

NURS 3613 - Basic Nursing

Fall 2024 Syllabus, Section 102, CRN 14285

Instructor Information

Maria Villarreal, MSN, APRN FNP-BC

Lead Instructor

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Office: Canseco Hall 313E

Office Hours:

Mondays 12:00 pm- 3:00 pm (Virtual)

Tuesdays 12:30 pm- 3:30 pm (In-person)

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Instructor

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Office: Canseco Hall 313A

Office Hours:

Mondays 12:00 pm- 3:00 pm (Virtual)

Tuesdays 12:30 pm- 3:30 pm (In-person)

Times and Location

T 8:30am-11:30am in Academic Innovation Center 127

Course Description

This course introduces students to the basic foundations of the science and art of nursing. Clinical experiences will allow students to provide patient centered, culturally competent, evidence based nursing care focused on quality and safety, and incorporating health promotion, illness prevention, and health restoration. This course is 3 hours of theory and 9 hours of practicum per week. 126 hours total practicum are required in this course.

Prerequisites: Admission into the Nursing Program. Corequisites: NURS3410 and NURS 3310.

Nursing Department, College of Nursing&Health Sci

Additional Course Information

OFFICE HOURS: Please book with assigned professor unless arrangements have been made prior to meeting. This will ensure that every student has the opportunity to meet with the lead instructors. Follow the chain of command if there is a concern/issue you wish to address. Please make sure you specify the reason for requesting a meeting with the lead instructor in your booking appointment. Exams cannot be reviewed in virtual appointments.

Clinical portion of this course will be taught face to face in the nursing lab/clinical setting. However, due to limited clinical sites clinical hours/dates are subject to change depending on availability. Clinical schedule will be distributed to students ahead of time. Any changes will be communicated via Blackboard email.

CLINICAL FACULTY:

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Canseco Hall

Program Learning Outcomes

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, history, and environment on nursing care needs
3. Use critical thinking, clinical judgement/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based and culturally appropriate safe nursing care with patients, 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/ collaborator, leader/manager, educator, 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. Associate concepts and principles from the arts, sciences, humanities, and nursing as a foundation for making beginning practice decisions for adult clients. (1,3,4)
2. Understand the influence of social, cultural, ethnic, spiritual, psychological, and economic factors on nursing care. (2,4,7,8)
3. Identify the ethical, legal, and professional principles which underlie nursing and health care. (6,8)
4. Use critical thinking to determine the pathophysiologic and psychosocial processes associated with health care alterations using the nursing process to develop holistic plans of care. (1, 2, 3, 4, 7).
5. Demonstrate beginning nursing skills to provide safe, holistic care to adult clients. (2,3,4,5,6)
6. Discuss holistic nursing care among diverse populations, including individuals, families, and communities, and identify relevant research. (2,3,4,5,6,7,8,9)
7. Collaborate with interdisciplinary team members to provide holistic care to adult clients and provide resources as needed. (1,5,6,9,10)

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Davis Advantage for Basic Nursing: Thinking, Doing, and Caring	Leslie Treas	9781719647533, 9781719642071
Required	Davis's Drug Guide for Nurses	April Hazard Vallerand; Cynthia A. Sanoski	9781719646406, 9781719648127, 9781719648127, 1719648123
Required	Nurse's Pocket Guide Diagnoses, Prioritized Interventions, and Rationales	Marilynn E. Doenges; Mary Frances Moorhouse; Alice C. Murr	9781719647670, 9781719643078, 9781719643078, 1719647674

Other Course Materials

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

****Preferable paper copy of book since we will be using this in clinical practice****

- Nurse's Pocket Guide; Doenges, Moorehouse, Murr; 15th edition; F.A. Davis.
- Davis's Drug Guide for Nurses; Vallerande, Sanoski; 16th edition (or more recent drug book) F.A. Davis

We will be using **Davis Advantage** in this course. It is a mandatory resource. **Davis Advantage** will be **(part of your homework/a way to track participation/a practice quizzing environment/additional resource)** and will count for (5%) part of your grade. Please create an account and join the **Davis Advantage** class by August 30, 2024.

To begin working in **Davis Advantage**:

1. You will need an **access code** to access **Davis Advantage**. An access code can be found on the inside cover of your **new** book, or access can be purchased on fadavis.com
2. Please then **join my class** so that I can see your work. **My class ID is: [58081101218579Z3TG9]**
3. An **orientation video** that covers everything you need to know to get started can be found here: go.fadavis.com/Advantage.Basicnursing.Studentorientation

If you'd like additional help, please visit the **F.A. Davis Support Page** for helpful videos and answers to most common questions!

Minimum Computer/ Technology Requirements:

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<http://www.tamtu.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: a webcam and microphone for VoiceThread (<http://www.tamtu.edu/distance/technology/voicethread.shtml/>) discussions. 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.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMTU 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 (<http://www.tamtu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf>).

Note: Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you to find solutions and guide you appropriately most of the required materials can either be found free of charge at TAMTU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard). Students are provided with guides on how to use the Blackboard LMS. Guides may be available at Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page (<http://www.tamtu.edu/distance/students/elearning-orientation.shtml/>) or by contacting the eLearning team at elearning@tamtu.edu.

Grading Criteria

METHODS OF EVALUATION AND COURSE REQUIREMENTS:

Module Exams (3 Exams; Each worth 20%) **60%**

Comprehensive Final Exam **20%**

HESI Course Exam **10%**

HESI Case Studies, Adaptive Quiz, Assignments, Class Quiz **5%**

HESI Review/Remediation Packet **5%**

Skills/Lab Assignments **Pass/Fail**

****HESI EXAM: GRADING WILL BE AS FOLLOWS****

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 gradebook.

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 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>

TESTING: 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. 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. If provided, review rationales after you have completed the exam in a proctored setting. Makeup exams will not be allowed. No exam material can be removed from testing site. No cell phones, apple watches, or drinks/food allowed in testing site/area.

REMEDIATION: Students obtaining a 75% or lower on Unit Exams and <850 on HESI will be required to see faculty and a Remediation Plan will be initiated. Please book with assigned professor.

LEARNING CONTRACT STATEMENT FOR BSN STUDENTS:

Students will be assigned weekly NCLEX and Next Generation 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.

All students who score **80% or below** 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 in an **Incomplete Grade** and will prevent a student from progressing to the next academic semester.

Students scoring less than **80% or below** should make an appointment with their **assigned clinical faculty** to sign a learning contract and in order to allow all students an opportunity to meet with the professor. Students are encouraged to make an appointment with the lead faculty should the clinical faculty member assigned be unable to meet with the student. Please keep in mind that slots are limited. If you are unable to make a scheduled appointment, please notify the faculty in advance.

CLINICAL HOUR BREAKDOWN: This course has a total of 126 hours of clinical.

Clinical Experience	Hours
Skills Lab/Low Fidelity Simulation	38
Direct Patient Care	64
High Fidelity Simulation	12
Computer Activities/HESI Case Studies	12

Total **126 hours**

Clinical Schedule is subject to change based on availability of clinical sites. Any changes made will be directly communicated via Blackboard. It is the student's responsibility to frequently check Blackboard and TAMIU Dusty email for any changes made to the clinical schedule.

CLINICAL ACTIVITIES: Required clinical paperwork will be graded as pass/fail. **A student must pass the clinical component of a course in order to pass the course. Clinical Assignments will have separate due dates assigned by the clinical instructor.**

1. Care plans: Students will complete a care plan for each patient.
2. Clinical Assignments
3. Skills Checklist
4. Students will be provided **three** opportunities to satisfactorily demonstrate competency on demonstrated skills. Students unable to satisfactorily demonstrate competency in the following skills: PPE (Including Sterile Gloving), Vital Signs, Medication administration will not be able to attend the Clinical Rotations and will receive an "F" for the clinical component of the course.

I. CSON GRADING AND GRADE ROUNDING:

1. The CSON 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

2. 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.
3. **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.**
4. **To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.**
5. Read the **CSON Grading, and Grade Rounding Policy** found in the CSON student handbook for additional information on examinations.

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

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/27	M01.1: Infection Control Precautions and Transmission Based Precautions M01.2: Vital Signs: Physical Assessment Techniques, and Recognizing alterations M01.3: Nursing Process: Initiate, evaluate and update plan of care	Chapter 20 Promoting Asepsis and Preventing Infection Chapter 3 The Steps of the Nursing Process Chapter 18 Measuring Vital Signs	DAVIS Personalized Learning **The Steps of the Nursing Process **Measuring Vital Signs **Promoting Asepsis and Preventing Infection ASSIGNMENTS DUE 09/11/24 BY 11:30PM Davis Advantage Quiz: 1. The Nursing Process 2. Measuring Vital Signs 3. Promoting Asepsis and Preventing Infection ASSIGNMENTS DUE 09/11/24 BY 11:30PM



Tue	9/3	<p>MO2.1: Elimination: Assess/Manage Urinary Elimination and alterations</p> <p>MO2.2: Cultural Awareness/Cultural Influences of Health</p> <p>MO2.3: Nutrition and Oral Hydration Nutritional Status, Intake/Output, Nutrition via Tube Feedings</p>	<p>Chapter 24 Nutrition</p> <p>Chapter 25 Urinary Elimination</p> <p>Chapter 11 Caring in Multicultural Environments</p>	<p>Davis Personalized Learning: **Urinary Elimination **Family, Culture, and Spirituality **Nutrition ASSIGNMENTS DUE 09/11/24 BY 11:30PM</p> <p>Davis Advantage Quiz: 1. Urinary Elimination 2. Family, Culture, and Spirituality 3. Nutrition ASSIGNMENTS DUE 09/11/24 BY 11:30PM</p> <p>HESI Case Study 1. Urinary Patterns DUE: 09/11/24 11:30PM</p>
Tue	9/10	<p>MO3.1: Elimination: Bowel Assess/Manage Elimination and alterations</p> <p>MO3.2: Safe Medication Administration and Error reduction</p>	<p>Chapter 26: Bowel Elimination</p> <p>Chapter 23 Administering Medications Page 805#850 (Omit IV Medications)</p>	<p>Davis Personalized Learning: **Bowel Elimination **Administering Medications (Safety) **Administering Medications (Administration) **Administering Medications (Dosage Calculations) DUE 09/11/24 by 11:30PM</p> <p>Davis Advantage Quiz: 1. Bowel Elimination 2. Administering Medications: (Safety) 3. Administering Medications: (Administration) 4. Administering Medications (Dosage Calculations) ASSIGNMENTS DUE 09/15/24 BY 11:30PM</p> <p>HESI Case Study 1. Altered Nutrition 2. Constipation Due 09/15/24 by 11:30 PM</p>
Tue	9/17	MO4.1		EXAM #1
Tue	9/24	<p>MO5.1: Personal Hygiene: Assessment, Implement, Perform personal hygiene habits/routine</p> <p>MO5.2: Skin: Assessment, Implementation, Maintenance of skin integrity and prevention of skin breakdown</p>	<p>Chapter 22 Facilitating Hygiene</p> <p>Chapter 32 Skin Integrity and Wound Healing</p>	<p>Davis Personalized Learning: **Facilitating Hygiene **Skin Integrity and Wound Healing DUE 09/23/24 by 11:30PM</p> <p>Davis Advantage Quiz: 1. Facilitating Hygiene 2. Skin Integrity and Wound Healing ASSIGNMENTS DUE 09/29/24 BY 11:30PM</p> <p>HESI Case Study 1. Skin Integrity DUE: 09/29/24 11:30PM</p> <p>HESI Adaptive Quiz #1 DUE: 09/29/24 11:30 PM</p>



Tue	10/1	M06.1: Mobility/Immobil ity Ergonomic Principles M06.2: Legal Accountability M06.3: Health Screening/High Risk Behaviors/Lifestyle Choices/Health Promotion and Disease Prevention	Chapter 29 Physical Activity and Immobility Chapter 39 Legal Accountability Chapter 7 Experiencing Health and Illness	Davis Personalized Learning: **Physical Activity and Mobility **Experiencing Health and Illness DUE 09/30/24 by 11:30PM Davis Advantage Quiz: 1. Physical Activity and Mobility 2. Experiencing Health and Illness ASSIGNMENTS DUE 10/06/24 BY 11:30PM HESI Case Study 1. Mobility DUE: 10/06/24 11:30PM HESI Adaptive Quiz #2 DUE: 10/06/24 11:30 PM
Tue	10/8	M07.1: Airway Management and Alterations in Body System/Safe Use of Equipment M07.2 Assessment, Care of Surgical Patient/Informed Consent/Advance Directives/Hand#Off M07.3: Advocacy/Ethical Practice	Chapter 33 Oxygenation Chapter 36 Caring for the Surgical Patient Chapter 41 Ethics and Values	Davis Personalized Learning: **Oxygenation **Caring for the Surgical Patient **Nursing Ethics and Legal Issues DUE 10/07/24 by 11:30pm Davis Advantage Quiz: 1. Oxygenation 2. Caring for the Surgical Patient 3. Nursing Ethics and Legal Issues ASSIGNMENTS DUE 10/13/24 BY 11:30PM HESI Case Study 1. Breathing Patterns 2. Perioperative Care DUE: 10/13/24 11:30PM
Tue	10/15	M08:1		EXAM #2
Tue	10/22	M9.1: Therapeutic Communication Therapeutic Environment M9.2: Documentation, Confidentiality, Information Security and Technology Continuity of Care Report of Incident, Event M9.3: Basic Learning Principles/Patient Education and Readiness to Learn	Chapter 15 Communicating and Therapeutic Relationships Chapter 17 Documenting and Reporting Chapter 16 Patient Education	Davis Personalized Learning: **Communicating and Therapeutic Relationships **Documenting and Reporting **Patient Education DUE 10/21/24 by 11:30PM Davis Advantage Quiz: 1. Communicating and Therapeutic Relationships 2. Documenting and Reporting 3. Patient Education ASSIGNMENTS DUE 10/27/24 BY 11:30PM HESI Adaptive Quiz #3 DUE: 10/27/24 at 11:30 pm



Tue	10/29	M10.1: Research Process/Evidence# Based Practice and Performance Improvement/ Nursing Theorists M10.2: Assessment of Pain/Pain Misconceptions/ Pharmacological and Non# Pharmacological Interventions M10.3: Electrolyte Imbalances/Fluid Imbalances	Chapter 4 Evidence#Based Practice: Theory and Research Chapter 28 Pain Chapter 35 Hydration and Homeostasis	Davis Personalized Learning: **Evidence# Based Practice, Theory and Research **Hydration and Homeostasis (Electrolyte Imbalance) **Hydration and Homeostasis (Fluid & Fluid Imbalances) **Pain Assessment **Pain Interventions Due 10/28/24 by 11:30PM Davis Advantage Clinical Judgement Assignment: 1. Pain Interventions Davis Advantage Quiz: 1. Evidence#Based Practice, Theory and Research 2. Hydration and Homeostasis: Electrolyte Imbalances 3. Hydration and Homeostasis (Fluid & Fluid Imbalances) 4. Pain Assessment 5. Pain Intervention ASSIGNMENTS DUE 11/03/24 BY 11:30PM HESI Case Study 1. Fluid Balance 2. Pain DUE: 11/03/24
Tue	11/5	M11.1: Assignment, Delegation, and Supervision, Collaboration with Interdisciplinary Team/Concepts of Management M11.2: Home Safety/Handling Hazardous and Infectious Materials/Use of Restraints and Safety Devices/Accident, Error an injury Prevention	Chapter 40 Leading and Managing Chapter 21 Safety	Davis Personalized Learning: **Leading and Managing **Promoting Safety DUE 11/04/24 by 11:30 PM Davis Advantage Quiz: 1. Leading and Managing 2. Promoting Safety ASSIGNMENT DUE 11/10/24 BY 11:30PM HESI Case Study 1. Sensory Function DUE: 11/10/24
Tue	11/12	M12.1		EXAM #3
Tue	11/19	M13.1: Grief and Loss/Coping Mechanisms /End# of Life care MO13:2 Assessment and Identification of Alterations in Sleep Cycle/Promotion of Normal Sleep patterns MO13:3: Behavioral Interventions/Crisis Intervention /Stress management	Chapter 13 Experiencing Loss Chapter 31 Sleep and Rest Chapter 8 Stress and Adaptation	Davis Personalized Learning: **Sleep and Rest **Stress and Adaptation **Experiencing Loss DUE 11/18/24 by 11:30 PM Davis Advantage Quiz: 1. Stress and Adaptation 2. Sleep and Rest 3. Experiencing Loss ASSIGNMENT DUE 11/24/24 BY 11:30PM HESI Case Study 1. Loss, Grief, and Death 2. Sleep Pattern DUE: 11/24/24 HESI Adaptive Quiz #4 DUE: 11/24/24 at 11:30 pm DROP DATE: November 21st, 2024

Tue 11/26 M014.1	HESI EXAM
	November 27th, 2024 Reading Day
	November 28th#29th, 2024 Thanksgiving Holiday
Tue 12/3	Group Presentations
	HESI Remediation Packet Due 12/06/24 by 11:30 pm
Tue 12/10	FINAL EXAM

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.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
 - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

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

Students with Disabilities

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

Student Attendance and Leave of Absence (LOA) Policy

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

Pregnant and Parenting Students

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

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) 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.