

PSCI 2305 - American National Government

Fall 2024 Syllabus, Section 180, CRN 14122

Instructor Information

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Office Hours:

MWF 1:00 - 2:15

or by appointment

Times and Location

Does Not Meet Face-to-Face

Course Description

A survey of national government in the United States with emphasis upon the Constitution, government structure, and processes. European background; federal, state, and interstate relations; rights and obligations of citizens; political parties; group organization; the legislative process; and the executive, judicial, and administrative functions in federal government. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.

Social Sciences Department, College of Arts & Sciences

Additional Course Information

Preparation

Reading at the college-level requires you to:

- Take notes (or highlight) the major points;
- Write down questions or concerns;
- Summarize important paragraphs or sections;
- Be sure to define all key terms (these are highlighted in the text, defined in the textbook's, margins and listed at the end of each chapter, plus also defined in the end-of-book glossary)
- There are also practice test/quiz questions at the end of each chapter. You should carefully review these before you attempt the chapter quiz.

Readings

Readings are assigned to supplement the "lectures," not to replace them. The online lectures add some new material, but are often intended to reinforce the readings or act as a review; this does not absolve students from reading the textbooks. You will be expected to integrate lecture and reading material on the exams in a thoughtful manner. If you are having trouble understanding the readings, please e-mail me.

How does the course work?

If you are planning to take this course you must be self-motivated. Because there is no classroom to report to every other day it is all too easy to allow yourself to inadvertently fall behind and become discouraged. Therefore, you should set aside a weekly time when you can visit the course for at least a two-hour period as a part of your regular schedule.

1. The Calendar: Please refer to the course calendar in Blackboard often. It will show when [Module] Discussions are open for comment [they are required], when quizzes are open [2-day window], when exams are open [2 - 3-day window], and when and if extra-credit lectures are available.
2. This course requires each student to log into the course's Blackboard site at least every other day, but you can do this at any time you wish at any hour of the day or night (except for the times when the university computer or the Blackboard is being worked on). Please remember (especially if you are a night person) that I may not actually be physically present when you log into the course!
3. You are expected to read the appropriate chapters in the textbook as you progress through the course. Read each chapter thoroughly and read each chapter a minimum of three times. Skim the chapter before you review each chapter's online presentation to get an idea about the subject matter about to be presented. Then after you have reviewed the online presentation read the chapter more seriously and thoroughly, taking notes or at least highlighting. Remember, that you will be responsible on exams for all the material in the chapter, even if the module presentation does not cover all the chapter's material. Lastly, in preparation for the exam read the chapter(s) again
4. Chapter Discussion: For every new chapter/module I will (or maybe a student will) initiate a class discussion based upon a subject in the news in United States. We will conduct these within the Blackboard Discussion Area. Each student is required to read the on-going discussion about every week, and each student is required to contribute to each and every discussion. In addition, each student is required to contribute 2 peer responses. That is, respond to two other students' initial discussion responses with additional comments. It is NOT enough to say "I agree," or "good comment." What should I contribute, you may be asking? Add your own comments to the discussion, type out anything from a few sentences to a paragraph (this is all that's required – you may do more). Perhaps you read a similar article in another newspaper or magazine and want to tell the class how the information presented is different or the same. Perhaps you read an editorial of political commentary on the subject– tell us about it. This also means that everyone should read all of the discussions, questions, comments, and responses. Discussions are a graded component of the online course. Each discussion is worth 5 points [or ½ % of the total course grade].
5. We Need Help! Discussion: This is a special "side" discussion located in every learning module where you may publicly ask questions about the course. This is public because it is likely that others who are, maybe, a bit more shy have the same question. However, if you have a private concern, use the Blackboard message function to ask your question. I will always try to respond within 36 hours [except most Sundays]. These are NOT graded.
6. You will also take part in an occasional discussion of 5 Texas political news items through the Blackboard Discussion Area (more on this just below).
7. We will have four exams during the course: three mid-term exams and a final exam. You will take these online.
8. The textbook contains a glossary of terms with definitions; please use it.

Expectations of the Course

Students are expected to:

- Review the "Start Here" materials, but especially this Syllabus.
- Participate and contribute to all the Discussions.
- Review and follow the Course Calendar.
- Log-in at least every other day.
- Respond to Discussions by the corresponding deadline.
 - One initial discussion response to the prompt, plus two comments in response to other students' discussion responses.
 - Responses are not required on the Meet and Greet Discussion nor for Texas News #5.
- Respond to Blackboard Message, if necessary, within 3 days.
- Take Quizzes and Exams by the corresponding deadlines.

The professor will:

- Log-in to the course at least every other day.
- Respond to Blackboard emails within two business days.
- Grade assignments within ten days of the assignment deadline.

Student Learning Outcomes

- 1) Understanding of the American political system, including its history, constitutional foundations, political values and ideas, governing institutions, and policymaking processes.
- 2) Understanding of the rights and duties of citizens.
- 3) Skill development in oral argument and public speaking.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	American Government 3e	Glen Krutz and Sylvie Waskiewicz	978-1-951693-38-1

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Guidelines and Rubrics

Quizzes

There are 13 graded chapter/module quizzes in the course. Generally, one for each textbook chapter. These are a part of the grading/ evaluation process. Quizzes will be open for five to six [5- 6] days. For each quiz you have two chances. You may take each quiz twice, if you wish [I do recommend this], and the higher grade will apply.

Exams and Make-Ups

Exams will be multiple choice and essay. These will be opened in the Blackboard course for a limited time (four [4] days). There is a multiple choice part of the exam that is called Exam 1 [or 2 or 3] MC and essay part called, for example, Exam 1 [or 2 or 3] Essay. You MUST take both parts of the exam sometime during the designated four [4] day period. If you miss the deadline you have missed the exam and will earn a ZERO (0). They are timed. You have 1 hour and 15 minutes for each mid-term multiple-choice exam and 2 hours for the final multiple-choice exam. They essays are not timed, but have a deadline.

LockDown Browser Requirement

This course requires the use of Respondus LockDown Browser for online MC exams. Watch this video to get a basic understanding of LockDown Browser: <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Click the Student Support top-middle tab located in Blackboard. Scroll down to the Instructional Technologies section and click on the Respondus LockDown Browser icon.

Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Guidelines

When taking an online test, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.
- Several resources are available if you encounter problems with LockDown Browser.

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at elarning@tamiu.edu.

Course Q&A Forum

This is a special "side" discussion located in every learning module where you may publicly ask questions about the course. This is public because it is likely that others who are, maybe, a bit more shy have the same question. However, if you have a private concern, use the Blackboard email function to ask your question. I will always try to respond within 36 hours [except most Sundays]. These are NOT graded.

Discussion Grading Rubrics

All discussions are worth a maximum of 5 points. 5 points equals 100%.

- 5 points: Student comment is on subject and fully answers the discussion prompt with an example and/or mention of the significance or importance for the study of American government. Student has also commented on two other students' comments.
- 4 points: student comment is on subject and almost fully answers the discussion prompt, but may lack an example and/or mention of the significance or importance for the study of American government. Student has also commented on two other students' comments, or the student's post complies with the 5-point criteria, but the student only commented on one other student's post.
- 3 points: Student comment is on subject and answers the discussion prompt but incompletely and lacks an example and/or mention of the significance or importance for the study of American government. Student has also commented on one other student's comments. Or the student discussion post complies with the 5-point criteria, and the student did not comment on any other students' posts.
- 2 points: Student comment is on subject but incompletely and uses poor grammar and spelling. Student has not also commented on any other student' comments.
- 1 point: Student comment is present, but is off the subject or of extremely poor quality. Student has not also commented on any other student' comments.
- 0 points: No attempt to respond.

Essay Exam Question Rubric

Exam essays should be at least 3 paragraphs, with an introduction, a body, and a conclusion. 50 points equals 100%.

- 50 points: Student correctly and thoroughly answer the essay prompt, provides an explanation of the significance for American state government and provides an example; and then explains. The student cites at least two sources; one of these may be the textbook [or perhaps ought to be the textbook].
- 40 points: Student correctly and thoroughly answer the essay prompt, provides an explanation of the significance for American state government and provides an example, but their explanation is not solid. The student cites at least one source, which may be the course textbook.
- 30 points: Student correctly answers the essay prompt, but does not provide an example and/or mention of the significance or importance for the study of American government. Or student does provide a valid example and/or mention of the significance or importance for the study of American government, but the essay response is incorrect. No references are cited.
- 20 points: Student makes a good faith effort, but more than ½ is missing. No references are cited.
- 0 points: No attempt or response is wholly incorrect.

ASSIGNMENT	VALUE
Exam 1 (MC 10% & Essay 5%)	15%
Exam 2 (MC 10% & Essay 5%)	15%
Exam 3 (MC 10% & Essay 5%)	15%
Final Exam (MC 25% & Essays 10%)	35%
Discussion Participation	10%
End-of-Chapter Quizzes	14%
Lowest Quiz Scores Dropped	-4%
TOTAL	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Introductory Module Civic Engagement	Krutz, Ch. 1, pp. 7-30	Ch. 1 Quiz Ch. 1 Discussion Forum
9/2	The Constitution	Krutz, Ch. 2, pp. 31-64	Ch. 2 Quiz Ch. 2 Discussion Forum
9/9	Federalism	Krutz, Ch. 3, pp. 65-100	Ch. 3 Quiz Ch. 3 Discussion Forum
9/16	Civil Liberties	Krutz, Ch. 4, pp. 101-142	Ch. 4 Quiz Ch. 4 Discussion Forum EXAM 1
9/23	Civil Rights	Krutz, Ch. 5, pp. 143-184	Ch. 5 Quiz Ch. 5 Discussion Forum
9/30	Public Opinion	Krutz, Ch. 6, pp. 185-222	Ch. 6 Quiz Ch. 6 Discussion Forum
10/7	Voting and Elections	Krutz, Ch. 7, pp. 223-264	Ch. 7 Quiz Ch. 7 Discussion Forum EXAM 2
10/14	The Media	Krutz, Ch. 8, pp. 265-302	Ch. 8 Quiz Ch. 8 Discussion Forum
10/21	Political Parties	Krutz, Ch. 9, pp. 303-338	Ch. 9 Quiz Ch. 9 Discussion Forum
10/28	Interest Groups and Lobbying	Krutz, Ch. 10, pp. 339-372	Ch. 10 Quiz Ch. 10 Discussion Forum EXAM 3
11/4	Congress	Krutz, Ch. 11, pp. 373-410	Ch. 11 Quiz Ch. 11 Discussion Forum
11/11	The Presidency	Krutz, Ch. 12, pp. 411-446	Ch. 12 Quiz Ch. 12 Discussion Forum
11/18	The Courts	Krutz, Ch. 13, pp. 447-480	Ch. 13 Quiz Ch. 13 Discussion Forum
11/25	The Bureaucracy	Krutz, Ch. 15, pp. 515-544	Ch. 15 Quiz Ch. 15 Discussion Forum
12/2	Domestic Policy	Krutz, Ch. 16, pp. 545-576	Ch. 16 Quiz Ch. 16 Discussion Forum
12/9			FINAL EXAM

Core Curriculum Learning Outcomes

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
4. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

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.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.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@tamiau.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.

Distance Education Courses

Course Communication Guidelines (Netiquette)

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

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

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

Computer/Technology Requirements

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

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

Additional Software. You will need the following additional software: TAMIU Students may access online versions of Microsoft Word and PowerPoint through their Dusty Office 365 account at <https://dusty.tamiau.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

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

Learning Management System (Blackboard)

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

Minimum Technical Skills Expected

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

Technical Support Services

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

Syllabus Subject to Change

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