

# ENGL 3361 - Multicultural Children's Lit

## Fall 2024 Syllabus, Section 104, CRN 15701

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### Instructor Information

**Dr. Bernice Sanchez**

Associate Professor of English

Email: bsanchez@tamui.edu

Office: AIC 348

Office Hours:

Office Hours:

Tuesdays &amp; Thursdays

1:00pm-3:00pm

and by appointment

Wednesdays Virtual Office Hours

by Appointment (4:30-5:30pm)

Office Phone: 326-2470

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### Times and Location

TR 11:40am-1pm in Pellegrino Hall 116

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### Course Description

Advanced study of the Multicultural Children's Literature genre. Special emphasis will be placed on Hispanic literature. Literature will be studied in translation and/or in the original language. Prerequisite: Three hours of sophomore literature or consent of instructor.

Humanities Department, College of Arts & Sciences

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### Additional Course Information

**Course Policies**

**Class Attendance:** You are expected to attend every class meeting, arrive to class on time, and be engaged in class discussions and activities. There is a direct and striking correlation between attendance and academic success. Students who miss two weeks of class in the semester will have difficulty passing the course. If you need to miss class, it is your responsibility to let me know as soon as possible.

**Contacting Me:** It is best to contact me through email. I make every effort to respond to students' e-mailed inquiries within 72 hours during the work week. The only time I can be reached reliably by phone is during my office hours. When you email me, please make sure to use proper spelling, punctuation, grammar, and capitalization. Use a formal form of address. Start the email with "Dear Dr. Sanchez," and finish the email with, "Sincerely, Your Name" or "Best, Your Name." Write in full sentences with clear and correct grammar. Please include your course number in all emails, ensure the subject line is clear and informative, and ask any questions clearly and directly, providing as much context as you can. Please note that I will not respond to emails that

- do not include a subject, greeting, signature, and/or reference to your course ("Children's Lit" or "English 3361");
- do not explicitly ask a question or otherwise seek guidance ("I won't be in class today");
- ask questions that can be answered by reading the syllabus ("When is exam 2?");

- ask questions that require involved responses, i.e. answers that should be addressed in office hours (“can you tell me what I missed in class today?”).

**Office Hours:** I will be available in-person during my office hours each week. You do not need an appointment to see me during office hours and can simply stop by AIC 348, but appointment is recommended. If you cannot see me during office hours, email me to set up an appointment. The best way to get feedback and help, catch up on missed class sessions, or discuss concerns or your grade is to see me during office hours. For instance, it is inappropriate to ask me about your grade or missed assignments in class or just prior to or following a class meeting; these are topics that should be discussed with me during my office hours. Likewise, it is inappropriate to present excuses for absences to me during a class meeting; this is a discussion that should occur with me during my office hours.

**Turnitin:** All formal writing assignments must be submitted on Blackboard to Turnitin assignment links. In keeping with the TAMU Honor Code, I will be using Turnitin 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 ENGL 3361 your submission. Be sure to double check that your files have uploaded; failure to ensure that your work has been successfully submitted is not an acceptable excuse for late or missed assignments.

### Methods of Evaluation

Written Assignments In-Class & On-line submissions 40%

Mid-Term Essay Exam 20%

Presentations 20%

Children's Book Project 20%

### Description of Coursework

**Reading Assignments:** This is a literature course, which means that reading comprises over half of the work of the course. It is impossible to pass this course without completing the reading assignments from the textbook and assigned children's books. **In other words, if you do not like or plan to read, you will have difficulty passing this course.** Our in-class discussions presuppose that you have read the text assigned for each class; we will therefore spend most of our class time discussing and analyzing the particulars of the text for a given session, rather than spending considerable portions of class on summary or introduction. To help you remain accountable to the reading assignments, you will be asked to respond to reading assignments in-class, online, and through brief presentations in class.

**Written Assignments:** Teachers, librarians, writers, illustrators, publishers, and parents are some of the major stakeholders in the production and circulation of children's literature. In short, they are all gatekeepers who determine whether or not children have access to various ideas, representations, and cultural knowledges. In the advancement of multicultural children's literature, it is imperative that these gatekeepers have toolboxes full of diverse tools for analyzing and evaluating children's literature and clearly communicating their positions to their communities, be they public (school boards, PTAs), professional (fellow teachers / librarians / principals), or domestic (co-parents, grandparents, care-givers). As many of you will one day undertake one (or several) of these gatekeeping roles, we will work on developing your toolboxes in this course. In this course, you will compose informal/formal essays and responses to literature that build on the analytical and interpretive skills practiced in this course in order to engage with important conversations about multicultural children's literature. Specific prompts/instructions for each of these writing assignments will be made available to you with respective submission deadlines.

**Presentations:** Class meetings have been designated for student presentations of children's books that are not assigned as part of our collective reading for the course. Students will form small groups for these presentations; a sign-up form will be provided. Student presentations will be tasked with finding and reading a children's book at Killam Library that matches the genre we are studying that week, or previously in the semester, which they will then present to their classmates in the designated class period. Presentations should physically exhibit the selected book, summarize its contents, explain how the book demonstrates features of the designated genre, explain how the book demonstrates diversity, describe the audiences best suited to the book, and offer ideas for what the book can be used to teach and in what contexts. Further instructions for presentations and a rubric are available on Blackboard.

**Children's Book Project:** Students will develop a draft of a multicultural children's book. Details will be outlined in class and posted on Blackboard under “Children's Book Project” folder. Students will be responsible for working on this task in-class and for homework. Refer to specific syllabus dates noted. Credit for this task will be based on the grading rubric provided reflective of the criteria outlined and practiced throughout the course semester (genre, creativity, elements of children's literature).

### Late/Missing Tasks/Assignments Policy

Late work will NOT be accepted and will earn a grade of zero (0). The same policy holds for the midterm and final exams. Should a candidate experience an extreme situation, such as a death in the immediate family or hospitalization, he/she is advised to contact the instructor immediately to

provide documentation and not wait until the end of the semester to discuss the matter. Professor reserves the right to determine if late work will be accepted based on an individual case by case basis based on documentation provided. (No extra credit work)

**Plagiarism:**

Plagiarism is the act of passing off some other person's ideas, words, or work as one's own, and includes, and is not limited to, the appropriation, buying, receiving as a "gift", or obtaining, by any other means, another's work for the submission of one's own academic work. The candidate is responsible and held accountable for knowing and appropriately applying this definition. Plagiarism includes direct, paraphrase, and patchwork plagiarism. Finally, acts of plagiarism may constitute copyright infringement.

**Avoiding plagiarism:** (OWL) provides materials on "Avoiding Plagiarism." [https://owl.purdue.edu/owl/resources/preventing\\_plagiarism/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/resources/preventing_plagiarism/avoiding_plagiarism/index.html) ([https://owl.purdue.edu/owl/resources/preventing\\_plagiarism/avoiding\\_plagiarism/](https://owl.purdue.edu/owl/resources/preventing_plagiarism/avoiding_plagiarism/))

**Cheating:**

Cheating is an act of deception in which candidates misrepresents mastered information related to an academic exercise.

**Artificial Intelligence Platforms:**

Honor Council will treat cases of AI generated language in papers, projects, exams and assignments as plagiarism unless such use of AI text has been expressly approved by the Faculty member in the course syllabus. By copying and pasting AI generated text into a university level assignment for a grade, students are using text not written by them in order to progress their university career. Students are reminded that use of AI generated text in university coursework, for this course, will be reported as plagiarism to the TAMIU Honor Council, investigated as such and subject to grade penalty.

## Student Learning Outcomes

Course Description: Designed to provide an introduction to literature written for young readers. The course is organized by genre with an emphasis on diversity. Students will read "classic" children's books as well as more contemporary materials.

**Student Learning Outcomes:**

1. Identify authors and illustrators of classic and contemporary children's texts
2. Demonstrate comprehension of trends in literature related to children and basic literary elements
3. Examine texts from a variety of genres, traditions, and cultures
4. Analyze representations of race, ethnicity, class, gender and/or sexuality in texts for children
5. Demonstrate application of critical thinking and communication skills in interpreting text using critical theory or methodology

## Important Dates

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

## Textbooks

Group	Title	Author	ISBN
Required	Classic Fairy Tales. Ed. Maria Tatar. 2nd edition	Ed. Maria Tatar	9780393602975
Required	Reading Children's Literature	Ed. Carrie Hintz	9781554814435

## Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	Introduction to Course	RCL: Introduction for Students pg. 27-38	
Thu	8/29	Meet & Greet In-Class Activity Teacher Education Standards & NCTE Standards	RCL: Introduction for Students pg. 27-38	Due: In Class Writing Activity
Tue	9/3	History of Children's Literature	RCL: Chapter 1 Historicizing Childhood pg. 41-76	
Thu	9/5	History of Children's Literature	CFT Perrault "Little Red Riding Hood" p. 16; Grimm "Little Red Cap" p. 18 Online: Zohar Shavit The Concept of Childhood and Children's Folktales	
Tue	9/10	History of Children's Literature	RCL: Chapter 2 Early History of Children's Literature pg. 81-114	
Thu	9/12	Poetry	RCL: Chapter 3 Poetry pg. 119-153 Read Select Poetry posted on-line Blackboard Course	
Tue	9/17	Poetry On-line Class Virtual Meet	Read Select Poetry posted on-line Blackboard Course	Due: Turnitin Poetry On-line Submission
Thu	9/19	Folklore & Fairy Tales	RCL: Chapter 4 Fairy Tales pg. 157-187	
Tue	9/24	Folklore & Fairy Tales	CFT Yeh-hsien pg. 146; The Story of the Black Crow pg. 169	
Thu	9/26	Folklore & Fairy Tales	CFT Vladir Propp Folklore and Literature p. 498	
Tue	10/1	Folklore & Fairy Tales	CFT Zipes Breaking the Disney Spell p. 333 & Snow White Tale of Choice	
Thu	10/3	Children's Literature Mid-term Exam On-line Class Virtual Meet	Collectively review course readings/ research	Due: Turnitin Midterm Essay Prompt On-line Submission
Tue	10/8	Literature from Diverse Perspectives	RCL Chapter 5 Picture books, Graphic Novel, and Digital Texts pg. 191-217 Bring picture book to class	
Thu	10/10	Literature from Diverse Perspectives	The Evolution of Children's Literature Homework: "Why Does Latin @youth Literature Matter?"	
Tue	10/15	Literature from Diverse Perspectives	Read select Literature posted on-line Blackboard Course	
Thu	10/17	Book Presentations		
Tue	10/22	Book Presentations	RCL Chapter 9 Fantasy and Realism pg. 355-379 RCL Chapter 10 Race, Ethnicity, and Culture pg. 391-423	
Thu	10/24	Realism & Fantasy Genres	RCL Chapter 11 Genders and Sexualities pg. 433-461	
Tue	10/29	Realism & Fantasy Genres	Read On-line: Responding to Censorship, Book Banning, and Controversies pg. 74-86	Due: In Class Writing Activity Censorship
Thu	10/31	Book Presentations		
Tue	11/5	Book Presentations		
Thu	11/7	Non Fiction	RCL Chapter 8 Nonfiction pg. 309-350	
Tue	11/12	Non Fiction	Read select readings on-line Blackboard	
Thu	11/14	Non Fiction On-line Class		Due: Turnitin Non-Fiction On-line Submission
Tue	11/19	Book Presentations		

Thu	11/21	Children's Book Project	In-Class Working Project	
Tue	11/26	Children's Book Project On-line Class Virtual Meet	Research Library/Databases for Book Project	Due: Children's Book Project: Title, Genre, & Age Group
Thu	11/28	Children's Book Project	In-Class Working Project	
Tue	12/3	Children's Book Project	In-Class Working Project	Due: Children's Book Project
Thu	12/5	TH 10:05 Final Exam TAMIU Exam Schedule		
Tue	12/10	TH 11:40 Final Exam TAMIU Exam Schedule		
Thu	12/12	No Class		

## 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.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml>).

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

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

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

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

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

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

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, 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, 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.