ACC 3310 - Intermediate Accounting I
Fall 2025 Syllabus, Section 180, CRN 15773

Instructor Information

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[DO NOT LEAVE VOICEMAIL – SEND EMAIL INSTEAD]

Times and Location

Does Not Meet Face-to-Face

Course Description

Focuses on introductory topics in financial accounting covering recognition and measurement of accrual-based financial statements, including current assets and revenue recognition. Prerequisite: ACC 2302 with a grade of "C" or better.
Intnl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

COURSE COMPONENTS:

1. **Lectures.**

This class will cover seven modules. In each module, students are assigned to read one chapter in the textbook related to the required module objectives. I also will provide PowerPoint slides with my explanations for students to review. After reading each chapter, students should watch the required video lectures. These materials provide you with information to assist you in the learning process.

2. **Homework assignments**

There will be a graded homework assignment **for each module**. The homework will open as the corresponding module starts and close after the assigned deadline. Homework (HW) will be accessed through the links in the HW folder on Blackboard. The links will automatically redirect you to the corresponding homework pages of McGraw-Hill Connect. **THIS IS THE ONLY METHOD TO SUBMIT HOMEWORK.**

Accounting requires much practice and homework is critical to your success in this class. Working through all the homework questions will help you prepare for exams. The homework grades are based on the percentage of correct responses recorded online. You will have **unlimited** attempts up to the assigned deadline for these assignments and the highest score of your attempts will count towards your grade. **There will be 7 graded homework assignments, and your lowest homework scores will be dropped.** Please start your homework early. The due dates of homework for each chapter will be posted online and generally, they will be after the chapter is covered. **Late homework submissions will NOT be accepted.**

3.   **Quizzes**

There will be a graded quiz **after each module.** The quiz will open during a window of three days before the assigned deadline. The quiz questions will be based on slide notes and homework assignments to help students review the crucial material covered in each chapter. Quizzes will be taken **online via Blackboard with Respondus LockDown Browser and Respondus Monitor.** In addition, quizzes will be **closed notes and closed books with one attempt, which will be quite different from homework but highly like the exams.** The purpose is to help evaluate how well you master each chapter without books/notes and multiple attempts, get familiar with the online exam environment, and better prepare for the coming exams. The deadline for quizzes for each chapter will be posted online and generally, they will be after the chapter is covered. **There are 7 graded quizzes, and your lowest quiz scores will be dropped.** There are **NO make-up quizzes.**

4.   **Projects**

I will assign two individual projects throughout the semester (e.g., Professional Research: Ethics Case/Practical Case/Excel Exercises). Each project is to assess the more comprehensive learning objectives **across modules.** More information will be provided during the semester and will be posted to BlackBoard. **Late project submissions can be accepted up to 48 hours after the deadline but with at least a 50% penalty.**

5.   **Exams**

There will be three exams (2 midterm exams and 1 final exam). **Exams will be taken online via Blackboard with Respondus LockDown Browser and Respondus Monitor**. Exams should be taken on scheduled dates and are **closed notes and closed books**.
All tests are strictly timed and will be closed at the end of the allotted time. The exams will be based on what has been covered in class, textbook, projects, homework, and quizzes. **Each midterm exam will cover a few chapters**. THE FINAL EXAM IS A COMPREHENSIVE EXAM AND WILL BE TESTED IN CLASS AT THE UNIVERSITY SCHEDULED TIME. **NONE OF THE EXAMS WILL BE DROPPED. Only documented emergencies will be considered to allow a makeup exam** (see more details in the Make-up policy). **An unapproved absence on an exam day will result in a zero on the exam.**

Online Assessments (Quizzes and Exams)

All students need to purchase a year-long license for Respondus. The cost is $15, and you will be

able to use it in all your classes. The technical requirements of all the online assessments include the Respondus LockDown Browser, Respondus Monitor, a Windows or Mac computer (Chromebooks are not compatible), a web camera (webcam) and microphone, and a stable broadband internet connection. You can find more details about Respondus download instructions in the appendix about online assessment attached to this syllabus. In addition to the required equipment, you will need and are ONLY allowed to have a photo ID, a calculator, a pen/pencil, and two pieces of blank scratch paper on your desk area while you are taking the exam. You CANNOT use any cell phone, tablet, or other devices during the exam. You will take the exam in a private room ONLY by yourself (not in a public place). Please see the complete requirements provided in this appendix about online assessment. **You will need to EXACTLY follow all the requirements provided in the appendix, or your test will NOT be accounted for. Cases of cheating or violating these assessment rules will be submitted to the University's Student Conduct Office and result in severe consequences.**

6.   **Discussion Forum**

There will be five discussion forums this spring. Interactive learning and teaching will enrich the learning experience of all students, and everyone is expected to contribute to this class community. Instead of interacting with social media tools such as
WhatsApp groups, which can unexpectedly involve students in cheating situations, students can share their knowledge and support each other in the learning process through our discussion forums. **Students also will earn participation points by posting or replying to others' questions in these forums.** I will provide detailed Discussion Forum instructions and rubrics on Blackboard.

Discussion Forum 1 will be utilized by all students to acknowledge the course syllabus policies and their agreement to abide by the course policies. The discussion forum 2, "Meet & Greet," will be used by students to introduce themselves to their classmates. **Forum 1&2 will be due on Sep. 7th**. **Once the "Meet & Greet" forum is past due, greetings and informal conversations are not accounted for points in any forum.** The discussion forum 3, "Course Q&A" will allow students to post and answer any general questions about the course. Post your homework and study questions on our Course Q&A discussion forum. When you see classmates' postings, check your learning materials, and compose a response to answer their questions. The discussion forum4 and 5 will help assess certain higher-level learning objectives **across modules**. To earn points, please post your answers before deadlines and follow the instructions in the corresponding forum and the rubrics in the item of "Rubrics folder" under the Syllabus& Overview section of the Blackboard course page. **Forums 3, 4, and 5 will be open until Nov.30th.** I will monitor the discussion forums primarily for the purpose of assessing participation points for your efforts. If at any time anyone needs quicker support from me, please send me an email to yan.zhao@tamiu.edu anytime. Be very careful when joining a WhatsApp "study group" and best to stay away from private groupings in which you cannot control what is posted or will be judged based on what others have posted online. For example, TAMIU has had increased cases in which every member of such a group has been charged with violating the TAMIU Honor Code when those groups morph from "study" to "cheating" groups. It is encouraging for students to help each other out to learn the material of a course prior to an exam or quiz, but **it is not acceptable to share the question information after an exam or quiz is made available.**

Keep in mind: students will benefit by reading materials, doing homework, completing quizzes and preparing for exams. STUDENTS SHOULD HOLD FULL ACCOUNTABILITY/RESPONSIBILITY FOR THEIR OWN PERFORMANCE. The professor has obligation to follow her/his professional integrity to

record students' performance objectively and credibly. Any modification on grading policy is upon the professor's discretion. STUDENTS SHOULD NOT USE ANY UNDULY MEANS TO INFLUENCE THE GRADING POLICY.

COURSE EXPECTATIONS:

The successful online learning process requires commitment on the student's part. Students must have the determination and self-discipline to devote sufficient time and consistent attention to complete this 3-credit course during a 14-week regular semester. Please make a careful plan and serious commitment before you decide to continue the enrollment now.

Learner responsibility

Read the syllabus carefully

Take responsibility for the learning process

Complete coursework on time as required in syllabus

Maintain active communications

Obtain unlimited access to a computer and internet

Master required technology skills

Time management

Spend at least 10-15 hours per week in this course

Calendar all deadlines and check "To do list" daily.

Stick to your learning schedule

Meet deadlines for the coursework

Spend time in and out of the course

Student-Instructor Communication Policy and Response Time

 • Course Messages/Emails

Please contact me via yan.zhao@tamiu.edu for a timelier response (generally within 24 hours during workdays). You can also contact me via the Blackboard course message, and I will respond to the course messages generally within 48 to 72 hours. If you need to schedule virtual meetings with me, please join the Blackboard Collaborate sessions during my office hours or make an appointment by email.

 • Assignments and Assessments

I will give feedback on quizzes generally within 3 days after the deadline. I will provide feedback on projects and exams within one week after the deadline. I will check and reply to the postings on discussion forums at least three times every week.

 • Announcements

I post announcements routinely on Blackboard to update students on new information or send important reminders. It is the students' responsibility to regularly check the Blackboard and read all announcements sent to the class.

Course Communication Guidelines (Netiquette):

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we 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. You should always keep in mind the following:

 • be respectful
 • be considerate of others
 • write clearly and concisely
 • think through before responding
 • spell-check your responses

- respond in a timely manner
- use short paragraphs

Avoid the following:

- 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
- using offensive language
- using slang language that may lead to misinterpretation
- making fun of someone's ability to read or write
- screens full of text

TECHNOLOGY REQUIREMENTS

- 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 (http://www.tamiu.edu/distance/students/knowledge-and-skills.shtml/).
- Additional skills required for this course include knowing how to use McGrawHill Connect online platform, Blackboard Collaborate, and Respondus Lockdown browser & Monitor. Please see the Respondus download instructions in the appendix about online assessment attached to this syllabus. Students having technical issues should contact OIT directly for support and a technical resolution.
- Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations, Microsoft Excel and 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. In addition, students will need access to Adobe PDF to read PDF files. Adobe PDF is available free online.

Note: Online students will need regular access to a personal computer that runs on a broadband Internet connection. If students do not own the required hardware, software or do not have access to reliable internet service, it will be highly challenging to make any progress in this class. However, most of the required materials can be found free of charge at TAMIU's library, computer labs, and classrooms. In addition, you may also purchase any of these items at any electronic store.

Learning Management System:

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

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 (http://www.tamiu.edu/distance/technical-support-services.shtml/).

Note that weekend and after-hours support is available from OIT via email:

elearning@tamiu.edu.

Correction of Grading Errors
All requests regarding course record corrections (e.g. exams, quizzes, projects, attendance) must be submitted in writing within THREE days after graded materials were handed back, reviewed in class and/or after grades have been posted on e-learning. After that time, all grades and records become final (see more details in the later section of "Grade Changes & Appeals"). Please note that any and all changes are at the sole discretion of the instructor.

Make-up policy
There will be NO MAKE-UP for your assessments and assignments unless there is an extremely strong reason for the absence of exams. Make-up exams will be given for the following excused absences:

1. Illness of the student. A letter from the doctor is required. On the exam date, if you need to see a doctor, you need to obtain a letter from the doctor who is receiving you at the hospital for emergency treatment. If anyone tested positive for COVID-19, please notify me before the exam and forward your test results confirmation letter.
2. Death in the immediate family. A copy of the death notice or newspaper obituary is required.
3. Court appearances. A copy of the court document is required.

4. A Student who is pregnant/parenting obtains a physician's document for the absence as medically necessary (Title IX).

Note: Car trouble is not a sufficient reason; get a taxi if necessary. A letter from the doctor who should not be your father, mother, uncle, or aunt unless you can obtain another document from his/her peer to prove that he/she is the best-suited person to treat you. Losing your phone or DUO access is not a sufficient reason. In this case, please contact the OIT immediately and OIT can help fix this login issue within 30 minutes.

If you miss a test: You must notify the instructor within one day and provide proper documentation within three days of the missed test, unless circumstances exist in which it is reasonable for you not to be able to do so. Otherwise, your test grade is zero.

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS AS NEEDED AND WITH NOTIFICATION TO STUDENTS

Program Learning Outcomes

This course provides students with opportunities to learn accounting rules, understand the financial reporting environment and major challenges in financial reporting, and develop critical thinking capacities and communication skills. Students should possess several core competencies in business and accounting education upon completion of this course as the followings:

- *Foundation of Accounting principles: Concepts focus on accounting standards and interpretations, FASB codification, and standard development and converge between US GAAP and IFRS.*
- *Knowledge and Understanding of the Dynamic Environment: Accounting by its very nature faces challenges in economic and political environments, expectation gaps, standard setting, and ethics in financial reporting on an accounting entity.*
- *Analytical and Communication Skills: Accounting requires an understanding and analytical thinking of relevant economic movements and financial reporting in business resources planned, allocation, realization, and recognition, and how financial reporting is collaborated and communicated fairly and timely.*
- *Knowledge and Understanding of Teamwork: Accounting professionals gather relevant, reliable, and timely information from different sources to provide useful accounting information to dynamic users. This course encourages student participation in teams and corporate activities.*
- *Ethics and accounting profession: The accounting profession emphasizes professional competence to provide useful and accurate accounting information with credibility and integrity in a professional manner and to be sensitive to employee motivation and responsibility to safeguard economic assets in an accounting entity.*

Student Learning Outcomes

Upon completion of Intermediate Accounting I, the student should be able to:

1. *Identify and utilize standard codification to explain accounting principles. Describe the conceptual framework for financial reporting and the accounting information system, and analyze and differentiate between U.S. GAAP and IFRS*
2. *Explain the use of Income statement, balance sheet, statement of cash flow, and other financial reporting, prepare the financial reports, and explain the content of various items in each financial report and the limitations of financial reports*
3. *Describe the fundamental concepts of time value of money and the application of time value of money in accounting*
4. *State the revenue recognition principle and key steps that determine when and how much revenue appears in the income statement*
5. *Define cash and receivables and understand accounting issues related to their recognition, and describe how to report, analyze, and explain the fair value and recognition of cash and receivables*

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	Intermediate Accounting, 11e	Spiceland	9781265963033

Other Course Materials

The Blackboard (BB) website includes each week's lecture PowerPoint slides, class announcements, and grades. **It is your responsibility to regularly check your BB and TAMIU e-mail accounts for important course announcements.**

Homework is assigned and submitted via McGraw-Hill Connect online system (Connect). BB and Connect are already integrated so you don't need a course ID. Each student must log in to your BB and then click any "McGraw-Hill Connect" assignment under the course menu to register it using an individual access code. Your access code comes with the purchase of a NEW textbook (if you selected the "opt-in" textbook program, you will automatically get the access code instead of looking for it and typing it in). Once set up, you will be able to access the Connect online assignment program via BlackBoard.

Recommended: BusinessWeek and Wall Street Journal

Grading Criteria

GRADE	Points
A	900-1000 pts
B	800-899 pts
C	700-799 pts
D	600-699 pts
F	0-599 pts

Open Boilerplate

Assessments	Points
Exam1	130
Exam2	130
Final Exam	180
Quizzes	60
Homework	300
Projects	100
Discussion Forums	100
Total Points	1000

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Module 1: Environment and Theoretical Structure of Financial Accounting		Quiz1, HW1, Forum1&2 due by 9/7
9/1	Module 1 cont'd; Module 2: Review of the Accounting Process		
9/8	Module 2 cont'd;		Quiz2&HW2 due by 9/19
9/15	Module 2 cont'd; Module 3: The Balance Sheet and Financial Disclosure		Quiz3&HW3 due by 9/28
9/22	Module 3 cont'd;		Exam1 due by 9/29
9/29	Module 4: The Income Statement, Comprehensive Income, and the Statement of Cash Flows		
10/6	Module 4 cont'd		Quiz4, HW4& Project1 due by 10/19
10/13	Module 4 cont'd; Module 5: Time Value of Money Concepts		
10/20	Module 5 cont'd;		Quiz5&HW5 due by 10/31
10/27	Module 5 cont'd;		Exam2 due by 11/3
11/3	Module 6: Revenue Recognition		
11/10	Module 6 cont'd; Module 7: Cash and Receivables		Quiz6&HW6 due by 11/18

11/17	Module 7 cont'd;	
11/24	Module 7 cont'd;	Quiz7, HW7, Project2, Forum3,4,5 due by 11/30
12/1	Module 7 cont'd;	Final exam due by 12/3

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)

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 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).

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 (https://www.tamiu.edu/scce/studenthandbook.shtml/).

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

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

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.

3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

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

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

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

TAMIU has penalties for plagiarism and cheating.

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

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail

accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

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

Copyright Restrictions

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

Students with Disabilities

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

Student Attendance and Leave of Absence (LOA) Policy

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

Pregnant and Parenting Students

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

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

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.

Distance Education Courses

*[The ITALICIZED INFORMATION BELOW is where you are to ADD your course information. **Please don't forget to remove these instructions and all ITALICIZED content.**]*

Regular and Substantive Interaction (Note to Instructors):
The U.S. Department of Education (ED) has issued Regular and Substantive Interaction: Background, Concerns, and Guiding Principles which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and

asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

1. *Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)*
2. *Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)*

Be sure to add clear statements on your syllabi about these instructor-to-student expectations.

Visit for additional guidance on including Regular and Substantive Interaction: https://www.tamiu.edu/distance/faculty/regular-and-substantive-interaction.shtml

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

[Description of how students should approach the course regularly. A description of course menu items and their contents may be found here. The description may also describe how students should approach the materials per lesson/module/week. It should include what type of materials students may encounter, the types of activities and assessments they may see, and other expectations from the students in each module. This section should help the student understand how to navigate the course.]

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails
[The instructor must provide information on the type of communication that will be provided to students on a regular basis, including the frequency of this communication (such as "Announcements will be posted regularly on Mondays."). Also, information on the turnaround time for communication from course messages or emails sent to the instructor.]
Assignments and Assessments
[The instructor must list the turnaround time **for providing feedback to students on their submissions of an assignment or assessment.** Expectations on how students will receive feedback should be listed for each type of assignment.]

Course Communication Guidelines (Netiquette)

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

Accommodations/Accessibility Policy

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

Student Support Resources

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

Computer/Technology Requirements

[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 (https://www.tamiu.edu/distance/students/technology-requirements.shtml/) when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: **[***list any additional required hardware here. Additionally, and if applicable, you may use the following statement***:]** 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.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

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]
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

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

- *xxx = A*
- *xxx = B*
- *xxx = C*
- *xxx = D*

- *xxx = F*

[Faculty can augment this area as necessary to accommodate their grading criteria. Faculty should also use this area to convey when students can expect feedback on their assignments and assessments.]

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

[The inclusion of rubrics in the syllabus is usually up to the instructor. If rubrics are not included in the syllabus, this area should convey to students that rubrics are included in the course and will provide an understanding of how they will be assessed on the course's assignments.]

Late Work Policy

Instructors should include the policy stating what may or may not be acceptable for late assignments.

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/Monitor OR Examity. Contact elearning@tamiu.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMIU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. Customize technologies to include those that pertain to your course:]

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**.

In this class, we will utilize: [insert the technologies here].

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.