

ECO 5310 - Managerial Economics: Managerial Economics (Sub II- Oct 21 to Dec 10)

Fall 2024 Syllabus, Section 780, CRN 14325

Instructor Information

George Clarke, Ph.D

PNC Distinguished Professor of Economics

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Office: WHTC 221C

Office Hours:

TR 10:00AM-11:00AM

MW 6:00PM-7:00PM

Review session on R: 6:00PM-7:00PM

Office Phone: 956-326-2557

Times and Location

Does Not Meet Face-to-Face

Course Description

This course shows the student how to apply economic analysis to complex business decisions. Topics covered include: application of consumer and competitive firm theories; market organizations and structures; strategic pricing policies in regulated and unregulated domestic and international markets; and production possibilities and planning.

Intl Banking&Finance Studies Department, Sanchez School of Business

Student Learning Outcomes

Upon completion of the course students will be able to:

1. Explain what microeconomics is and how it is different from macroeconomics
 2. Apply equilibrium analysis to work out how economic shocks and government policies affect equilibrium prices and quantities
 3. Identify how characteristics of a specific product will affect its demand, supply, and market equilibrium.
 4. Discuss the strengths and weaknesses of using economic efficiency to assess economic outcomes.
 5. Analyze how policy changes affect consumer and societal well-being.
 6. Discuss the economic theory of the firm and its implications for firm behavior
 7. Describe the conditions under which markets will fail to reach an efficient outcome and the policy tools that governments can use to correct these failures
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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	Managerial Economics and Business Strategy	Michael R. Bayes and Jeffrey T. Prince	978-1264574391

Grading Criteria

Assessments

- **Discussion Forum Posts:** 1 original post and 2 responses per forum. To be completed in modules 1,2, and 5. Each discussion form post is worth 2 percent of final grade. **Total: 6 percent of final grade.**
- **Quick Check Problems.** Varying number of questions per module. Questions are graded as either correct (1 point) or incorrect (0 points). Students have unlimited attempts on each question. **Total: 14 percent of final grade.**
- **Problems Sets.** 1 per module with varying number of open-ended written questions. The student's lowest score will be dropped. Each problem set is worth 5 percent of final grade. **Total: 30 percent of final grade.**
- **Quizzes.** 1 per module with varying number of questions. Questions are graded as either correct (1 point) or incorrect (0 points). The student's lowest score will be dropped. Each quiz is worth 6 percent of final grade. **Total: 36 percent of final grade.**
- **Final Exam.** Some open-ended written questions and some multiple choice or numerical problems. Open ended questions might have multiple parts are graded according to the rubric with 5 points for each part of each question. Multiple choice and numerical problem are graded as either correct (2.5 points) or incorrect (0 points). **Total: 14 percent of final grade.**

Quick Check Questions

The lecture videos will have quick check questions interspersed between the mini-lectures. These are included to allow you to practice the types of problems that will appear on the final, problem sets, and quizzes. Student's have unlimited attempts on each quick check problem.

Discussion Forum, Problem Sets, and Quizzes

The discussion forum questions, problem sets, and quizzes are open-note and open-book. You may use your notes or book when you are answering them.

The discussion forum questions have two required dates. The first is the REQUIRED date for the first submission and first comments for other students. The second date is intended to give you time to respond to the grader's and other students' questions about your post.

Final Exam

The final exam is closed book, closed notes and requires the use of Respondus Lockdown browser. It will be a timed exam (90 minutes) and will be available between 12 Noon and 11:59PM only on the day designated for the final exam. You may not discuss the exam with others and must work on it by yourself.

See below for late work policy

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

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
10/21	Module #1: Economic theory of the firm and market equilibria	Chapters 1 and 2 of Bayes and Prince	Discussion Forum 1 Initial Post and Comments (Due: 10/24) Problem Set 1 (Due 10/25) Quick Check Questions Module 1 (Due: 10/28) Quiz 1 (Due: 10/28) Discussion Forum 1 Responses (10/29)



10/28	Module #2: Demand, Production and Cost Functions	Chapter 3 of Bayes and Prince	Discussion Forum 2 Initial Post and Comments (due 10/31) Problem Set 2 (Due 11/1) Quick Check Question Module 2 (Due 11/4) Quiz 2 (Due 11/4) Discussion Forum 2 Responses (due 11/5)
11/4	Module #3: Firm Organization and Market Structure	Chapters 6 and 7 of Bayes and Prince Sappington, David E M., 1991	Problem Set 3 (Due 11/8) Quick Check Questions Module 3 (Due 11/11) Quiz 3 (Due 11/11)
11/11	Module 4: Perfect Competition and Monopoly	Chapter 8 of Bayes and Prince Klein, 2001.	Problem Set 4 (Due 11/15) Quick Check Questions Module 4 (Due 11/18) Quiz 4 (Due 11/18)
11/18	Module 5: Oligopoly and Simultaneous Games	Chapters 9 and 10 of Bayes and Prince	Discussion Forum 5 Initial Post and Comments (Due: 11/21) Problem Set 5 (Due 11/22) Quick Check Questions Module 5 (Due 11/25) Quiz 5 (Due 11/25) Discussion Forum 5 Responses (Due 11/26)
11/25	Module 6: Sequential Games	Chapter 10 (pp. 330-337) of Bayes and Prince Camerer and Thaler, 1995.	Problem Set 6 (Due 12/1) Quick Check Questions Module 6 (Due 12/3) Quiz 6 (Due 12/3)
12/2	Module 7: More Complex Pricing Schemes and Information Asymmetries	Chapters 11 and 12 of Bayes and Prince Kahneman, Knetsch, and Thaler (1995)	Problem Set 7 (Due 12/6) Quick Check Questions Module 7 (Due 12/9) Quiz 7 (Due 12/9)
12/9	Final Exam		Final Exam (Dec 10 12:00Noon-11:59PM)

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.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.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.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, 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) 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, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiu.edu/reportit> (<https://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.

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

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.

Course Structure

The course is structured in seven modules corresponding to the seven weeks of the Fall Sub-term II. Each module pertains to one or more topics in Managerial Economics. The learning activities for each module are similar: students should read the assigned textbook chapters, view the corresponding videos and Power Point slides, and complete the quiz, problem set, and (in some modules) the Discussion Forum pertaining to the material in chapters and video/slides.

The learning activities for each module may be found in the course website in Blackboard by clicking the hypertext link for that module

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 (<https://www.tamiu.edu/distance/students/knowledge-and-skills.shtml/>). These include skills such as accessing the Internet using a computer browser; using a computer browser; downloading, saving, opening, and printing material found online; using the Blackboard LMS (<https://www.tamiu.edu/distance/students/elearning-orientation.shtml/>); using Microsoft Word (<https://support.microsoft.com/en-us/office/microsoft-365-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e/>); composing course messages (<https://help.blackboard.com/Learn/Student/Ultra/Interact/Messages/>) and attaching documents; submitting assignments through the LMS (https://help.blackboard.com/Learn/Student/Ultra/Assignments/Submit_Assignments/); and taking online exams (<https://web.respondus.com/he/monitor/resources/>).

Additional skills required for this course include knowing how to use Respondus Lockdown Browser (<https://web.respondus.com/he/monitor/resources/>).

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

For course-related communications if you email me directly, please use your TAMIU dusty e-mail account. This is especially important for questions about grades or similar topics. You can also use the "Course Messages" function under course tools in the course website in Blackboard. I am usually a little slower in responding to these messages.

I will respond within 24 hours during the working week. At the weekends, I will respond within 36 hours.

Assignments and Assessments

Students may expect to receive feedback on assessed activities no later than four working days after their due date. Although the activities for any given module may be completed before their due date, the activities will not necessarily be available, and will never be graded, before the due date of the preceding module.

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 "Learner Support Service and Resources" tab inside the "Welcome Students!" module.

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 (<https://www.tamtu.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

Additional Software.

You will need the following additional software: Microsoft PowerPoint for viewing lecture 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 (<http://www.tamtu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

Note: Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase these items at an electronics store.

Accessibility statements for course technologies. You may find the accessibility and privacy policies of technologies used in this course on the following pages: Accessibility Statements (<https://www.tamtu.edu/distance/technology/accessibility-statements.shtml/>) and Privacy Statements (<https://www.tamtu.edu/distance/technology/privacy-statements.shtml/>).

Additional Hardware.

For this class, you will need the following additional hardware: 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.

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. (<https://www.tamiu.edu/distance/mediaservices/index.shtml/>) 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@tamiu.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**.

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**.

Web Conferences/Synchronous sessions

Optional online review sessions will be held weekly. Students are not required to attend and videos of these sessions will be posted after the completion of the review session when possible. The review sessions will be held through the Blackboard Collaborate function within the Blackboard LMS system.

Grading Scale/Schema (after Grade Breakdown section)

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

- 90-100 = A
- 80.0-89.9 = B
- 70.0-79.9 = C
- 60.0-69.9 = D
- Below 60.0 = F

Rubrics

Rubrics are used to grade written answers on problem sets, the final exam, and the discussion section. These rubrics are posted in the "Course Syllabus, Course Objectives, and Course Rubrics" link in the "Welcome Students!" module.

Multiple choice questions and short calculations with numerical answers on the quick check questions, online quizzes, and final exam will be graded correct or incorrect. For the quick check questions and the online quizzes, incorrect answers will receive zero points and correct answers will receive one point. For the final exam, incorrect answers will receive zero points and the number of points for correct answers will indicated on the question.

Late Work Policy

Work submitted after the due date for the assignment to which it pertains will be considered late.

Late work will not be accepted for the discussion forum posts. Work submitted after the due date will receive no credit. The goal of these posts is to encourage student interaction. Completing the work after the due date will mean that other students do not have the opportunity to respond to posts and questions.

Students who miss the due date for problem sets 1 through 6 will have to complete the makeup assignment, which will be posted after the problem set's due date. Students cannot submit the original assignment after the original due date. No makeup assignment will be offered for problem set 7. All problem sets and makeup problem sets must be completed before 11:59PM on the day before the final exam. Work received after this date will receive no credit.

Students who miss the due dates for online quizzes and quick check questions must complete the assignment before 11:59PM on the day before the final exam. Work received after this date will receive no credit.

The final exam must be completed during the designated period on the date established by the university for final exams for this course. Exams cannot be completed after this date. Exams received after this date will receive no credit.

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.

Proctoring

Respondus LockDown Browser (Free) Requirement

This course requires the use of LockDown Browser for the final exam. The lockdown browser will NOT be used for the weekly quizzes, which are open book and open notes.

Watch this short video (<https://web.respondus.com/lockdownbrowser-student-video/>) to get a basic understanding of LockDown Browser. A student Quick Start Guide (PDF) (<https://web.respondus.com/wp-content/uploads/2020/04/RLDB-Quick-Start-Guide-BbUltra-Student.pdf>) is also available.

Download Instructions

Go to the "Welcome Students" module and scroll down to the Lerner Support Services and Resources tab. Click on the Respondus LockDown Support icon to reach the relevant webpage (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml/>). Download is free.

Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your area of all external materials – books, papers, other devices
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) – not on your lap, a bed, or other surface that might move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at elearning@tamui.edu.

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 (<http://www.tamui.edu/distance/technology/accessibility-statements.shtml/>).

In this class, we will utilize: Blackboard LMS; Echo 360; Respondus Lockdown Browser, and Microsoft Word and PowerPoint .

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.