

# PSYC 3301 - Advanced Social Psychology

## Fall 2024 Syllabus, Section 180, CRN 14069

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### Instructor Information

**Monica Muñoz, Ph.D.**  
Adjunct Instructor  
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Office: AIC 313  
Office Hours:  
Tuesdays 6:00-7:00 p.m.  
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Or by appointment  
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Office Phone: 956-326-2465  
Preferred communication is via TAMIU email and Blackboard messages

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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

This course is an advanced in-depth examination of theory, research, and methodology in social psychology. Emerging perspectives, contemporary research, and controversies in the field will be explored. Students will develop their critical thinking skills in evaluating empirical research methods and findings. The practical implications of research findings also will be explored in the contexts of real-world problems and personal experiences.  
Psychology & Communication Department, College of Arts & Sciences

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### Student Learning Outcomes

Upon completion of this course, students should be able to:

- Demonstrate an understanding of the definitions, philosophies, methods and underlying assumptions of social psychology
- Identify key findings in the areas of social thinking, relationships and identities
- Critically evaluate different approaches to social psychology

### 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	Social psychology and Human Nature (5th ed.) on MindTap	R. F. Baumeister & B. J. Bushman	9780357123959

## Other Course Materials

Current account with Respondus LockDown Browser with a webcam (Respondus Monitor) to complete Exams on Blackboard

Current account with Cengage, the textbook publisher to access MindTap, the homework platform on which the course textbook and reading quizzes are presented.

Any additional course materials will be provided to students via Blackboard

## Grading Criteria

GRADE	POINTS & PERCENTAGE
A	450 - 500 points / 90-100%
B	400 - 449 / 80-89%
C	350 - 399 / 70-79%
D	300 - 349 / 60-69%
F	299 points or fewer / Below 60%

## Course Requirements

**Blackboard Forum for Acknowledgment of Syllabus and Policies (10 pts):** Students are required to read the syllabus, with careful attention to due dates, descriptions of course requirements, class policies and college policies. **To acknowledge that they have done so, students will post in the Acknowledgment of Syllabus and Policies Forum before 11:59 p.m. on Monday, August 26.** Look under *Start Here* in Blackboard for the forum.

**Blackboard Meet & Greet Forum (30 pts):** Students must introduce themselves to their instructor and classmates in an original thread (20 pts) and reply to two (2) classmates' posts (5 pts each). **Original threads (introductions) are due before 11:59 p.m. on Monday, August 26, and replies to at least two (2) classmates' introductions are due Thursday, August 29 before 11:59 pm.** Look under *Start Here* in Blackboard for the forum.

**MindTap Quizzes (140 pts):** There will be a reading quiz for each textbook chapter for a total of fourteen (14) reading quizzes. The purpose of the quizzes is to ensure that you are reading the assigned material and grasping the content. Quizzes for each Unit will be completed and scored on MindTap and are due before each Unit Exam. To keep up with this requirement and other assignments, you are encouraged to complete each quiz shortly after you finish reading each respective chapter. Each chapter quiz will consist of twenty (20) multiple choice items and will be timed. Students will have three (3) opportunities to submit each quiz and may earn up to ten (10) points for each. The quiz with the highest score will be included in your grades on Blackboard.

**Blackboard Unit Discussion Forums, Original Threads & Replies (120 pts):** Students are required to participate in discussion forums for each unit. The purpose of discussions is to initiate and facilitate peer-to-peer dialogue, as well as, apply course material. There will be one (1) discussion forum in each unit. Therefore, there will be a total of four (4) discussion forums upon completion of the course. Students will be required to participate in each forum as measured by one (1) original thread and two (2) replies to the instructor's and/or other students' discussion threads. The content of both the original posting and the replies will reflect the student's INFORMED opinion, analysis, or observation regarding the prompt/topic. Discussion prompts will be related to chapters or supplemental material designated in each unit and **students must cite the textbook chapters and any other material used to inform their responses.** Students must use in-text citations formatted in APA style (7<sup>th</sup> edition) and include a reference for each source they cite. All posts must be supported by information from the textbook or other supplemental material. In addition to correct APA style, students must use proper grammar, syntax, and punctuation in all posts. Original posts can earn you up to twenty (20) points each, while replies can earn you up to five (5) points each, for a total of 30 possible points for each Discussion Forum task.

**Blackboard Unit Exams (150 pts):** There will an exam to conclude each of the first three Units. Each Unit Exam will include material only from the textbook chapters assigned for that Unit. Each Unit Exam will include 50 multiple choice questions, will be timed, and will be available for 24 hours. See the Course Schedule for Exam days.

**Blackboard Final Exam (50 pts):** The final exam will be comprehensive, so that it encompasses ALL material covered throughout the semester (including that in unit 4). The final exam will consist of a mixture of forty (40) multiple choice items (1 pt each) and two (2) short response questions (5 pts each). The final exam will be available from 12 am to 11:59 pm on the days specified in the Course Schedule. You can earn up to 50 points on the final exam, including up to 10 from writing.

ASSIGNMENT	VALUE
Acknowledgment of Syllabus and Policies	10



Meet & Greet Forum Original Thread (1 total)	20
Meet & Greet Forum Replies to 2 Classmates (5 points each)	10
MindTap Reading Quizzes (14 total, 10 points each)	140
Blackboard Discussion Original Threads (4 total, 20 points each)	80
Blackboard Discussion Replies to 2 Classmates per Discussion (8 total, 5 points each)	40
Blackboard Unit Exams (3 total, 50 points each)	150
Blackboard Comprehensive Final Exam	50

## Course Schedule

Week of	Agenda/Topic	Reading(s)	Due
8/26	Start of Unit 1	Read syllabus and review policies Read Chapter 1 on MindTap: The Mission and the Method Complete MindTap Reading Quiz for Chapter 1	Post questions about the course and syllabus in Q&A Discussion Forum on Blackboard 8/26: Post to Acknowledgment of Syllabus & Policies discussion forum on Blackboard before 11:59 pm 8/26: Post Original Thread in Meet & Greet discussion forum on Blackboard before 11:59 pm 8/29: Post two (2) replies to classmates in Meet & Greet discussion forum on Blackboard before 11:59 pm
9/2		Read Chapter 2 on MindTap: Culture and Nature Complete MindTap Reading Quiz for Chapter 2	9/02: Download or Update Respondus Lockdown Browser 9/06: Complete Respondus Practice Quiz on Blackboard for 5 extra credit points before 11:59 pm
9/9		Read Chapter 3 on MindTap: The Self Complete MindTap Reading Quiz for Chapter 3	9/12: Post one (1) Original Thread in Discussion Forum 1 on Blackboard before 11:59 pm
9/16		Read Chapter 4 on MindTap: Choices and Actions: The Self in Control Complete MindTap Reading Quiz for Chapter 4	9/19: Post replies to 2 classmates in Discussion Forum 1 on Blackboard before 11:59 pm 9/20: Complete Unit 1 Exam on Blackboard - available for 24 hours 9/20: All MindTap Reading Quizzes for Unit 1 must be submitted before 11:59 pm
9/23	Start of Unit 2	Read Chapter 5 on MindTap: Social Cognition Complete MindTap Reading Quiz for Chapter 5	
9/30		Read Chapter 6 on MindTap: Emotion and Affect Complete MindTap Reading Quiz for Chapter 6	10/03: Post one (1) Original Thread in Discussion Forum 2 on Blackboard before 11:59 pm
10/7		Read Chapter 7 on MindTap: Attitudes, Beliefs, and Consistency Complete MindTap Reading Quiz for Chapter 7	10/10: Post replies to 2 classmates in Discussion Forum 2 on Blackboard before 11:59 pm
10/14		Read Chapter 8 on MindTap: Social Influence and Persuasion Complete MindTap Reading Quiz for Chapter 8	10/18: Complete Unit 2 Exam on Blackboard - available for 24 hours 10/18: All MindTap Reading Quizzes for Unit 2 must be submitted before 11:59 pm



10/21	Start of Unit 3	Read Chapter 9 on MindTap: Prosocial Behavior: Doing What's Best for Others Complete MindTap Reading Quiz for Chapter 9	
10/28		Read Chapter 10 on MindTap: Aggression and Antisocial Behavior Complete MindTap Reading Quiz for Chapter 10	10/31: Post one (1) Original Thread in Discussion Forum 3 on Blackboard before 11:59 pm
11/4		Read Chapter 11 on MindTap: Interpersonal Attraction and Rejection Complete MindTap Reading Quiz for Chapter 11	11/07: Post replies to 2 classmates in Discussion Forum 3 on Blackboard before 11:59 pm
11/11		Read Chapter 12 on MindTap: Close Relationships: Passion, Intimacy, and Sexuality Complete MindTap Reading Quiz for Chapter 12	11/15: Complete Unit 3 Exam on Blackboard - available for 24 hours 11/15: All MindTap Reading Quizzes for Unit 3 must be submitted before 11:59 pm
11/18	Start of Unit 4	Read Chapter 13 on MindTap: Prejudice and Intergroup Relations Complete MindTap Reading Quiz for Chapter 13	
11/25		Read Chapter 14 on MindTap: Groups Complete MindTap Reading Quiz for Chapter 14	11/26: Post one (1) Original Thread in Discussion Forum 4 on Blackboard before 11:59 pm 11/27: Reading Day- No classes 11/28-11/30: Thanksgiving Holiday- No classes
12/2	Last week of classes Final Exam period begins	No assigned readings	12/03: Submit all Extra Credit Tasks 12/03: Post replies to 2 classmates in Discussion Forum 4 on Blackboard before 11:59 pm 12/05-12/06: Complete Comprehensive Final Exam on Blackboard - available for 48 hours 12/06: All MindTap Reading Quizzes for Unit 4 must be submitted before 11:59 pm

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

### Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.

- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

## Classroom Behavior (applies to online or Face-to-Face Classes)

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

## TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

**Plagiarism:** Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.

- **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that “it was only a draft” will not be accepted.
- **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a “zero” for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”
  - **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The 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](mailto: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](mailto: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](mailto: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 (tamui.edu) (<https://www.tamui.edu/counseling/telus/>) or from the Apple App Store and Google Play.

## Distance Education Courses

### Online Courses and On-Campus Meetings

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

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

**This course is 100% asynchronous. No in-person meetings are required. Meetings during virtual office hours are voluntary.**

### Course Structure

Course content is broken down into 4 Units. On Blackboard, you will find a folder for each unit containing a list of key terms, chapter outlines, PowerPoint slides, and video recommendations. Each week, you will be responsible for reading one chapter and completing a reading quiz for that chapter. Reading quizzes are completed on MindTap, the homework platform that also presents the course textbook. Unit exams for Units 1-3 will be found in their respective folders. The Final Exam will be available under Content.

### Student-Instructor Communication Policy and Response Time

#### Announcements/Course Messages/Emails

Announcements will be posted regularly on Mondays or Tuesdays. Please check announcements several times a week for updates, clarifications, and additional information.

On occasion, the instructor may need to contact individual students via Blackboard messages or Dusty email. Please check your accounts regularly for new messages.

Students should utilize TAMIU email, Blackboard messages, or the Course Q&A forum on Blackboard to communicate with the instructor. You may expect a response from the instructor within 48 hours for messages received Monday through Thursday. Messages received Friday through Sunday may take up to 72 hours.

#### Assignments and Assessments



Mindtap Reading quizzes will be scored as soon as they are submitted and credit will be recorded in the gradebook.

Unit Exams will be scored as soon as they are submitted, but scores will be released once all students have submitted their exams.

The Final Exam scores will be posted 72 hours after all students have submitted their exams.

Scores for Unit Discussion posts will be released a week after their due dates.

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.tamtu.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

*[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course.]*

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

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

**Additional Hardware.** For this class, you will need a laptop with connection to the internet in order to access course materials. If you wish to make use of virtual office hours you will need a web camera with a microphone. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

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

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

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

## Learning Management System (Blackboard)

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

## Minimum Technical Skills Expected

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

## Technical Support Services

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

## Web Conferences/Synchronous sessions

This course is 100% asynchronous. No in-person meetings are required. Meetings during virtual office hours are voluntary.

## Rubrics (may be included here and in the Syllabus and Overview in the course)

Rubrics may be found in the Blackboard course page and will provide an understanding of how you will be assessed on course discussion posts.

## Missed Exam Policy

You will be allowed to make up all missed exams. There is a **no questions asked** policy for missed exams, where students may complete a missed exam, but incur a **20% penalty**. That is, the highest grade a student can earn on a make up exam is 80% (B), given that all responses are correct.

If, however, students have a valid excuse for not completing an exam as scheduled, they must submit complete documentation of that event or circumstance, in order to avoid the 20% penalty. Students **may not** make up an exam for full credit without proper documentation.

See COAS policies (attached) for the list of acceptable reasons for an absence. If your reason for an absence does not match one of the reasons on that list, you will incur the 20% penalty. It is up to students to contact the instructor to schedule make up exams.

Make up exams must be completed **within one month** from the absence, except for the final exam. A missed final exam, however, must be completed **by the last day of the final exam period**.

## Course Evaluation

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

## Turnitin Policy Or Other Types of Assignments in Other Systems

*[Instructor's policy on assignments held within the Turnitin system.]*

## Proctoring

Respondus LockDown Browser (Free) and Monitor (\$15 fee) Requirement

This course requires using LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml/>) to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student Quick Start Guide (PDF) (<https://web.respondus.com/wp-content/uploads/2020/04/RLDB-Quick-Start-Guide-BbUltra-Student.pdf>) is also available.

## Download Instructions

Click the *Assist* navigation link in Blackboard or visit TAMIU's Respondus LockDown Browser and Respondus Monitor web page (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml>). Scroll down to the section on the *Respondus LockDown Browser*. Click the link to access the webpage for the software and additional information.

## To Access Your Test

1. First, be sure the Respondus LockDown Browser software is full installed on your computer.
2. Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari)
3. Log into Blackboard Learn.
4. Navigate to the course and test.
5. Start your attempt.

6. This will launch the Respondus LockDown Browser software.
7. Complete the Respondus Monitor wizard, and begin your test.

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

## Cost for Respondus Monitor

There is a **\$15 fee** for the webcam feature used by LockDown Browser (called *Respondus Monitor*). This one-time fee is valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will be prompted to purchase a Respondus Monitor license the first time an exam requires using LockDown Browser's webcam feature. Payment can be made with PayPal, Visa, or Mastercard.

To pay for Respondus Monitor:

1. Start Respondus LockDown Browser ([http://www.jsu.edu/online/current-students/resp\\_lock\\_browser\\_students.html](http://www.jsu.edu/online/current-students/resp_lock_browser_students.html)).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.
4. Payment and entering credit card information is only necessary one-time per course.

## Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that 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

## Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button 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](mailto:elarning@tamiu.edu).

## Webcam Checkout for Personal Computer

If students cannot use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at **Dr. Billy F. Cowart Hall 208** and is open **Monday through Friday from 8 a.m. to 6 p.m.** Checkout for a webcam is on a first-come, first-service basis. Speak with an eLearning staff member to check out a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

## **Accessibility and Privacy Statements on Course Technologies**

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

## **Syllabus Subject to Change**

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