

# ENGL 1301 - English Composition I

## Fall 2024 Syllabus, Section 120, CRN 14138

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### Instructor Information

**Trishia Briones**

Email: trishia.briones@tamiu.edu

Office: Virtual

Office Hours:

MW 10am-12pm or by appointment.

If my office hours do not align with your schedule, please send me an email or talk to me after class to schedule an appointment at a time that works best for you. All appointments will be virtual via Blackboard.

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### Times and Location

TR 4:25pm-5:45pm in Bullock Hall 221

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### Course Description

The goal of this course is to develop students' expository and analytical writing skills by guiding them through the multiple stages of the writing process and by creating an awareness of authorial voice, audience, purpose, and occasion. Students will also employ critical thinking and reading skills in the evaluation of selected readings designed to further emphasize the writing process. This course will provide an introduction to writing the documented essay, to acquiring information literacy skills, and to evaluating both printed and electronic sources. To earn credit, this course must be completed with a "C" or better. Prerequisite: Completion of Texas Success Initiative (TSI) Writing requirements, English 1301 or appropriate level developmental course sequence.

Humanities Department, College of Arts & Sciences

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### Additional Course Information

*This course meets face-to-face. Method of delivery: traditional, in-person instruction.*

**Overall Course Grade:** Students must pass this course with a "C" (70%) or higher to receive credit for the course. Anyone receiving a D or F must retake the course until at least a "C" is earned.

**Class Attendance:** You are expected to be on time and engaged in class discussions and activities. Any student who misses 6 days on a TR format will fail automatically unless other arrangements have been made with your professor. Please see the COAS Policies below.

**Turnitin & Similarity Scores:** You will hand in all your drafts of the unit essays and reflection essays via TurnItIn on Blackboard. Only essays with a similarity index of less than 20% (i.e.,  $SI \leq 20\%$ ) on a Turn-It In drop box will be accepted and graded.

**Turnitin and Assistive Technologies:** In keeping with the TAMIU Honor Code, I will be using Turnitin (available via Blackboard) to evaluate the originality of all written student work. This is to ensure the integrity of your work and to forestall any attempts at plagiarism or cheating. If your paper has been submitted successfully, you should be able to return to the assignment drop box and view your submission. Be sure to double-check that your files have been uploaded; failure to ensure that your work has been successfully submitted is not an acceptable excuse for late or missed assignments.

Furthermore, all essays and assignments submitted should be your original work (i.e., written by you), produced without the aid of assistive technologies. This includes Grammarly and other online resources that either produce text or make substantial, substantive changes to text that you have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.

**Formatting Style:** This course will use MLA format for all essays, writing assignments, and Blackboard posts. See Blackboard for a sample of the MLA format.

**Extra Credit:** There is no extra credit given in this class. The only way to get points in this course is to do your work and submit it correctly and on time.

**Late Work:** Late work is not accepted in this course, for homework assignments, essays (including reflection essays), or the Portfolio.

**Technical Issues / Difficulties:** I understand that, at times, you may have difficulties with Blackboard, Turnitin, email, or other programs that are required for you to use the course. However, it is your responsibility to visit, call, or otherwise contact OIT if you are having these difficulties. Please note that I am not tech support, so asking me about troubleshooting will simply get you referred to OIT.

If these difficulties arise close to a due date or assignment deadline, it is your responsibility to let me know before the deadline passes, and more importantly, to document everything – screenshots of error messages, time stamps of submission, etc. You are made aware of all deadlines at the beginning of the semester, so make sure you complete and submit your work with enough time to address any such difficulties. Leaving your work until the last minute is a choice that you make, and, unless there are extenuating circumstances, you should not expect me to accommodate your decision not to work ahead.

## Program Learning Outcomes

As one class in the First-Year Writing Program, students' successful completion of this course will contribute to their overall ability to:

1. Critically analyze and evaluate the audience, purpose, and genre of a writing situation or written piece.
2. Recognize and apply the writing elements of format, structure, and grammar in a written piece.
3. Demonstrate an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. Apply reflective writing practices across different writing tasks and genres.
5. Develop writing-related technological skills that allow them to locate, engage, and evaluate writing activities and artifacts in various genres and across media formats.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to do the following relative to the First-Year Writing Program's Program Learning Outcomes (PLOs):

1. Respond appropriately to the needs of various audiences and writing situations through the use of various genres, context, and content. (PLO 1)
2. Recognize, critique, and defend the rhetorical choices in writing situations. (PLO 1)
3. Apply conventions of Standard American Academic English including word choice, formality, grammar and mechanics, MLA formatting, and essay format. (PLO 2)
4. Effectively apply a process of writing from invention, drafting, revising, editing, and proofreading. (PLO 3)
5. Ethically collaborate in the writing process with peers through peer-review, constructive self-critique, and teamwork. (PLO 3)
6. Compose written work that reflects on the writing process, articulates how writing skills transfer across contexts, and identifies the writer's strengths and weaknesses. (PLO 4)
7. Engage a variety of technologies in order to locate sources and write across various media for specific audiences and purposes. (PLO 5)

## 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	Everyone's an Author	Andrea Lunsford, et al.	978-1-324-04527-4

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## Other Course Materials

Additional materials and readings will be made available on Blackboard.

## Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

## Open Boilerplate

ASSIGNMENT	VALUE
Homework and Participation	15%
Student Presentations	5%
Writing Project: Genre Analysis	10%
Writing Project: Visual Analysis	10%
Writing Project: Rhetorical Analysis	10%
Reflection Essay #1	5%
Reflection Essay #2	5%
Reflection Essay #3	5%
Final Portfolio	35%

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Introduction Presentations Assigned		Acknowledgment of Syllabus and Policies
Thu	8/29		Lunsford: Introduction and Chapter 1	HW due by 11:59pm
Tue	9/3	Unit 1: Genre Analysis Brainstorming Activity	Genre Analysis Prompt and documents	HW due by 11:59pm
Thu	9/5	Unit 1: Genre Analysis	Lunsford: Chapter 6 Blackboard: Lawrence Oliver Jr. "Helping Students Overcome Writer's Block"	3 Possible Topic Ideas due during class.
Tue	9/10	Unit 1: Genre Analysis	Lunsford: Chapter 3 Blackboard: Anne Lamott Shitty First Drafts	HW due by 11:59pm
Thu	9/12	Unit 1: Genre Analysis	Lunsford: Chapter 34	Genre Analysis Draft 1 Due
Tue	9/17	Unit 1: Genre Analysis Peer Review		Genre Analysis Peer Review during class.
Thu	9/19	Unit 1: Genre Analysis Working with Peer Review Activity	Lunsford: Chapter 10	HW due by 11:59pm
Tue	9/24	Unit 1: Genre Analysis	Lunsford Chapter 35	
Thu	9/26	Unit 1: Genre Analysis Essay 1 Final Draft and Reflection Due	N/A Final draft overview and Conclusion.	Genre Analysis Final Draft Due Thursday, 9/26/24 Reflection #1 Due Sunday, 9/29/24
Tue	10/1	Unit 2: Visual Text Analysis	Visual Text Analysis Prompt and Documents	HW due by 11:59pm
Thu	10/3	Unit 2: Visual Text Analysis	Lunsford: Chapter 9 (pp. 107-116), Chapter 15 ("Visual Analysis," pp. 260-62)	3 Possible Topic Ideas due during class. Have the images ready to discuss/show.
Tue	10/8	Unit 2: Visual Text Analysis	Lunsford: Chapter 32	Draft 1 Due during class
Thu	10/10	Unit 2: Visual Text Analysis Peer Review	N/A Peer Review	Visual Text Analysis Peer Review During Class
Tue	10/15	Unit 2: Visual Text Analysis Working with Peer Review Activity	Blackboard Document Provided	HW due by 11:59pm

Thu	10/17	Unit 2: Visual Text Analysis Essay 2 Final Draft & Reflection Due	N/A Final Draft Overview and Conclusion	Visual Text Final Draft Due: Thursday, 10/17/24 Reflection #2 Due: Sunday, 10/20/24
Tue	10/22	Unit 3: Rhetorical Analysis	Lunsford: Chapter 15 ("Rhetorical Analysis," pp. 242-46) Rhetorical Analysis Prompt and documents	HW due by 11:59pm
Thu	10/24	Unit 3: Rhetorical Analysis Learning how to find a peer reviewed article	Lunsford: Chapter 29	3 Possible Topic Ideas due during class.
Tue	10/29	Unit 3: Rhetorical Analysis Learning how to dissect an article	Lunsford: Chapter 19 (can exclude section "Ways of Structuring an Argument" ff. 438)	Bring your article to class.
Thu	10/31	Unit 3: Rhetorical Analysis	Lunsford: Chapter 28	Rhetorical Analysis Draft 1 Due
Tue	11/5	Unit 3: Rhetorical Analysis	N/A Peer Review	Peer Review during class
Thu	11/7	Unit 3: Rhetorical Analysis Working with Peer Feedback	N/A, Activity	HW due by 11:59pm
Tue	11/12	Unit 3: Rhetorical Analysis	Activity, documents provided on Blackboard.	
Thu	11/14	Unit 3: Rhetorical Analysis	N/A Final Draft Overview and Conclusion.	Rhetorical Analysis Final Draft Due: Thursday, 11/14/24 Reflection #3 Due Sunday, 11/17/24
Tue	11/19	Portfolio and Digital Design	Final Portfolio Prompt and documents.	
Thu	11/21	Portfolio and Digital Design	Lunsford: Electronic Chapter on Portfolios	
Tue	11/26	Portfolio and Digital Design	Brainstorming Activity	
Thu	11/28	Portfolio and Digital Design	Lunsford: Chapter 39	Final Portfolio Draft 1 Due
Tue	12/3	Portfolio and Digital Design	Final Portfolio Peer Review	
Thu	12/5	Portfolio and Digital Design	Activity, documents provided on Blackboard	
Tue	12/10	Portfolio and Digital Design Finalizing Portfolio		
Thu	12/12	Portfolio and Digital Design Final Q&A before final exam, date is TBA.		

## Core Curriculum Learning Outcomes

1. Critical Thinking Skills: includes creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information. (SLOs #2, 6, 7)
2. Communication Skills: includes effective written, oral, and visual communication. (SLOs #1, 2, 3, 4, 6, 7)
3. Teamwork: includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. (SLO #5)
4. Personal Responsibility: includes the ability to connect choices, actions, and consequences to ethical decision making. (SLO #2, 4, 5, 6)

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

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

### Required Class Attendance

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

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

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

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

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

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

## TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

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

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

## Use of Work in Two or More Courses

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

## AI Policies

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

## TAMIU E-Mail and SafeZone

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

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

## Copyright Restrictions

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

## Students with Disabilities

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

## Student Attendance and Leave of Absence (LOA) Policy

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

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

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiau.edu](mailto: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](mailto: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](mailto: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.