



ARTS 1311 - Design I for Art Majors/Minors

Fall 2025 Syllabus, Section 103, CRN 17595

Instructor Information

JANICE LARDEY

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Office: Academic Innovation Center (AIC) Room 383 & Fine and Performing Arts Building

Office Hours:

Mondays /Wednesdays: 2:00 pm - 3:00 pm

Thursdays : 1:00 pm - 2:00 pm

Office Phone: 9563263459

Email to schedule an appointment

Times and Location

MW 7am-10am in Fine/Performing Arts Center 219

Course Description

A studio course concerning the fundamentals of art with emphasis on two-dimensional concepts. The primary studio foundation course required of all studio majors and minors as a pre-requisite to all subsequent studio classes; open only to majors/minors or those fully intending to declare a major or minor in ARTS. Consent of Instructor required.

Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

GENERAL OVERVIEW:

The concept of design is expansive and applicable across various domains of existence, extending beyond the realm of art. It serves as a critical modality for the articulation of ideas and the expression of individual thoughts. Furthermore, design functions as a fundamental conduit through which we identify and devise solutions to our quotidian requirements.

This course will encompass interactive activities and studio projects that reflect diverse cultures, artistic styles, and media. This studio course is designed to foster multidisciplinary experimentation and is not confined to any specific genre or technique. Instead, it functions as a foundational course intended to introduce students to and build on the fundamental concepts and ideas of design through the processes of discovery and creative problem-solving. The curriculum aims to enhance students' understanding of their environment and cultivate diverse cultural perspectives.

A significant aspect of our design explorations will emphasize physical creation and leverage everyday experiences and other relevant themes as a foundation for drawing insights.

Throughout this course, students are required to maintain a sketchbook that will be used to take notes during class and for their creative explorations related to the class. Additionally, we will be using it for in-class exercises. Students will be required to curate an art portfolio at the end of the system to assess their growth. (REQUIRED)

The primary objective of this class is for students to produce a high-quality design portfolio while honing the essential skills pertinent to their professional development and studio practice. All students are expected to demonstrate a strong commitment and exert their utmost effort throughout the course. The outcomes and other relevant course details are also shared in the syllabus.



Methodology:

Our class style will include the following, depending on the need/topic:

1. Lectures and Visual Presentations
2. Studio Projects and Class Assignments
3. Demonstrations and Workshops
4. Individual and Group Discussions and Critiques
5. Visits and Field Trips may be (Including Outdoor Exploration)
6. Final Portfolio Review

Class Meetings: Our class will meet **twice a week on Mondays and Wednesdays from 7:00 am to 10:00 am** in Fine/Performing Arts Center 219. The class is held in person, unless the instructor indicates otherwise.

Attendance & Lateness: Attendance will be taken at the start of each class (between 7:00 am and 7:10 am). Students must attend the entire duration of all classes. Three tardies count as one absence. One unexcused absence will lower your final grade by three points. Three unexcused absences may lead to a failing course grade unless due to an emergency beyond your control. Please notify me immediately if you will be late or face an emergency.

Each student is allowed two excused absences, which must be supported by documentation from an authorized source. Excused absences include representing the college, illness requiring a doctor's visit, or a family emergency. Acceptable documentation sources include a coach, advisor, instructor, doctor, or nurse.

Unexcused absences lack official documentation and include oversleeping, incomplete homework, recreational activities disrupting sleep, personal issues, and common health problems. If you are ill and your illness will cause you to miss more than two classes or a class critique, see a doctor promptly and inform me. Missing more than three classes without a written excuse will result in an automatic failure. Excessive unexcused absences (three or more), multiple excused absences (four or more), or a combination of both will negatively impact your grade.

Note: If you miss a class, it is your responsibility to get the information from your fellow students. TIP: I DO NOT REPEAT DEMOS.* ***Please see Texas A & M International University Course Policies for permitted exceptions.***

Class Participation Guidelines:

Electronics Use: No cell phones, text messaging, or emailing during class time. Points will be deducted from your overall grade for misuse during active class interactions.

On certain days, the instructor may allow limited device usage, but until permission is granted, do not use phones in class. Please silence your phone and be considerate when using laptops (only for research and with the instructor's permission).

Headphones are only permitted when the instructor plays music during work sessions. Keep the volume low to allow for dialogue during these sessions.

Preparation and Participation: Come prepared for class and actively participate in all activities. Stay updated on weekly tasks and bring the required materials for projects. Check Blackboard and your emails regularly. This studio class promotes collaboration and peer learning. Students are encouraged to exchange ideas with peers and faculty during class and dedicate time outside of class to assignments.

Coursework: Coursework involves continuous production, reflection, and discourse; students are expected to engage fully in all class sessions.

Lectures/Discussions/Demonstrations: These will precede or accompany studio projects to impart essential information. Note-taking is highly encouraged.

Studio Projects: All readings, assignments, and projects will be assigned by the instructor and must be completed during class or as homework by the given due date. Approach each assignment as a problem solver, ensuring all projects are thoroughly completed and well-documented according to specific guidelines and objectives. Understand and strive to meet, challenge, and exceed these objectives. ***If you are uncertain about any requirements, consult the instructor. All work must be presentation-ready for critique at the start of each class.***

Respect for Studio Space: The studio space is a communal working area; maintain cleanliness and ensure that no materials are left behind. Always clean up after yourself and leave the area in good condition for the next group. ***Do not touch anything that does not belong to you or move works or still lifes without the instructor's permission.***



Project Documentation: Photograph and document all projects, assignments, and work throughout the semester. Upload this documentation to Blackboard and Google Drive. All submissions are mandatory; failure to upload by the deadline will affect your final grade. Documentation must include both in-progress and final project work. Work is considered incomplete until it is adequately documented and uploaded.

Submission of Work: Approach all projects diligently and submit them by the specified deadlines. Late or incomplete submissions will not receive credit and must be revised or redone. All assigned work must be completed and mounted before critiques. Unprepared students should still attend and participate. Late submissions may earn partial credit if submitted as soon as possible.

Make-Up Work: The instructor will not provide information for quizzes, critiques, or class material missed due to unexcused absences. Some Information will only be given for authorized absences. Students may redo any project except the final during the semester. The original and new grades will be averaged; if the average is higher than the original, that will be the final grade; lower grades will be discarded. All redone or late projects must be submitted by the last day of regular classes.

Please note my email response policy: **All emails will be answered within 24 to 48 hours.**

BE AWARE OF COPYRIGHT LAWS IN ART.

The use of AI tools for studio design projects is not allowed. Utilizing AI tools for class projects will be considered academic dishonesty.

CRITIQUE

Reflection is an essential component of the learning process. Students will evaluate the overall success or shortcomings of the final project during critique sessions, where they will also discuss which aspects of the project worked and which didn't. Active participation in critiques is critical and will influence your overall grade.

Critiques may be organized with the entire class, in small groups, or conducted individually to assess the progress and methodologies of studio projects. Critique formats may be adapted accordingly depending on the student's individual needs. It is imperative for students to demonstrate respect for their peers, and all feedback should be provided and received in an objective manner. Attendance at class critiques is compulsory. If you anticipate being unable to attend a critique for a valid reason, it is your responsibility to arrange this in advance with your instructor and submit your project beforehand.

Additionally, we will discuss selected sections from The Critique Handbook during class discussions. Please remember that all feedback can be valuable, provided it is thoughtful and constructive.

Please note that the syllabus (course schedule) is subject to change depending on the pace and needs of the class.

Program Learning Outcomes

The Program Learning Outcomes align with that of the Fine Arts 2-D Design program.

Course Intent and objective:

The course's intention is to impact students with the importance 2-D Design plays in developing a sound understanding in artistic composition. Visual Design enables one's ability to organize "Elements of Art" effectively when considering the applicability of "Design Principles". The sound understanding of elements and principles of Design provides the learner the tools to tackle any artistic form of visual arts. It will also enhance their ability to conduct artistic critical analysis of artworks, while providing a platform for their own creative process. The mastering of elements and principles of art extend to any artistic media or genre be it 2-D, 3-D or computer design.

Student Learning Outcomes

Students completing the Design I program for Art Majors/Minors will :

1. Acquire a comprehensive understanding of basic design principles and elements, and be equipped with the needed techniques and terminology essential for effective practice.
2. Engage with diverse media and create design projects that will show their understanding and growth of Design fundamentals and composition throughout the semester.
3. Develop the ability to articulate their ideas and insights about their works and other works of art, and build fundamental communication skills
4. Foster an appreciation of art in everyday life and educational contexts.



5. Learn to analyze their work as well as the work of their peers and participate in constructive peer critique practices. Students will not only be able to assess their work and that of their peers but also understand how to critically analyze artworks from various historical periods, styles, and cultural contexts.

6. Understand the basic properties of color

ELEMENTS OF 2D**7 PRINCIPLES OF 2D**

* Line	* Composition / Balance
* Shape	* Emphasis/Repetition/Movement
* Value	* Rhythm
* Texture	* Scale/Proportion
* Space	* Unity/Variety/Harmony
* Color	* Density/Economy
* Form	* Figure/Ground

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Optional	Basic Design	Maurice de Sausmarez; A&C	
Required	Art Fundamentals Theory and Practice, 12th Edition	Otto G. Ocvirk, Rober Stinson, Philip R. Wigg, Rober O.Bone, David L. Cayton	
Required	Design Basics , Eight edition	Stephen Pentak, David Lauer	
Optional	Introduction to 2-D Design: Understanding Form and Function	John Bowers	
Optional	Visual Thinking	Rudolf Arnheim	
Optional	Design Language	Tim McCreight	
Optional	Interaction of Color	Josef Albers	

Other Course Materials

MATERIALS AND SUPPLIES:

We will utilize various materials to explore different techniques and media throughout the course. Other specific material requirements will be discussed in class and determined based on each assignment. In this case, you may need to purchase additional materials as needed.

Note: Please have the necessary supplies ready before each class to ensure a smooth workflow. Do well to check Blackboard for all updates related to supplies needed for class.

1. Sketchbook 9" x 12" or larger (non-lined), **required**
2. Multi-Media sketchbook 11"x14", **required**
3. Portfolio (can be self-made or bought): something sturdy, dry, and safe to transport works/projects, **required**
4. X-Acto knife (thin pen-like) and replaceable blades, **required**
5. A set of Pencils. different grades, **required**



6. *Micron pens, **required***
7. Black ink pens with extra-fine permanent ink (.05), **required**
8. Black Sharpies and markers
9. Brushes, VARIOUS SIZES and TYPES (broad, flat, round), **required**.
10. Metal Palette Knife, **required**
11. Acrylic paint set. primary colors and white, **required**
12. Gouache paint set, **required**
13. Colored pencils (recommended Premier Prisma Colored pencil sets), **required**
14. Cheap watercolor set with 8 colors or more (Prang, Winsor & Newton, or another brand), **required**
15. Papers—one **18" x 24" Watercolor paper** (Arches or Strathmore), **three 18" x 24" Stonehenge papers, and two 24" x 30" Stonehenge papers, required**
16. Scissors.
17. Tracing pad, **required**
18. Ruler (preferably metal type with cork base), **required**
19. Push pins, **required**
20. Cutting mats (not required to buy)
21. *Glue sticks **required***
22. *Erasers*
23. Cutting mats (not required to buy)
24. One board (black mount board) would be required for a project. at least 14" x 17" or larger

(SIZE AND QUALITY OF PAPER IS A MUST)

Grading Criteria

Evaluation takes place throughout this course, emphasizing the timely completion of assignments and projects, as well as student growth, displayed curiosity, and levels of ambition and independence.

1. Assignments & Projects: Focus on the quality of work, completion, and adherence to guidelines.
2. Participation & Attendance: Engage actively in class discussions and critiques and maintain timely attendance. It also includes participation in studio cleanup, presentations, and all other related in-class activities.
3. Improvement/Growth: Show progress, learning, and critical thinking abilities.
4. Creative Ingenuity: Demonstrates the ability to develop new and innovative ideas, turn those ideas into reality, and apply them to real projects while being able to challenge the ideas.

Your overall course grade will be computed according to the following breakdown:

Participation/Attendance - 15%

Improvement/Growth - 10%

Creative Ingenuity—10%

Mid-semester Project review -15%



Final Project critique and Portfolio review -10%

Class Projects & Assignments - 40%

A- Outstanding and Excellent development in skill, exploration, and work ethics.

B- Good and Above average development in skill, exploration, and work ethics

C- Satisfactory and Average work. Meets the assignment's requirements but recommends a greater need for academic and creative ingenuity and comprehension

D- Below average. Barely meets the course requirements, as performance is minimal and requires greater study to improve academic and creative skills and ingenuity.

F- Failing. Little or no progress in academic and creative skills and ingenuity. Poor quality of work and tardiness.

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/25	GENERAL INTRODUCTIONS REVIEW OF SYLLABUS, CLASS EXPECTATIONS, & MATERIAL LISTS IN CLASS EXERCISES DISCUSSION ON BEST PRACTICES FOR PHOTOGRAPHING AND DOCUMENTING WORKS STUDENTS PRESENTATIONS		
Wed	8/27	DISCUSSION ON THE CREATIVE DESIGN PROCESS DISCUSSION ON THE CRITIQUE HANDBOOK INTRODUCE PROJECT ONE		
Mon	9/1	DISCUSSION ON DESIGN : ELEMENTS AND PRINCIPLES OF DESIGN WORK TIME ON PROJECT ONE		
Wed	9/3	LINE STUDIES IN CLASS LINE EXERCISE 1		
Mon	9/8	CRITIQUE ON PROJECT ONE		PROJECT ONE: LOOKING , THINKING & DOING
Wed	9/10	EXPLORING DIVERSE PRINCIPLES OF ACHIEVING VISUAL UNITY THROUGH: 1. DISCUSSION ON VARIETY AND REPETITION INTRODUCE PROJECT TWO		
Mon	9/15	2. DISCUSSION ON EMPHASIS ,FOCAL POINT, PROPORTIONS WORK ON PROJECT TWO		
Wed	9/17	WORK ON PROJECT TWO		
Mon	9/22	CRITIQUE PROJECT TWO		PROJECT TWO DUE



Wed	9/24	DECONSTRUCTING A THREE DIMENSIONAL OBJECT INTO A TWO DIMENSIONAL WORK OF ART IN CLASS EXERCISE 2	
Mon	9/29	3.DISCUSSION ON PATTERN AND TEXTURE EXPLORATION INTRODUCE PROJECT THREE (COMMUNITY ENGAGEMENT, SYMBOLS)	
Wed	10/1	WORK ON PROJECT THREE	
Mon	10/6	WORK ON PROJECT THREE	
Wed	10/8	CRITIQUE ON PROJECT THREE MIDTERM	PROJECT THREE DUE
Mon	10/13	4. DISCUSSION ON SPACE : POSITIVE AND NEGATIVE SPACE INTRODUCE PROJECT FOUR	
Wed	10/15	WORK ON PROJECT FOUR	
Mon	10/20	VOCABULARY TEST WORK ON PROJECT FOUR	IN-CLASS VOCABULARY TEST
Wed	10/22	CRITIQUE ON PROJECT FOUR	PROJECT FOUR DUE
Mon	10/27	INTRODUCTION TO COLOR STUDIES -TINTS AND SHADES (VALUE STUDIES) PROJECT FIVE A – IN CLASS EXERCISE 3	
Wed	10/29	CONTINUATTION ON COLOR STUDIES- COLOR WHEEL PROJECT FIVE B - INCLASS EXERCISE 4	
Mon	11/3	INTRODUCE COLOR STUDIES PROJECT 5 C	
Wed	11/5	WORK ON COLOR STUDIES PROJECT FIVE C	
Mon	11/10	STUDIO TIME ON PROJECT FIVE C	
Wed	11/12	CRITIQUE ON PROJECT FIVE C INTRODUCE FINAL PROJECT	PROJECT FIVE C DUE
Mon	11/17	FINAL PROJECT TIME – STUDENT PROJECT PROPOSALS AND WORK TIME NOV 17 -23, 2025 COURSE EVALUATION PERIOD	
Wed	11/19	FINAL PROJECT WORK TIME	
Mon	11/24	FINAL PROJECT WORK TIME & CHECK IN	
Wed	11/26	NO CLASS!! READING DAY	
Mon	12/1	FINAL PROJECT WORK TIME -CHECK IN	
Wed	12/3	FINAL PROJECT TIME – CHECK IN	
Mon	12/8	FINAL PROJECT & PORTFOLIO REVIEW FINAL DAY OF COURSE	FINAL STUDIO REVIEWS
Wed	12/10	No Class	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

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

TAMU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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



Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

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

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

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

Copyright Restrictions

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

Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

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

Student Attendance and Leave of Absence (LOA) Policy

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

Pregnant and Parenting Students

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

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

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

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

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



WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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