiu.edu/scce/studenthandbook.shtml> (<https://www.tamiu.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.tamiu.edu/studentaffairs/StudentHandbook1.shtml>) (<http://www.tamiu.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@tamiu.edu](mailto:TitleIX@tamiu.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.tamiu.edu/reportit> (<https://www.tamiu.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@tamiu.edu](mailto:lorissam.cortez@tamiu.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.tamiu.edu/scce/studenthandbook.shtml>) (<https://www.tamiu.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@tamiu.edu](mailto:TitleIX@tamiu.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 (tamiau.edu) (<https://www.tamiau.edu/counseling/telus/>) or from the Apple App Store and Google Play.

## Distance Education Courses

### Announcements/Course Messages/Emails

The best way to communicate with me is by using the course message in Blackboard. I will check e-mail and messages every day or two, so you can expect a response within 48 hours.



## 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.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

### Support Services

To receive free tutoring in most subjects, including help with writing skills: • Academic Center of Excellence: Cowart 203 and 204 (326-2723)

To receive academic advising for freshmen, transfer students, and select others: • Advising & Retention Center: ZSC 222 (326-2886)

To receive academic advising for all other students, by college:

• A. R. Sanchez, Jr., School of Business Advising: WHT 204 C and 213 A (326-2483 / 2489)

• College of Arts & Sciences Advising: ACI 3rd floor (COASadvisors@tamui.edu)

• College of Education Advising: Pellegrino 3rd floor (326-2427 /3148)

• College of Nursing & Health Sciences Advising: CNS 111 (326-3269 /3110/ 3277) • University College: Advising & Retention Center (see above)

To receive personal counseling:

• Student Counseling Services: Student Center 128 (326-2230)

To receive health services:

• Student Health Services: Student Center 125 (326-2235)