

NURS 3614 - Adult Health Nursing I

Fall 2024 Syllabus, Section 101, CRN 14343

Instructor Information

Michelangeli, Angelica M., MSN, APRN, FNP-BC

Clinical Assistant Professor/Interim Chair

Email: amichelangeli@tamiu.edu

Office: 304A

Office Hours:

Monday 5 pm - 6 pm

Tuesday 5 pm - 6 pm

Wednesday 3 pm - 5:30 pm

Thursday 10:30 am - 12 noon

Office Phone: 9563262454

Cell Phone: 9567409299

Available other hours with appointment

San Juanita Hernandez, MSN, RN

Clinical Assistant Professor

Email: sanjuanitahernandez@dusty.tamiu.edu

Office: 313H

Office Hours:

Monday 5 pm - 6 pm (virtual)

Tuesday 5 pm - 6 pm (virtual)

Friday 1 pm - 5 pm

Office Phone: 9563262455

Cell Phone: 9562866410

Available other hours by appointment

Times and Location

F 8:30am-11:30am in Academic Innovation Center 224

Course Description

This course provides an introduction to culturally competent nursing care for adult patients experiencing stable illnesses. Clinical decision making utilizing the nursing process, evidence based research applications, and professionalism in diverse practice settings are introduced. This course is 3 hours of theory and 9 hours practicum per week. 126 total clinical hours are required for this course. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 4310.

Nursing Department, College of Nursing&Health Sci

Additional Course Information

COURSE POLICIES:

1. Electronic devices: To minimize interruptions, cellular phones must be turned off (vibration mode is not acceptable), while in the classroom, and or testing rooms for the duration of the class. Students will be asked to leave the classroom if in violation of classroom rules. Cellular phones cannot be out on the desk tops during class nor during tests/exams/quizzes as this will result in an automatic zero (0).

Other electronic devices (i.e., iPods, ear pieces/bluetooth, pagers, and smart watches) are not allowed in the classroom or during exams. iPads and laptops may be allowed at the discretion of the faculty.

2. Calculators: Simple calculators may be allowed in class; however must be simple, and unable to save data; no scientific models allowed, and none with a cover. Cell phones will not be used as a calculator during class assignments/quizzes or tests.

3. Attendance: Attendance in class, lab, and clinical arenas is an **expectation**. One hundred percent (100%) attendance is expected. In case of an absence, the student shall contact the instructor **prior** to the scheduled class time and assume all responsibility for obtaining class notes and handouts.

4. Class disruptions: Students who participate in social conversations, attempt to sleep in class, or cause disruption of class will be asked to leave the classroom. **The instructor reserves the right to dismiss anyone who is disruptive and/or disrespectful.**

5. Pop quizzes: Quizzes (which may include calculations) may be given at any time during classroom instruction.

6. All written work becomes the property of the School of Nursing. Written work will not be returned. Written work is considered to be the student's own product and prepared with authorized assistance. Plagiarism is NOT accepted and is grounds for a failing grade "F" in the course. Papers generally will be graded and made available to students no later than two weeks after the due date of the project. Students will be notified of test/exam grade within one week following the test/exam date, barring any unforeseen complications. If the assignment is due in the drop box, watch for the date and time.

CLINICAL POLICIES:

1. Purpose: The clinical experience is to provide an opportunity to integrate theory into practice. Students will be placed in a variety of settings where they will focus on specific activities as indicated by specific clinical assignments. **You are reminded that at all times you are in an assigned clinical area you represent the Canseco School of Nursing at Texas A&M International University to that agency and to the community.**
2. **Clinical Evaluation Tool: This is completed by the student and faculty throughout the clinical experience. Based on Clinical Objectives, student will be evaluated as "Satisfactory" or "Unsatisfactory."**

Clinical Objectives:

A. MEMBER OF THE PROFESSION

- Practice nursing care within the sociolegal scope as outlined by TBON and other state/federal regulations.
- Direct any changes in client's condition to assigned registered nurse and clinical instructor
- Tailor nursing care as per client's religious and sociocultural preferences
- Provide appropriate feedback to impromptu assignments given during clinical practicum
- Proactively query for community resources available to client upon discharge
- Restructure their patient care based on feedback provided by instructor or assigned RN
- Plan for case(s) using evidenced based models to guide nursing care
- Recognize and verbalize own strengths and weaknesses

B. PROVIDER OF PATIENT CENTERED CARE

- Utilize personal knowledge, evidenced-based concepts, and theories to clinical practice
- Apply the nursing process to promote the care of the client
- Decipher key findings from the health history and physical assessment to create initial nursing plan of care
- Utilize diagnostic test result(s) and evolving assessment findings to modify plan of care
- Formulate nursing problems based on all assessment data
- Communicate with client and staff in a professional manner
- Introduce him/herself, explain their objective, and request permission to proceed with plan of care
- Evaluate intervention(s) to assess achievement of goal(s)

C. PATIENT SAFETY ADVOCATE

- Initiate proper safety mechanisms to protect patient and colleagues against a suspected contagion
- Correctly identifies the purpose, SE, potential AE, & contraindications of handled medications
- Exercises all “patient rights” regarding medication administration
- Implements nursing interventions to lessen the burden of prescribed treatment(s)
- Request guidance when necessary to ensure safe and efficient execution of nursing skills
- Offer patient the least invasive treatment option to bring about a desired outcome
- Voices limitations in scope of practice related to the skillset of the registered nurse
- Voice statutes protecting RN from unjust assignments

D. MEMBER OF THE HEALTH CARE TEAM

- Compare and contrast the role and scope of the RN with other members of the interdisciplinary team
- Facilitate referral to community resources
- Timely update and provide substantive input regarding client’s status to requesting party (ies).
- Identify other discipline(s) that could participate in the care of client to expedite a desired outcome
- Correctly verbalize chain-of-command within setting
- Verbalize duties that could be delegated to staff
- Play the role of “coordinator of care” and assume responsibility for all aspects of client’s care
- Advocate for the client’s voiced and unvoiced needs

Student Learning Outcomes

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

1. Apply concepts and principles from the arts, sciences, humanities, and nursing when making practice decisions for stable adults and their families. (1,3,4)
2. Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to stable adults. (2,4,7,8)
3. Use critical thinking, evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for stable adults. (1,2,3,4,6,9)
4. Provide accurate, safe, and holistic nursing care to stable adults within ethical, legal, and professional nursing boundaries. (2,3,4,6,8)
5. Incorporate relevant research when discussing the delivery of holistic nursing care among diverse populations with stable illnesses, including individuals, families, and communities. (2,3,4,5,6,9,10)
6. Identify opportunities within the community to provide health teaching and promotion for adults. (2,3,5,6,7,10)

Content Outline: Content to include, but not limited to:

Acid- Base Balance

Airway Management

Bacterial, Viral, Fungal, and Parasitic Infections

Cancer Screening and Diagnostic Procedures

Cancer Treatment Options

Cardiovascular Diagnostic and Therapeutic Procedures

Cellular Regulation

Clinical Judgment

Complementary, Alternative, and Integrative Therapies

Complications of Diabetes Mellitus

Diabetes Mellitus

Dosage Calculations

End-of-Life Care

Ethics

Evidence-Based Practice

Fluid and Electrolyte Balance

Gastrointestinal Diagnostic and Therapeutic Procedures

Health Care Organizations and Health Care Disparities

Health, Wellness, and Illness

Hematologic Diagnostic Procedures

Hemodialysis and Peritoneal Dialysis

Immune and Infectious Disorders Diagnostic Procedures

Infection Control

Inflammatory Process and Immunity

Informatics and Technology

Infusion Therapy

Integumentary Diagnostic Procedures

Intra-operative Nursing Care

Legal Responsibilities

Mobility and Immobility

Neurologic Diagnostic Procedures

Nursing Process

Pain Management

Patient-Centered Care

Patient Coping

Patient Safety

Pharmacokinetics and Routes of Administration (e.g., Medications Affecting Blood Pressure, Medications Affecting Coagulation, Medications Affecting the Reproductive Tract, Medications Affecting Urinary Output)

Pressure Injury, Wounds, and Wound Management

Pre-operative Nursing Care

Post-operative Nursing Care

Quality Improvement

Rehabilitation for Chronic and Disabling Health Problems

Teamwork and Interpersonal Collaboration

Urinary Elimination

Vitamins and Minerals

Use of the nursing process to care for patients with the following conditions:

Cancer Disorders

- Cardiovascular Conditions (e.g., Atrial Fibrillation, Heart Failure, Hypertension, Pulmonary Edema, Peripheral Vascular Disease)
- Connective Tissue Disorders (e.g., Lupus Erythematosus, Fibromyalgia)
- Gastrointestinal Disorders (e.g., Inflammatory and Non-Inflammatory Conditions, Cholecystitis, Cholelithiasis, Peptic Ulcer Disease, Pancreatitis)
- Genitourinary Disorders in males (e.g., Benign Prostatic Hyperplasia, Erectile Dysfunction, and Prostatitis)
- Hearing and Ear Disorders
- Hematologic Disorders (e.g., Anemias)
- Hypersensitivity (Allergy) and Autoimmune Conditions
- Infections
- Inflammatory Disorders (e.g., Rheumatoid Arthritis, Gout)
- Integumentary Disorders
- Musculoskeletal Conditions (e.g., Osteoporosis)
- Neurologic Disorders (e.g., Headaches, Seizures, Epilepsy, Alzheimer's Disease, Meningitis)
- Renal/Urinary Problems (e.g., Polycystic Kidney Disease, Renal Calculi, Infections of the Renal and Urinary System)
- Respiratory Disorders (Non-Infectious and Infectious Conditions)
- Vision Problems and Eye Disorders

Teaching Strategies: Lecture, Active classroom discussion, PowerPoint, Adaptive quizzing, questions, text book assignments, self-study, study groups, observation, demonstration, computer-assisted instruction, independent reading, group experiences, case studies, evidence-based article reviews, video case presentations, simulation, and supervised clinical practice. Note: TOP HAT will NOT be used this semester for this course.

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	RN Engage Adult Medical-Surgical	ATI	13-9781565332805

Other Course Materials

Caputi, Linda, (2022). Think Like a Nurse: The Caputi Method for Learning Clinical Judgment(First ed.). Chicago, IL: Windy City Publishers. ISBN: 978-1-953294-20-3.

Gulanick, M., Myers, J. L. (2017). Nursing Care Plans: Diagnoses, Interventions, & Outcomes (9th ed.). St. Louis, MO; Elsevier, Inc. ISBN: 9780323428187

1. Nursing drug reference (current hard copy or electronic resource)
2. Medical dictionary
3. Simple calculator
4. Nursing Research Guide URL: <http://tamui.libguides.com/nursing> (<http://tamui.libguides.com/nursing%20/>) is a comprehensive resource to aid nursing students and faculty on use of library resources in nursing, medicine and health. It includes links to databases, books, videos and other online resources and also includes some tutorial material. A new subscription to **UpToDate**, the evidence-based clinical decision resource, is featured on the home page of the Nursing Research Guide. There students will find a link to this resource and to online video tutorials to get them

started using it. It also mentions the UpToDate mobile app. Distance Learning @ Killam Library, which is designed to support online learners, URL: <http://tamiu.libguides.com/DistEd> (<http://tamiu.libguides.com/DistEd%20/>).

Grading Criteria

CNHS 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. 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.

6. Grade rounding:

Test Average

a. 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:

b. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)

c. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Course Average

a. The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:

b. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)

c. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

II. CNHS Examination Policy and Guidelines: (this semester all quizzes and tests must be given online)

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. If you are using a Chrome book, you will need to purchase *Proctorial*.

Student instructions for purchasing and installing Respondus can be found:

<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml> (<https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/>)

Process for Testing using Respondus Lockdown Browser with Monitor (In the event that on-line testing is required)

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

- The student must show their face and TAMIU ID on camera.
- 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.)
- Student must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post it notes, etc.
- 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.
- No wristwatches or pendants may be worn. No long sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
- No caps or hoodies, earphones or ear buds may be worn.
- Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
- Students must not leave the exam or view of camera until the exam is submitted.
- All tests will require a password that will not be provided until just prior to the exam.
- All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
- Student failure to follow these guidelines will result in an automatic zero on the exam.

III. Nametag/Dress/Appearance: All students must follow the dress code policies. See CONHS BSN Handbook. All ID badges from clinical facilities must be current.

IV. Student Health Requirements: 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 a Clinical F day will be given. See CONHS BSN Handbook.

V. Covid Exposure:

All students should immediately contact course faculty if they a) have a known exposure to COVID 19 without wearing proper protective equipment (PPE) b) tested positive to COVID 19 or c) have known symptoms of COVID 19

VI. Lab/Clinical Absences: Clinical hours are required to provide students the opportunities to obtain knowledge and skills to function safely as a professional nurse. Punctuality is expected in the professional workplace. Important information affecting client care is communicated to the students at the start of the clinical experience. Therefore, tardiness for clinical/lab/simulation experience jeopardizes the student ability to give safe nursing care. Lab, simulation and case study experiences are considered clinical experiences. See CONHS BSN Handbook.

VII. Clinical "F" Day: Unacceptable nursing practice in the clinical setting or unexcused clinical absence is grounds for receiving a clinical fail day, also known as an "F" Day. A clinical setting is any activity for which the student receives clinical hours. A student who receives three (3) clinical "F" days in any clinical course will receive a grade of F for that course. See CONHS BSN Handbook.

VIII. Criminal background checks or drug screens: As part of this clinical rotation, the CSON adheres to the policies of all clinical facilities with which the SON affiliated with for student clinical learning experiences. As part of this clinical rotation, clinical facility policies may require criminal background checks and/or random drug screen to be conducted on persons interacting with their clients. This documentation will be submitted to the requesting agencies as per their policy. See CONHS BSN Handbook.

IX. Unsafe Clinical Performance/Patient Safety: Any act, omission or commission that may result in harm to the patient is considered unsafe clinical practice. Any student who jeopardizes patient safety will be sent home from clinical and receive a clinical F for that day. See CONHS BSN Handbook.

X. Confidentiality: Nurses are entrusted with a great deal of personal information about their community, populations and individuals to plan comprehensive care. The student role requires that some of this information be shared with faculty and other students in a clinical conference setting. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. Students and faculty share the burden of carefully protecting the privacy of all persons concerned. See CONHS BSN Handbook.

XI. Electronic devices/Social Networking: Strict HIPPA guidelines will be enforced. Cell phones or other electronic devices are not permitted in the clinical setting. Cell phones are not allowed on your person during the clinical experience. The CSON has memorandum of understanding agreement with every clinical institution to adhere to their policies. See CONHS BSN Handbook.

Method of Evaluation and Course Requirements:

ASSIGNMENT	VALUE
Module Exams (4 exams, each 16%)	64%
Comprehensive Course Final Exam	16%
AH1 HESI Proctored Exam *HESI Exit 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 gradebook.	10%
HESI Review Packets Assignment: 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 TAMU BSN Handbook https://www.tamui.edu/conhs/documents/handbooks/bsnhandbook.pdf	5%
Adaptive Quizzing/Assignments/CALA: Students will be assigned 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. 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 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.	5%
Clinical Performance Evaluation (Hospital rotation care plans with medication sheets/history and physical assessment, Simulations, Specialty Unit Assignments, Computerized Simulations, Case Studies/ Concept maps, Article/Video Reviews) **Clinical assignment must meet a minimum standard to pass this course. If you do not successfully meet the minimum standard you are not passing the course, regardless of your overall course average or exam average.	Pass/Fail

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Fri	8/30	Professional Nursing Wellness to Illness Continuum Illness Alterations in Gas Exchange	Modules 1,2,3,4,6	9/12/2024
Fri	9/6	Alterations in Gas Exchange Disrupted Homeostasis	Modules 6,10	9/12/2024
Fri	9/13	Exam 1	Modules 1,2,3,4,6,10	
Fri	9/20	Disrupted Homeostasis Alterations in Cardiovascular Function and Perfusion Caring for the Surgical Client	Modules 10,18.21	10/3/2024



Fri	9/27	Alterations in Endocrine Function Alterations in Immunity and Inflammatory Process Caring for the Surgical Client	Modules 5,11,21	10/3/2024
Fri	10/4	Exam 2	Modules 5,10,11,18, 1	
Fri	10/11	Alterations in Hematologic Function Cancer Alterations in Cognition Alterations in Neurologic Function Alterations in Spinal Cord Function	Modules 9,12,14,15,16	10/24/2024
Fri	10/18	Alterations in Mobility Alterations in Sensory Perception Alterations in Tissue Integrity	Modules 13,17,20	10/24/2024
Fri	10/25	Exam 3	Modules 9,12,13,14,15,16,17,20	10/25/2024
Fri	11/1	Alterations in Digestion and Bowel Elimination	Module 7	11/14/2024
Fri	11/8	Alterations in Kidney Function and Elimination Alterations in Sexual Function	Modules 8,19	11/14/2024
Fri	11/15	Exam 4	Modules 7,8,19	11/15/2024
Fri	11/22	HESI and Final Exam Review		11/22/2024
Fri	11/29	Thanksgiving Holiday HESI EXAM 12/2/2024		
Fri	12/6	AH1 Final Exam	Comprehensive Final	12/6/2024

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 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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.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.