

FREN 1620 - Elementary French I and II

Fall 2024 Syllabus, Section 101, CRN 14152

Instructor Information

Dr. Melody Carriere

Instructional Associate Professor

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Office: AIC 318

Office Hours:

TR: 9:50-10:50 in office

W 9:00-10:30 online

also by appointment

Office Phone: 326-2661

Times and Location

MTWR 10:50am-12:15pm in Bullock Hall 219

Course Description

An intensive oral and written introduction to French for students with no prior knowledge of the language. Through pattern drills, the course stresses acquisition of vocabulary, pronunciation, and the formation of sentences in everyday conversation. Six hours plus one hour lab. (Cross-listed with FREN 1311 and FREN 1312)

Humanities Department, College of Arts & Sciences

Additional Course Information

Course Structure

This course is divided into modules corresponding to the chapters of the eBook. Each module contains readings in the eBook, online homework from the eBook and the eWorkbook, PowerPoints that explain the grammatical concepts, and links to cultural videos and articles. I strongly recommend you pay close attention to due dates and do not get behind since I do not accept late work, and this class is an accelerated one at 6 credit hours.

Important course policy:

This is repeated in the COAS and TAMIU policies but it is imperative to follow the honor code and this includes not using translation or AI software or copying another students work for the assignments, in particular the video assignments. The tests are online and it is strictly forbidden to take the test with another student, chat online while taking a test, share screenshots of the test etc. Failure to comply with this policy will result in an automatic '0' on the assignment as well as being reported to the University Honor Council.

Emailing etiquette: Please be polite when emailing your university professors and staff. It is important to include a greeting and a closing.

Please also email me directly at melody.carriere@tamui.edu in order to receive the fastest response. Avoid using the Blackboard messaging feature.

Student Learning Outcomes

Upon completion of this course students will be able to:

1. Communicate orally in the target language at the Novice-mid sublevel as defined by ACTFL (American Council on the Teaching of Foreign Languages).
2. Use simple grammatical structures at the sentence level in speaking and writing.
3. Recognize the general principles and/or patterns in language structures.
4. Demonstrate general knowledge of countries where the target language is spoken.
5. Identify appropriate use of the language according to the cultural and situational context in which it is spoken.

Additional Class Student Learning Outcomes:

1. Dramatize everyday situations in the target language.
2. Summarize reading passages in oral and written responses.
3. Compare and contrast language use in different communities.
4. Express an understanding of the language awareness topics presented in class.

Core Curriculum Objectives addressed by the Student Learning Outcome(s):

1. Critical Thinking: includes creative thinking, innovation, analysis, evaluation, and synthesis of information. SLO's: 2, 3, 5
2. Communication Skills: include effective written, oral, and visual communication. SLO's: 1, 2, 3, 4, 5
3. Social Responsibility: involves intercultural competency, knowledge of civic responsibility, and ability to engage in regional, national, and global communities. SLO's: 4, 5, 6

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	McGraw Hill Connect - Vis-a-vis: Beginning French (Student Edition), 8th Edition	Evelyne Amon, Judith Muyskens and Alice C. Omaggio Hadley	ISBN10: 1265137730

Other Course Materials

The text materials are all online and is a package entitled Connect, which contains the eBook and the eWorkbook. Make sure you purchase the CONNECT package; not just the eBook alone.

Students must create a Mango Languages Account which is a free database through the university library. More information on Mango is available in the Mango Instructions document in Blackboard.

Students must have the ability to access a webcam for the video exercises.

Below is a summary of the chapters that we will cover in the online book:

Communicative Objectives

Chapter One – Une nouvelle aventure

Greeting people, spelling, giving numerical information introducing yourself, identifying people, places, and expressing the date

Chapter Two – Nous, les étudiants

Identifying people, places, and things, talking about academic subjects and nationalities, expressing actions, expressing disagreement

Chapter Three – Elles on l'air chic!

Describing people, places, and things, talking about personalities, clothing, and colors, expressing possession and sensations, mentioning specific places or people, and getting information

Chapter Four – A la maison

Locating people and objects, expressing the absence of something, getting information, expressing actions, describing people, places, and things

Chapter Five – De génération en génération

Talking about family and relatives, identifying rooms in a house, talking about weather, expressing possession, expressing what you are doing and making

Chapter Six - A table!

Talking about food and drink, using commands, telling time

Chapter Seven - Les plaisirs de la cuisine!

Asking about choices, pointing out people and things, expressing desire, ability, necessity, and obligation, talking about past events

Chapter Eight - Vive les vacances!

Talking about vacation, recreational equipment, talking about the past, expressing how long ago something happened, expressing location

Grading Criteria

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

Please don't forget to remove these instructions.

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

Grade Breakdown and Course Policies

Grading Policy

The final course grade will be calculated based on the following categories:

Evaluation:

Participation 10%

eBook assignments 15%

eWorkbook assignments 15%

Quizzes 10%

Chapter Exams 15%

Video Assignments 10%

Mango 5%

Final Exam 20%

Details on each category is explained in detail below:

In-Class Participation – 10%

Required attendance: TAMIU's Classroom Attendance Rule 1.5 recognizes that ...“in some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course.”

Class attendance is very important. Classroom activities (small group work, role-playing, drills, etc.) cannot be duplicated on your own. Language acquisition requires a steady, constant, daily exposure to meaningful authentic messages in the language you are studying. Your enthusiastic participation in class is essential! The only way to improve your ability to understand and express yourself in French is by exposing yourself to the language as much as possible. For that reason, active participation in class activities (**10%** of your final grade) is required for all scheduled classes. You will receive up to 20 points per day for active participation in the course.

You must actively contribute to pair, group, and class discussions by both asking and answering questions. All students are expected to attend every day and arrive on time. Absence from class will affect your grade. No matter what the reason for the absence is, failure to attend class always results in missed opportunities to hear and speak French. Note that there are unfortunately very few opportunities to speak, hear, read, and write French in Laredo, other than in French class.

If you arrive 10 minutes late for class or leave 10 minutes early, regularly enter and leave the room or use your electronic devices (cellphones, tablets) while class is in session, you will be considered absent for that class and receive a 0 (zero) for in-class activities/participation that day.

However, you will not be penalized for absences due to participation in authorized university-related activities, if documented in writing on letterhead from a coach, director, or other faculty member in charge and provided in advance of the absences. If you must miss class for an authorized university activity, you will be given the opportunity to make up class assignments or other graded work. It is the responsibility of the student to make arrangements—prior to the absence—for making up missed work.

Missed work: If you should miss class, you are responsible for any announcements made in class, all material covered, and preparing any homework for the following class. I will not send you an e-mail repeating what was covered in class. I suggest that you 1) check Blackboard for any new announcements or content, 2) read the textbook lesson for the day, 3) complete the homework on **Connect**, and 4) contact a classmate to discuss/ review the missed class period. You are also invited to visit me during office hours for help with the material!

eBook Connect assignments 15% You will complete new material in the eBook in Connect at regular intervals. You will have to keep up with the modules in order to do well in the class.

eWorkbook Connect assignments 15 % You will have regular workbook assignments in Connect as we move through the first eight chapters of the eBook along with Group Work activities.

Chapter Exams 15% You will have tests on every two chapters in the book. You will take these tests online but in the testing center.

Mango 5% Mango is a popular third party language-learning software available for free through the TAMIU library website. You are required to complete 10 hours of self-directed French language study using Mango by the end of the semester.

Video submissions 10% You will use an online video platform in which you will record videos of yourself speaking French. In these videos it is very important to use the skills that you have learned and come up with sentences from the vocabulary and structures presented in the textbook. Using translation or AI software is a form of plagiarism.

Quizzes: 10% You will have periodic **in class** quizzes on vocabulary and grammar. Quizzes will be conducted at the beginning of class; you will not be able to makeup quizzes if you are late. During quizzes you **MUST** put your phones, tablets, and computers away. Even having a phone on your desk during a quiz is grounds for a zero.

Final Exam 20% The final exam will be comprehensive. It will also take place at the testing center.

Late assignments will NOT be accepted unless you have a documented medical excuse. You are given ample time to complete the eBook and eWorkbook materials; technology issues the night of the due date is not considered an acceptable excuse. **Please pace yourself through the assignments.**

Assessment requirement: As part of our Department of Humanities assessment protocol, students will be required to take an internal assessment test (ACTFL or WebCAPE) at the Testing Center during the last week of the course. The internal assessment test will be graded as a homework grade, and you will automatically earn full credit for this assignment, just so long as you take the test on the specified date (or range of dates) and have a score other than zero. Please contact me or the Testing Center Director, Alex Martinez, should you have any questions or concerns. More information will be forthcoming through Blackboard.



Assignment due dates (also see Calendar in Blackboard)

Week of	Agenda/Topic	Reading(s)	Due
8/26	Chapitre 1		Chapitre 1 Connect due Sept 2 11:59pm
9/2	Chapitre 2		
9/9	Chapitre 2		Chapitre 2 Connect Sept 15 11:59 pm
9/16	Chapitre 3		Exam 1-2 Sept 16 at 10:50 am in the test center
9/23	Chapitre 3 & 4		Chapitre 3 Connect Sept 24 11:59 pm
9/30	Chapitre 4		Chapitre 4 Connect Oct 6 11:59 pm Video 1 Oct 6 11:59 pm
10/7	Chapitre 4		Exam 3-4 Oct 7 10:50 in the testing center
10/14	Chapitre 5		Chapitre 5 Oct 15 11:59 pm
10/21	Chapitre 6		
10/28	Chapitre 6 & 7		Chapitre 6 Oct 28 11:59 pm Exam 5-6 Oct 29 10:50 in the testing center
11/4	Chapitre 7		Chapitre 7 Connect Nov 7 11:59 pm
11/11	Chapitre 8		
11/18	Chapitre 8		Chapitre 8 Connect Nov 24 11:59 pm Paris je t'aime film assignment Nov 24 11:59 pm
11/25	Chapitre 8 & Review		Exam 7-8 Nov 25 10:50 am in the testing center
12/2	Review		Video 2 Dec 2 Mango due Dec 3 11:59 pm Final Exam Dec 6 10:50 am in the testing center
12/9			WebCAPE in testing center Dec 2 at 10:50 am

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.