NURN 3410 - Health Assessment: Health Assessment (Sub II- July 08 to Aug 23)
Summer 2024 Syllabus, Section 780, CRN 51518

Instructor Information

Angelica Michelangeli, MSN, APRN, FNP-BC
Clinical Assistant Professor/Interim Chair
Email: amichelangeli@tamiu.edu
Office: CNS 304A
Office Hours:
Upon request
Office Phone: 9563262454
Cell Phone: 9567409299

Times and Location

Does Not Meet Face-to-Face

Course Description

The emphasis of this course is to instruct students on how to conduct a comprehensive health assessment. Knowledge from the biological sciences is used within the context of the nursing process to develop skills in systematic assessment of patients in all phases of the life cycle. This course is 3 hours of theory. 14 hours total practicum are required in this course. Prerequisites: Admission into the RN/BSN Program.
Nursing Department, College of Nursing&Health Sci

Student Learning Outcomes

Upon successful completion of this course, each student will:

CO1:Associate concepts and principles from the arts, sciences, humanities, and nursing as a foundation for conducting a systematic and accurate nursing health history and physical assessment of an adult client

CO2: Integrate social, cultural, ethnic, spiritual, psychological and economic concepts in
conducting a comprehensive health assessment.

CO3: Identify the ethical, legal, and professional principles associated with obtaining, recording, and reporting a holistic health assessment.

CO4: Use critical thinking to evaluate health history and physical assessment findings.

CO5: Discuss modifications necessary to obtain an accurate health history and conduct a
physical assessment across the lifespan and among diverse populations, including individuals, families, and communities incorporating relevant research.

CO6: Discuss opportunities to apply health assessment and health promotion skills in
partnership with the community

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	Bates' Nursing Guide to Physical Examination and History Taking	Hogan-Quigley, Palm, Bickley	978-1975161095
Required	Shadow Health Digital Clinical Experience	Elsevier	9780323753852

Other Course Materials

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

We will be using Shadow Health to help position you for success in your practice setting. Shadow Health provides a clinical simulation designed to strengthen your clinical reasoning and therapeutic communication skills in a safe learning environment. Here are a few things you will need to complete on your first day to ensure you have the smoothest Shadow Health experience possible. Please follow the steps below:

1. **Go to** http://app.shadowhealth.com/enrollments/new (http://app.shadowhealth.com/enrollments/new/) and enter the PIN for each course:
   a. If you already have an account, log in and click "add a course (https://link.shadowhealth.com/add-a-course/)" and enter the course PIN

Course Name and Number: Health Assessment – Summer 2024, NURN 3410

DCE PIN: 5572-9232-5410-2678

1. **Watch** the student orientation video if you are new to Shadow Health: https://vimeo.com/161783954/9869f7c0c1 (https://vimeo.com/161783954/9869f7c0c1/)
2. **Use a supported browser:** Shadow Health recommends using Chrome to access your work. However, there are many browsers that you can use (https://support.shadowhealth.com/hc/en-us/articles/360004558353-DCE-Minimum-System-Specifications/) to access your assignments.
3. **Review** the technical specifications (https://link.shadowhealth.com/dce-tech-specs/) to make sure your computer can run the DCE.

For additional information on setting up your profile and completing courses and assignments, visit the FAQs below:

- How to register for Shadow Health (https://link.shadowhealth.com/How-To-Register/)
- How to reset your password (https://link.shadowhealth.com/reset-password/)
- How to navigate a course (https://link.shadowhealth.com/student_course_overview/)
- How to complete an assignment (https://link.shadowhealth.com/assignment_overview/)

If you have any questions about Shadow Health throughout the semester, please review the articles in the Help Desk (https://service.elsevier.com/app/home/supporthub/shadow-health/track/BvNPoAoeDv8c~RHXGlEa~yCg7F8qDC75Mv9~~zj~PP_2/) or contact Elsevier Support by email or phone. Please be sure to leave a voicemail if you are unable to reach someone.

Email: nhpsupport@elsevier.com

Phone: 1 800 222 9570

Hours: Monday-Sunday 7am-1am Eastern Time

I'm looking forward to hearing your thoughts as you work with these virtual patients!

Shadow Health will provide the implementation practice for health assessment skills and clinical reasoning through the examination of digital patients.

Other Resources:

American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). https://doi.org/10.1037/0000165-000

- The APA publication will provide the RN-BSN student rules for preparation of manuscripts that should contribute to clear communication. Each document and citation will be graded using the APA publication manual.

Optional Text

- Medical Dictionary is highly recommended.

Grading Criteria

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

Grading and Evaluation

Assessments	Percentage
Syllabus Acknowledgement	5%
Discussion/Participation	10%
Matching Puzzles/Pre-lesson Quizzes/Shadow Health Quizzes	10%
Assignments: Genogram/Health History/Nutritional Analysis/Cultural Competence	20%
Shadow Health Focused Exam	15%
Mid-Term Exam	10%
HESI EXAM (Conversion Score)	10%
Shadow Health Comprehensive Assessment	20%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/8	Module 1 - Foundations	Chapters 1-5	Shadow Health Assignments, Quiz 1, PLQ Quiz Chapters 1-5
7/15	Module 2 - The Physical Examination	Chapters 6-9	Shadow Health Assignments, Quiz 2, PLQ Quiz Chapters 6-9
7/22	Module 3 - Body Systems 1	Chapters 10-12 & 18	Shadow Health Assignments, Quiz 3, PLQ Quiz Chapters 10 - 12 & 18
7/29	Module 4 - Body Systems II	Chapters 13-14 & 17	Shadow Health Assignments, Midterm Exam
8/5	Module 5 - Body Systems III	Chapters 15-16 & 19-20	Shadow Health Assignments, Quiz 4, PLQ Quiz Chapters 15, 16, 19, & 20
8/12	Module 6 - Lifespan Considerations	Chapters 21, 23 - 24	Shadow Health Assignments, Shadow Health Neuro Post Exam, Focused Exam, HESI Health Assessment Exam
8/19	Module 7 - Putting It All Together	Chapter 22	Shadow Health Comprehensive Assessment, Comprehensive Head-to-Toe

Distance Education Courses

Participation/Attendance

A significant percentage of your grade is based on your attendance and participation within the discussion module threads. As a student you are thought to be sufficiently mature and motivated to attend class when we hold class and to participate in class assignments whether conducted in class or online. Discussion questions online will comprise the bulk of your opportunity to discuss the course material. Students are expected to participate in weekly discussions on at least two separate days out of seven in the electronic week. The electronic week begins on Monday at 12:01 am CST and ends on Sunday at 2359 CST. There are no "make-ups" for not posting to the Weekly Discussions. If you need to be away or do not have computer access, you need to make alternative arrangements for participation and actively engaging in the course to meet weekly discussion requirements.

Students must post a Main post to the Discussion board each week on or before Wednesday at 2359 CST. 5 points will be deducted for being late each day after.
Students must provide references in current APA format for all posts when responding to questions.

 All discussions posted must reflect proficient writing standards and scholarly data. Posts must be in the correct Weekly Discussion board or no points will be
awarded. When answering a discussion post, you are required to provide a quality and validated answer.

- At least one full paragraph (3-5 quality sentences) and a reference.
- When your response to a peer's post at least one full paragraph (3-5 quality sentences) is required.
- "I agree", does not qualify for a sentence and will not be counted in the grade assessment.

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), 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.**

In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

Course Structure

This is a seven-week course which is totally on line, with web-based components. Teaching strategies may include: on line lectures, class discussion through post/threads, multi-media resources, self-study, assigned readings, book reviews, research project, and student presentations by PowerPoint. NO FACE
TO FACE CLASSES.

Health Assessment is based on experiential learning theories. Emphasis is placed on the importance of mutuality in learning. Therefore, it is of paramount importance that students recognize their responsibility for active participation in course activities. The success of the experience for everyone will depend to a great degree on the energy and enthusiasm of each member of the class. To assist the student in their formative assessment of the unit materials, students will check their
knowledge through weekly QuizPoppers in CourseArc.Several projects are included in the course grade.

Grading Scale/Schema (after Grade Breakdown section)

College of Nursing and Health Sciences Policy on Grading and Grade Rounding

1. The CSON has adopted a grading scale in line with other Texas schools of nursing:
A = 100 − 90 B = 89 − 80 C = 79 − 75 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 overall course average of 75% or higher.

4. Read the CSON Grading and Grade Rounding Policy found in the student handbook for additional information on examinations (pg.51).

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)

Proctoring

CNHS Online 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. 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

Process for Testing using Respondus Lockdown Browser with Monitor

1. Prior to giving any exams, the faculty must submit a sample exam with Respondus Lockdown Browser and Monitor. It is suggested that a sample exam/quiz folder be set up in the Content area of the course for this practice exam/quiz.

2. The test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.

3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e. started at exactly 9:00AM and ending exactly 11:50AM. The test must be set up in such a way that at the end of the allotted time the exam will automatically close)

4. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (suggestion is black plastic type table cloth that can be reused)

5. Prior to the exam

A. The student must show their face and TAMIU ID on camera.
B. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair were the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam.)
C. Student must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post it notes, etc.
D. After the student uses their cell phone to sign in it must be powered-off and set it face down on the table where it can be seen by the video camera.
E. No wristwatches or pendants may be worn. No long sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
F. No caps or hoodies, earphones or ear buds may be worn.
G. Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
H. Students must not leave the exam or view of camera until the exam is submitted.
I. All tests will require a password that will not be provided until just prior to the exam.
J. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
K. Student failure to follow these guidelines will result in an automatic zero on the exam.

Clinical Guidelines

This course is 3 hours of theory and 2 hours of clinical per week: **14 total practicum hours** are required in this course. These hours will include Shadow Health experiences in our 7-week course.

a. Failure to meet the 14 clinical hours required by the course will constitute a clinical failure for the course and thus a course failure.

b. Student clinical attendance is MANDATORY.

Shadow Health

Technical requirements

Review requirements: http://link.shadowhealth.com/Minimum-System-Specifications

Tablets and mobile devices are not currently supported.

Shadow Health Support:

Contact Shadow Health with any questions or technical issues regarding Shadow Health **before** contacting your instructor.

Support is available at http://support.shadowhealth.com

Article 7, Academic Conduct, from Student Handbook

As members in an academic community, students at TAMIU are expected to act with honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations may find themselves facing academic and disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. For more information on the Honor Code, please visit the Office of Student Conduct and Community Engagement website at https://www.tamiu.edu/scce/.

TAMIU Faculty have the authority to implement academic rules or impose grade penalties as appropriate. For more information, please visit the TAMIU Faculty Handbook available at http://www.tamiu.edu/senate/handbook.shtml.

Student-Instructor Communication Policy and Response Time

Office Hours

No recurring office hours will be held. To contact the professor, send a course message to schedule an appointment for a phone conference.

General Communication Policy

Instructor will respond to general course messages within 24 hours. Messages sent on the weekend will be replied to on the next business day.

Students may text professor in cases of emergency. In text message, provide the following information: Class name (number and section), student's full name, and a brief text message.

Announcements/Course Messages/Emails

Online communication is a very critical component of any online environment. There could be asynchronous communication (which means you are involved in a communication that IS NOT coordinated in time; such as discussion forums, emails, blogs, wikis, etc.) or synchronous communication (which means you are involved in a communication that IS coordinated in time; such as a LIVE chat session, LIVE office hours, web-conferences, etc.) in an online environment.

Assignments and Assessments

Instructor will respond within 24-48 hours *for providing feedback to students on their submissions of an assignment or assessment.* All written assignments must comply with the APA recommendation and include a cover page, running head, abstract, and reference page. Evaluation of written work will be based on content, style, format, and adherence to criteria. All scholarly papers are to follow the 2020 APA manual. No late papers will be accepted unless prior arrangements are made with the professor.

All papers become the property of the School of Nursing. They will be turned into electronic TurnItIn dropboxes in Blackboard. Students are encouraged to check the annotations and comments on their paper once graded in addition to the score on the grading rubric. *During our class, you may not use AI writing tools such as ChatGPT. You will be informed as to when, where, and how these tools are permitted and for what assignments. Any use outside of the professor's permission constitutes a violation of the TAMIU Honor code and reported to the Honor Council.*

Course Communication Guidelines (Netiquette)

By definition, etiquette is "the customary code of polite behavior in society or among members of a particular profession or group." In cyberspace, netiquette is "acceptable way of communicating and behaving on the Internet."
Netiquette Tips:

- Be respectful
- **Regardless of the type of communication used, you should always keep in mind the following**:
- Be considerate of others

- Think through before responding
- Write clearly and concisely
- Respond in a timely manner
- Use short paragraphs
- Spell-check your responses
- **Avoid**
- CAPITAL LETTERS may be used to EMPHASIZE, but avoid typing in only capital letters as it may "sound" AS THOUGH YOU'RE SHOUTING!
- Rambling writing style; get to the point quickly.
- Screens full of text

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 Hardware. For this class, you will need the following additional hardware: 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: You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at https://dusty.tamiu.edu/. This site also provides students access to download the Microsoft suite for

educational use. See instructions for downloading the Microsoft Office suite.TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.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 **elearning@tamiu.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**. Additional skills required for this course include knowing how to use Turnitin.

Required Basic Skills:

- Getting online
- Using an Internet browser
- Downloading, saving, opening, and printing material found online
- Conducting Internet searches
- Composing e-mail/course messages and attaching documents
- Posting to a discussion forum
- Submitting to a drop box or assignment
- Writing and editing with a word processor, such as Notepad, MS Word, etc.
- Take online examinations

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**.

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

All assessments will be graded out of a 100-point scale. See course shell for copies of rubrics.

Late Work Policy

Late assignments will not be accepted.

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.

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**.

Turnitin Policy

Turnitin is an award-winning, web-based solution that prevents plagiarism, saves instructors time and engages students with rich, multi-faceted feedback on written work. Written assignments will be submitted through Turnitin, please review Turnitin Story from Turnitin on Vimeo and guides: submitting a paper, originality reports, and user manual.

Digital Receipts

Once you submit your paper successfully, a digital receipt with a PaperID will be displayed for students on screen and emailed to the student's @dusty.tamiu.edu email address. Be sure to locate this receipt. If a receipt is not generated, go back to the assignment again until a receipt is created.

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.

I. CSON Examination Policy and Guidelines:

1. Examinations will be on computer and will be proctored using Respondus Monitor.
2. If there is suspicion of any sharing of information during an examination, all students involved will receive a
ZERO (0) on the Test, Examination or Quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
i. Students in possession of cell phones or any other electronic device during an examination.

ii. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the proctor.

3. Any student who must be absent from an examination must notify the faculty PRIOR to the examination. The weight of the missed exam may be added to the student's final examination, ONLY upon faculty approval. Students who fail to notify the faculty before the examination period will receive a Zero (0) for the missed exam.

4. Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of Zero (0). The Final Exam must be taken and both will be comprehensive.

5. See the CSON Examination Policy and Guidelines found in the student handbook for additional information on examinations.

6. Every BSN student is expected to demonstrate professional integrity, including but not limited to the standards below. Failure to maintain professional standards of integrity may result in failure of the clinical portion of the course.
• Adhere to the ANA Code for Nurses.
• Adhere to Texas Board of Nursing Board Rules

   • 213.27b Good professional character – defined "good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act."

RNs enrolled in a nursing program, the TBON considers the student's practice setting the academic setting; therefore, accountable for good professional character while in school and academic dishonesty is considered a reportable offense.

   • 217.12(6)(A) Unprofessional Conduct – Misconduct actions that include but not limited to:

Falsifying reports, client documentation, agency records or other documents.

Examples: RNs falsifying clinical log entries, patient progress notes. etc.

   • 217.12(6)(I) Unprofessional Conduct– Misconduct actions that include "failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that couldreasonably affect the decision to license, employ, certify or otherwise utilize a nurse."

The TBON and certifying body is reliant information provided to them by the RN student indicating that they have completed the required number of clinical hours when issuing a license or certification. False information provided to either organization is considered unprofessional conduct.

Campus/Classroom Requirements (COVID-19 Requirements)
In order to ensure your safety and that of others, for the semester you are required if coming to Campus:
• To self-monitor each day before coming to campus and to stay at home if you have any of the symptoms of COVID-19 as enumerated in the required A&M System training that you took prior to coming back to campus;
• To wear a covering over your mouth and nose at all times except when eating or drinking (no admission to a TAMIU building or classroom without a face covering);
• To wash your hands thoroughly and use personal hand-sanitizer frequently;
• To wipe down your work areas with provided sanitizer wipes; and, importantly,
• To maintain social distance (6' or more) at all times while on campus.

I. Classroom Behavior

TAMIU 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 College will always tolerate diverse, 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).

II. Student Absences: (classroom)
According to University policy, acceptable reasons for an absence (physical or virtual), 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 (i.e., physician note, medical release, etc.) to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for 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.

III: TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at https://www.tamiu.edu/scce/studenthandbook.shtml. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and simple 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 2010, sixth edition of the Manual of The American Psychological Association(APA):

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 (pp. 15-16). For guidance on proper documentation, consult the Writing 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.

• 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 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 email 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.

IV. Early Alert Program

This program is designed to help faculty refer students, at all levels, who may be experiencing personal or academic difficulties for a variety of reasons: work conflicts, hardships, or interpersonal relationships, for example. Once a referral is submitted, an Academic Advisor will reach out to the student via phone or through the student's Dusty email to discuss the referral.

Early Alert Referral Form:
https://cm.maxient.com/reportingform.php?TexasAMIntlUniv&layout_id=1.

V. UConnect, TAMIU E-Mail, and Dusty Alert

Personal Announcements sent to students through TAMIU's Uconnect Portal and TAMIU E-mail 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 UConnect and their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or UConnect 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 sign-up for Dusty Alert (see www.tamiu.edu). Dusty Alert is an instant cell phone text-messaging system allowing the university to communicate immediately with you if there is an on-campus emergency, something of immediate danger to you, or a campus closing.

VI. 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 an 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.

VII. 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 and to contact the faculty member in a timely fashion to arrange for suitable accommodations.

VIII. 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).

IX. 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: www.tamiu.edu/reportit.

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (https://www.tamiu.edu/scce/studenthandbook.shtml).

X. 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@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at www.tamiu.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.

XI. 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.

XII. WIN Contracts

WIN Contracts are offered only under exceptional circumstances and are limited to 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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