

NURS 3412 - Psych Mental Hlth Nursing

Fall 2024 Syllabus, Section 102, CRN 14342

Instructor Information

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Lead Faculty

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Office Hours:

Mondays 4-5pm VIRTUAL

Tuesdays 4-5pm VIRTUAL

Wednesdays 4-5pm VIRTUAL

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Appointments thru [Booking.com](https://www.booking.com)

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Wednesdays from 9am-12pm and 2pm-5pm

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Tuesdays 6pm-7pm VIRTUAL

Wednesdays 5pm-7pm VIRTUAL

Thursdays 10:30am-1:30pm Face to Face

Times and Location

R 8:30am-10:30am in Academic Innovation Center 127

Course Description

This course focuses on providing culturally competent nursing care for individuals, families and groups experiencing alterations in mental health status. Diverse practice settings are used to develop student competence in therapeutic communication, group process and the counselor role.

This course is 2 hours of theory and 6 hours of clinical per week; 84 hours total practicum are required in this course. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3614 and NURS 4310.

Nursing Department, College of Nursing&Health Sci

Additional Course Information

CONTENT OUTLINE: [THIS LIST IS NOT ALL INCLUSIVE]

I. Foundation in Theory

- # Mental Health & Mental Illness
- # Theories & Therapies
- # Psychobiology & Psychopharmacology

II. Foundations for Practice

- # Treatment Settings
- # Cultural Implications
- # Delegation and supervision
- # Legal and ethical issues (Code of ethics, client rights, identifying issues to report, restraints)

III. Psychosocial Nursing Tools

- # Nursing Process & Standards of Care
- # Therapeutic communication & relationships
- # Stress and defense mechanisms

IV. Psychobiological Disorders

- # Childhood & Neurodevelopmental Disorders
- # Anxiety & Obsessive-Compulsive Disorders
- # Bipolar & Related Disorders
- # Depressive disorders
- # Trauma-and stressor-related disorders (e.g. PTSD)
- # Eating & Feeding Disorders
- # Somatic Symptom Disorders
- # Sleep Wake Disorders
- # Sexual Dysfunction, Gender Dysphoria & Paraphilia's
- # Impulse Control Disorders
- # Substance-Related & Addictive Disorders
- # Neurocognitive disorders (e.g. Alzheimer's disease, dementia, delirium)
- # Personality disorders

V. Trauma Interventions

- # Crisis & Disaster
- # Anger, Aggression & Violence
- # Family and community violence
- # Sexual Assault
- # Suicide

VI. Interventions for Special Populations

- # Death, Dying & Grieving
- # Serious Mental Illness
- # Care of Older adults
- # Forensic Nursing

VII. Other Intervention Modalities.

- # Therapeutic Groups
- # Group and Family Interventions
- # Integrative Care

TEACHING STRATEGIES:

This course is taught in a synchronous method utilizing face-to-face and online instruction: Lectures discussion groups, interactive learning, computer-assisted instruction, self-study or study groups, case studies, assigned readings, simulations, and supervised clinical practice.

Program Learning Outcomes

During the course of the studies, the student will

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, culture, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgment/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement and evaluate evidenced-based and culturally- appropriate safe nursing care with patient, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/ collaboration, leader/manager, education, scholar, patient-safety advocate, activist, mentor and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing and health-related service opportunities.

Student Learning Outcomes

1. Apply concepts and principles from the arts, sciences, humanities and nursing when making practice decisions for individuals, families, and groups experiencing alterations in mental health status.
2. Incorporation social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to individuals, families, and groups experiencing alterations in mental health status.
3. Use critical thinking, evidenced-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for individuals, families, and groups experiencing alterations in mental health status.
4. Provide accurate, safe, and holistic nursing care to individuals, families, and groups experiencing alterations in mental health status within ethical, legal and professional nursing boundaries.
5. Incorporate relevant research when providing the delivery of comprehensive nursing care among diverse populations experiencing alteration in mental health status, including individuals, families and communities.

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	Varcarolis' Foundations of Psychiatric Mental Health Nursing: A Clinical Approach	Halter, M	978-0-323-69707-1
Required	Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales	Doenges, M. et al	
Optional	APA 7th edition		
Optional	Any psychotropic drug book		

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

At the end of the semester, students will be required to take the HESI NGN Proctored standardized course exam. The student will be responsible for paying the designated fee during the time set by CON. Failure of the student to pay the HESI fee will result in a HOLD in the student's registration record. For Fall 2024, HESI will be paid by the College of Nursing. The required adaptive quizzes & HESI case studies will be online through Evolve Elsevier. <http://evolve.elsevier.com>

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and below

CONHS Grading and Grade Rounding:

- The CONHS has adopted a grading scale in line with other Texas schools of nursing:
A = 90 - 100 B = 80 - 89 C = 75 - 79 F- 74 and below
- Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
- To pass a nursing course and progress in the program, a nursing student must attain an exam average (includes tests and the final) of 75% or higher.
- To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
- If student receives <75% on any exam, the student must make appointment to meet with the instructor to discuss remediation.
- All grade assignments and assessment (exams, quizzes, etc.) will be calculated to the hundredth (i.e. 2 decimal points); no mathematical rounding is to occur.
- Grade rounding:

Test Average

- The weighted exam average total for the courses includes all exams and the final exam, and is calculated to two decimal places and rounded mathematically as follows:
- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Course Average

- The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
- Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
- 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

CONHS Examination Policy and Guidelines:

- This semester all quizzes & tests will be given online
- All test items will assess the student's ability to apply and analyze knowledge learned in the course. Test items will challenge the student to apply abilities in assessing, planning, implementing, and evaluating nursing care and critical thinking.
- Any student who must be absent from an examination must notify the lead faculty PRIOR to the examination. The lead faculty shall be notified in a written format, preferably via Blackboard Email that includes a date and time. The weight of the missed exam may be added to the student's final examination, ONLY upon lead faculty approval. Students who fail to notify the lead faculty before the examination period will not be allowed to carry the weight of the missed exam to their final exam; thus, receiving a Zero (0) for the missed exam.
- All Exams will be given face to face, using the online Respondus Lockdown Browser (and webcam if advised to do so).
- The exam will consist of at least 75 questions (multiple choice, select all that apply, fill in the blanks, unfolding case studies) from the chapters covered in the specified weekly modules.
- Your student ID is required to log onto the exams.
- All online exams must use Respondus lockdown browser and if off campus without direct faculty proctoring the student must also use the Respondus webcam.

- h. 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. If you are using a Chrome book, you will need to purchase Proctorial.
- i. Student instructions for purchasing and installing Respondus can be found:
<https://www.tamtu.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 9:00AM and ending exactly 11:50AM. 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. (suggestion is black plastic type table cloth that can be reused)
5. Prior to the exam (If exams are taken off campus/distance 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 were 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. Student 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 sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
 - f. No caps or hoodies, earphones or ear buds 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 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.

Learning Contract

All students who score below 80% on any periodical exam of a nursing course will be given a Learning Contract from faculty. A Learning Contract is created to facilitate student success in the course and in the BSN program. Failure to comply with the requirements listed in the Learning Contract signed both by faculty and student will result to an Incomplete Grade and will prevent a student from progressing to the next academic semester.

HESI Exam

At the end of the semester students will be required to take the Proctored standardized course exams. The score on this exam will count as a grade and will count for 10% of the course grade. Grading for this exam will be as follows: 850 or greater: 100. ***Students scoring below the benchmark of 850 will receive the conversion score that is assigned by HESI as the grade of record on the grade book.***

Students will receive review packets based on their performance on the HESI exam. These packets will be counted as an assignment for the course and will count as 5% of the course grade. All students will be required to complete the review packets by the due date assigned by the course faculty. Failure to complete the review packets will result in the student receiving an Incomplete Grade for the course. Information regarding the Incomplete, Withdraw, and Dismissal process can be found in the TAMIU BSN Handbook
<https://www.tamtu.edu/conhs/documents/handbooks/bsnhandbook.pdf>

Class attendance: It is the student's responsibility to attend class as scheduled and to be on time. To minimize distraction, students who arrive late to class or leave the classroom during class time will be asked to wait until the next class break before they are allowed back into the classroom. Failure to complete or submit a class quiz or complete an exam due to arriving late or leaving class time early counts as a class absence and will not be offered at any other time, other than their original time administered or scheduled date.

Electronic devices: To minimize interruptions, cellular phones and smart watches must be turned off (vibration mode is not acceptable) when in the classroom. Faculty reserves the right to dismiss students who are disruptive in the class. This will constitute a class absence and any in-class assignment or quiz for that day will receive a zero (0).

Written assignment: All written assignments are computer generated and are submitted via electronic assignment drop boxes in Bb. Evaluation of written work is based on the grading criteria designed for each assignment. All scholarly papers are to follow the APA Manual, 7th editions (2020) guidelines. All papers become the property of the School of Nursing. Each student is responsible for ensuring that their assignment(s) are uploaded into the correct assignment drop box following the instructions and time frames provided to them. No assignments accepted via email. Contact OIT 326-2310 if have submission issues.

Method of Evaluation and Course Requirements

COURSE POLICIES

1. Students must meet the standards for minimal performance and progression established by Texas A&M International University and the College of Nursing and Health Sciences.
2. Participation grade: Comprised of online testing adaptive quizzes, and other assignments, i.e., case studies. Participation grade is designed to enhance student learning and is meant to be worked on throughout the semester; thus, once an assignment period has closed it WILL NOT be reopened. These grades will count toward one's overall participation grade.
 - a. Weekly Bb Chapter Modules: Each chapter has a Bb module available under the content folder in Bb. Learning objectives for each chapter are found in these modules. These assignments are meant to be completed by their respective assigned due date.
 - b. Blackboard (Bb) multimedia: These assignments require students to view videos as assigned on Bb from one's personal computer. The multimedia formats complement the weekly lecture presentations. Multimedia or videos assignments will vary weekly.
 - c. Adaptive quizzes: Students will be assigned a minimum of 60-80 questions weekly NCLEX style questions as part of their assignments. These questions will help prepare students for the end of course and end of program standardized exams and for NCLEX. These questions will be assigned a percentage of the total weight of the course grade. The goal is to reach each mastery level by the end of the assigned week and are meant to be completed by their respective assigned due date.
 - d. Other Assignments: Assignments are made available either in the syllabus, in the class or online. The lead faculty throughout the semester deems assignments. All assignments will be submitted using an online assignment drop box in Black board by their respective assigned due date.
 - e. Using generative artificial intelligence (AI) tools such as ChatGPT will not be allowed to be used in any assignment. Students are expected to complete each assignment without assistance from others, including automated writing tools. Any student who is seen using AI will be reported to the Honors Council Committee and will follow University and CSON policies per protocol.
3. Case studies/ Online Assignments: Students enrolled in this course must participate in the case studies & online assignments. All students shall be enrolled by the second week for this does not affect one's participation grade. Participation in these online modules is designed to enhance student learning. These assignments should be completed by their respective assigned due date. Students are to submit a copy of their grade using a screenshot method and place it in the appropriate drop box. Therefore, a grade zero will be issued if there is no submission

CLINICAL POLICIES

1. Purpose: The clinical experience is to provide an opportunity to integrate theory into practice. Students are assigned to a variety of settings where they will focus on specific activities as indicated by specific clinical assignments. Reminder: At all times, you represent the Canseco School of Nursing and Texas A&M International University to that agency and to the community you are working with. **Professionalism is required.**
2. **Clinical Hour:** This course has a total of 84 hours of clinical. Clinical hours will be a combination of face to face clinical experience, case studies, and simulation. See breakdown below

CLINICAL HOUR BREAKDOWN	HOURS
Mental Health clinicals (various sites including Wicked Wellness)	60 hour
Low fidelity simulation (case studies, skills, etc...)	16 hours
High fidelity simulation	8 hours

3. **Mandatory orientation:** Students will be required to attend a mandatory orientation prior to commencing their clinical rotation. Students who do not complete the orientation requirements for their agencies will not be allowed to continue with the clinical experience they are assigned to and may be subject to a course failure

4. New Skills introduced in this course:

- Therapeutic communication
- Psychosocial assessment
- Mental status assessment
- Group talk session
- Mental health promotion
- Self-reflection/awareness

5. Special requirement related to student dress/appearance: All students must follow the dress code policies. See CONHS BSN Handbook.

a. Professional attire: For this clinical rotation, a solid maroon polo shirt and black hemmed slacks are required. Students may wear a ¾" sleeve black shirt under the maroon polo shirt if get cold easily or to cover tattoos. The lead faculty will strictly enforce the dress code for this clinical experience. Please note that jeans, yoga pants, leggings, or shorts are not acceptable. Due to the physical requirements of this course, please make sure that

clothing is loose and allows for ease of movement. Ladies: keep hair up in bun with pins to hold it in place & no bangs to maintain professional appearance and safety. Only 1 pair of stud earrings allowed, cover all tattoos. Fingernails to be cut short for client & student safety; No artificial nails will

be allowed. Men: Are to be clean-shaven and well groomed.

b. Shoes: All Black shoes or all black leather tennis shoes are required with black slacks. No canvas or cloth shoes, clogs, open heel or open toe shoes permitted. Low heeled shoes are a necessity in order to be able to move quickly in them.

c. Student ID: You are expected to dress in a professional manner and to display your TAMIU student ID with name and picture fully visible on shirt collar at all times. ID strings or cords are unsafe and not permitted. Adherence to Texas BON regulations requires that a TAMIU student ID be worn at all times in the clinical setting only.

d. Accessories: Bring only items necessary to the clinical setting (paper, pen, guidelines, etc.). Leave purses, and all valuables or bulky items safely at home. No sunglasses, baseball caps, decorative hair barrettes, headbands or headgear is permitted.

e. Cell phones or other electronic devices are not permitted in the clinical setting. Cell phones are not permitted on your person during the clinical experience unless approved by your instructor. Lock them in your car during clinical. Use the agency's landline if needed.

6. **Student Health Requirements:** Memorandums of understanding have been established between the Texas A&M International University, CONHS and clinical practice facilities. As part of our agreement the CONHS will abide by the practicum facilities policies and procedures. These policies and procedures may include immunization or health guidelines, which may be more stringent than what is defined in the Undergraduate Student Handbook. Students must meet the clinical health and CPR requirements prior to going to the clinical setting. Failure to meet these requirements will result in the inability to attend clinical and receive a Clinical F day. Students are responsible for submitting these requirements in Verified Credentials. See CONHS BSN Handbook.

7. Clinical and simulation schedule: For Fall 2024, we will utilize Mondays, Tuesdays, Wednesdays, and Saturdays for clinical and simulations. A clinical schedule will be given before the start of clinical.

GRADING	VALUE
Course Exams (3 at 20% each)	60%
Final Exam (Comprehensive)	20%
HESI	10%
HESI Remediation Packet	5%
Participation (quizzes, case studies, etc...)	5%
Clinical Assignments	P/F

Schedule of Topics and Assignments

Week of	Reading(s)	Due
8/29	Chapters 2, 3, 5, 7, 8, 9, 35,	9/18/2024
9/5	Chapters 6, 12, 30, 31 HESI case study: psychosis HESI case study: schizophrenia HESI Adaptive Quiz #1	9/18/2024
9/12	Chapters 13 & 23 HESI case study: Alzheimer's (early onset) HESI Adaptive Quiz #2	9/18/2024
9/19	EXAM I	
9/26	Chapter 14 & 22 HESI case study: Depression HESI case study: Major Depressive Disorder HESI Adaptive Quiz #3	10/16/2024
10/3	Chapter 16 & 25 HESI case study: Suicide HESI Adaptive Quiz #4	10/16/2024
10/10	Chapter 10, 11, 15 HESI case study: OCD HESI Adaptive Quiz #5	10/16/2024
10/17	EXAM II	



10/24	Chapters 17, 27, 28 HESI case study: Intimate Partner Violence HESI Adaptive Quiz #6	11/13/2024
10/31	Chapters 18, 19, 20 HESI case study: Feeding and Eating Disorder HESI Adaptive Quiz #7	11/13/2024
11/7	Chapters 21, 24, 29 HESI Adaptive Quiz #8	11/13/2024
11/14	EXAM III	
11/21	Chapters 26, 32, 33, 34 HESI Practice Exam	12/8/2024
11/28	THANKSGIVING DAY!!	
12/5	HESI Exam	12/3/2024
12/12	Psych Final Exam	12/9/2024

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, 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.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.