

# KINE 2322 - Pathophysiology Allied Health

## Fall 2024 Syllabus, Section 180, CRN 14766

---

### Instructor Information

**Kristal Lansford, MS, MA, BS, BA**  
Visiting Instructor  
Email: kristal.lansford@tamiu.edu  
Office: CNS 111D  
Office Hours:  
Mondays & Wednesdays from 10:15-11:45 AM (Face-to-Face or Virtual)  
Tuesdays from 1:00-4:00 PM (Virtual by Appointment)  
Office Phone: 956-326-3284

---

### Times and Location

Does Not Meet Face-to-Face

---

### Course Description

This course focuses on the fitness of individuals with acute and chronic medical conditions. This course is 3 hours of theory per week. Health Sciences Department, College of Nursing&Health Sci

---

### Additional Course Information

#### I. CNHS EXAMINATION POLICY AND GUIDELINES:

All online exams must use Respondus LockDown Browser and if off-campus without direct faculty proctoring the student must also use the Respondus webcam.

All students need to purchase a year-long license for *Respondus*. The cost is \$15, and you will be able to use it in all of your classes.

Student instructions for purchasing and installing Respondus can be found at:

TAMIU Instructional Technology & Distance Education Services - Respondus LockDown Browser and (<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/>) Respondus Monitor Web Page (<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/>)

#### **PROCESS FOR TESTING USING RESPONDUS LOCKDOWN BROWSER WITH MONITOR**

1. Prior to giving any exams, the faculty must submit a sample exam with Respondus LockDown Browser and Monitor. It is suggested that a sample exam/quiz folder be set up in the Content area of the course for this practice exam/quiz.
2. The test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.
3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e., started at exactly 9:00 AM and ending at exactly 11:50 AM. The test must be set up in such a way that at the end of the allotted time the exam will automatically close).
4. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (The suggestion is a black plastic-type tablecloth that can be reused)

5. Prior to the exam:

- A. The student must show their face and TAMIU ID on camera.
- B. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair where the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam).
- C. Students must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post-it notes, etc.
- D. After the student uses their cell phone to sign in it must be powered off and set it face down on the table where it can be seen by the video camera.
- E. No wristwatches or pendants may be worn. No long-sleeved shirts or sweaters may be worn. Arms up to elbows must be visible.
- F. No caps or hoodies, earphones, or earbuds may be worn.
- G. Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
- H. Students must not leave the exam or view of the camera until the exam is submitted.
- I. All tests will require a password that will not be provided until just prior to the exam.
- J. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
- K. Student failure to follow these guidelines will result in an automatic zero on the exam.

## Program Learning Outcomes

During the course of studies, the student will:

**PO1:** Explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in kinesiology.

**PO2:** Apply knowledge and skills required to assess human performance-related characteristics of individuals from diverse populations.

**PO3:** Evaluate and interpret components of health-related fitness.

**PO4:** Analyze and discuss current issues in health, physical activity, and wellness.

**PO5:** Develop quality wellness program (s) for the individual and/or community.

## Student Learning Outcomes

Upon completion of this course, the student will be able to:

**CO1:** Examine the influence of social, cultural, ethnic, spiritual, psychological and economic factors on pathophysiological alterations.

**CO2:** Explain the mechanisms of disease as they relate to physical fitness.

**CO3:** Discuss physical fitness adaptations with regards aging and acute and chronic illness.

## 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 | Textbook Capriotti, T. M. (2020). Introductory Concepts and Clinical Perspectives (2nd Edition). F. A. Davis Company. | Davis Advantage for Pathophysiology Introductory Concepts and Clinical Perspectives (2nd Edition). F. A. Davis Company. |      |

## Other Course Materials

This course has a great deal of content; therefore, it is very important that the student does not fall behind in the work. If there are any questions, please contact faculty immediately.

Active course participation is an expectation to successfully complete course requirements. The dates and times for all assignments, quizzes, concept maps, group project, and exams can be found in the course calendar of assignments of this class.

All work is due on assigned dates, no extensions will be provided for assignments and late work will not be accepted. All weekly quizzes will be given online using Respondus lockdown browser. There are three major exams and a comprehensive final exam, when taking these exams Respondus lockdown browser with a monitor/webcam will be required. (Please see the CNHS policy for online testing that can be found in this syllabus).

**Please contact the faculty at least 5 days in advance via email if there are any issues with due dates/times for any assignment, quiz, module, or exams.**

1) Assigned textbook readings

2) Short videos

3) Weekly module test that contain 5-10 questions related to concepts covered in that week's readings and assignments. The weekly module test is timed and once logged in students are allowed 20 minutes to complete all questions. These module quizzes require Respondus lockdown browser and will be open from 6:00 AM to 11:59 PM every Sunday. If there is an issue with taking the module test at the assigned time, contact faculty by Friday at 5 PM on the week the module test is assigned.

4) Class participation assignments contain:

a) Faculty developed notes that provide an overview of the week's readings

b) Within the faculty notes are imbedded short quizzes to help reinforce and evaluate the student's understanding of the covered concepts. Students are allowed three attempts to take these imbedded quizzes.

c) Beginning in module 4 students will be excepted to complete concept maps related to clinical conditions/illnesses found in that week's readings; these concept maps must be submitted by 11:59 PM Sunday on the week they are assigned. The template for the concept maps can be found in the content section of the course.

#### **Major Exams:**

There are three (3) major exams and one comprehensive final exam, all major exams and the comprehensive final will be given synchronously, using respondus lockdown browser with webcam.

Please see the course schedule for dates and times of these exams and make arrangements to take the exam at the assigned date and time.

#### **Group Project:**

Students will also participate in a group research project related to the therapeutic effects of exercise on select disease processes. This assignment includes a written paper and a narrated PowerPoint presentation.

Faculty will assign both the project subject and members of the group for this assignment. It is expected that each member of the group participate in this assignment. The group should communicate with each other to discuss and determine which portion of the project each will be responsible for developing and submitting for the final project (a single written paper and presentation should be submitted reflecting the group combined efforts).

To ensure that all members of the group participate in the project each member will be required to submit their completed assigned portion of the paper to other team members and the faculty by week/Module 7 of the course.

Failure of the group member to submit at this time will result in a zero for this assignment and removal of the group. The group member will then be given an alternate assignment they must complete independently. Please see full details for this project in the content portion of the course in the "Group Project" file.

All written assignments for this course must use American Psychological Association (APA) guidelines (7th edition) for professional papers. General information for these guidelines can be found at [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

#### **Feedback Assignments, Assessment, and Exams**

Feedback on all assignments will be 7-10 days from the due date of the assignment.

#### **Course Communication Guidelines (Netiquette)**

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette for further instruction.

### Course Messages/Emails/Contact with Faculty and Response Time

Personal Announcements sent to students through TAMIU's Uconnect Portal and TAMIU E-mail 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 UConnect and their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or UConnect 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 sign-up for Dusty Alert (see [www.tamiau.edu](http://www.tamiau.edu)).

Turnaround time for faculty response to messages and email is 24 hours Monday through Friday 9AM-5 PM. If an email or message is sent to the faculty after 5 PM on Friday, the Instructor will not respond until the following Monday after 9AM. Only email received via TAMIU's Dusty email will be responded to.

## Grading Criteria

### Grading Policy

**KINE Grading Scale and College of Nursing and Health Sciences Policies:**

#### 1. KINE Grading and Grade Rounding:

CNHS has established grading policies specific to each program. The KINE adopted University Grading Policies without a D as the passing grade. Therefore, to pass a Kinesiology course and progress in the program, a student must attain an overall course average of 75% or higher.

| GRADE | PERCENTAGE |
|-------|------------|
| A     | 90-100     |
| B     | 80-89      |
| C     | 70-79      |
| F     | 69 & Below |

## Open Boilerplate

| ASSIGNMENT  | VALUE |
|---|-------|
| Exams (3 x 100 Points)  | 300   |
| Final Exam  | 100   |
| Research Paper and Narrated Presentation Combined ( 100 points total)<br>(Individual portion 10 points, paper 80 points, presentation 10 points)  | 100   |
| Course Participation Assignments: The grade for this is the average of all grades received for all weekly assignments, concept maps, quizzes embedded within the weekly module assignments, and weekly module exam (each assignment is 100 points each) | 100   |
| Total Points Possible   | 600   |

## Schedule of Topics and Assignments

| Week of | Agenda/Topic   | Reading(s) | Due               |
|---------|--|------------|-------------------|
| 8/26    | Basic Function of Cells  | Module 1   | 9/1 by 11:59 PM   |
| 9/2     | Stress, Exercise, Obesity, Pain                                    | Module 2   | 9/8 by 11:59 PM   |
| 9/9     | Electrolytes, Buffer System, Inflammation/<br>Healing              | Module 3   | 9/15 by 11:59 PM  |
| 9/16    | Infection, Immunity, Autoimmunity, Cancer                          | Module 4   | 9/22 by 11:59 PM  |
| 9/23    | Aging<br>Exam 1  | Module 5   | 9/29 by 11:59 PM  |
| 9/30    | Blood and Blood Disorders  | Module 6   | 10/6 by 11:59 PM  |
| 10/7    | Cardiovascular System (Individual portion of<br>group project) due | Module 7   | 10/13 by 11:59 PM |
| 10/14   | Valvular disorders and Pulmonary System                            | Module 8   | 10/20 by 11:59 PM |



|       |   |           |                              |
|-------|---|-----------|------------------------------|
| 10/21 | Renal and Integumentary System  | Module 9  | 10/27 by 11:59 PM            |
| 10/28 | SIRS, MODS, Sepsis<br>Exam 2  | Module 10 | 11/3 by 11:59 PM             |
| 11/4  | Upper and Lower GI system and Liver   | Module 11 | 11/10 by 11:59 PM            |
| 11/11 | Pancreas and Biliary System and Endocrine<br>Final Research Paper Due                             | Module 12 | 11/17 by 11:59 PM            |
| 11/18 | Neurological System<br>Last Day to Drop   | Module 13 | 11/24 by 11:59 PM<br>11/22   |
| 11/25 | Musculoskeletal System<br>Exam 3<br>Thanksgiving Break  | Module 14 | 12/1 by 11:59 PM<br>11/27-30 |
| 12/2  | Examine and review content covered since beginning of the course. The exam will be comprehensive. | Module 15 |                              |
| 12/9  | Comprehensive Final Exam  |           | 12/9 by 11:59 PM             |

## 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.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.

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 TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU 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 TAMU Honor Council of their intent

to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

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

## AI Policies

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

## TAMIU E-Mail and SafeZone

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

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

## Copyright Restrictions

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

## Students with Disabilities

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

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

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>)).

## Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, [lorissam.cortez@tamiu.edu](mailto:lorissam.cortez@tamiu.edu)) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to

consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<https://www.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, 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.

## Distance Education Courses

### Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

**In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).**

### Course Structure

This class is fully online. That is, self-oriented and directed study is crucial to pass this class. Please carefully read the course syllabus and mark the important due dates.

This course consists of twelve modules, and each module covers one chapter in the textbook. After studying each chapter, you need to complete a quiz related to the chapter (module). There are two exams: a mid-term exam (Exam 1) and a final exam. There are also thirteen writing assignments (8 discussion forms, 4 Article Summary Critiques, and a final term paper). You can find detailed information from the course syllabus and Blackboard.

1. All you need to successfully pass this course will be found under the "CONTENT" tab which you can find under the course menu bar.
2. To reach the teaching materials, quizzes, and writing assignments, click each module. You will see PDF PPT presentation files and quizzes for each module, as well as links to PDF articles, and discussion board topics for specific modules.
3. You can take each quiz twice and the highest score will be recorded as your grade.
4. The mid-term (Exam 1) and Final exam will be found below the Module 6 and Module 12 folders, respectively.
5. The term paper will be found below the Module 12 folder.
6. All tests require Respondus Lockdown Browser.

Keep in mind that there will be no make-up post-tests or exams because you will have enough days for each module and exam! No late writing assignments will be accepted either! This is why you need to mark the due dates on your calendar!

The Instructor will respond to students questions or request within 2 days after receiving students email or message except on weekends. In case the student requests a live chat, it will also be scheduled in 2 days.

### Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamiu.edu/distance/students/netiquette.shtml/>) for further instruction.

### Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**,

via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

## Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: *[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]* Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

**NOTE:** Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

**Additional Software.** You will need the following additional software: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]* TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

**Note:** Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with an orientation (\*eLearning (Blackboard) Student Orientation\*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at [elarning@tamtu.edu](mailto:elarning@tamtu.edu).

## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

## Grading Scale/Schema (after Grade Breakdown section)

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

- 90-100 = A
- 80-89.9 = B
- 70-79.9 = C
- Below 70 = F

## Late Work Policy

No late work will be accepted. Pay close attention to due dates!

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

## Proctoring

*[Respondus LockDown Browser/Monitor OR Examity. Contact [elearning@tamiu.edu](mailto:elearning@tamiu.edu) for the syllabus statement and other information.]*

## Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

## Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.