BA 3301 - Professional Written Comm: Professional Written Comm-WIN

Fall 2025 Syllabus, Section 104, CRN 15785

Instructor Information

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Lecturer
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Office: WHTC 213B
Office Hours:
T/TR
3-5PM

Times and Location

TR 1:15pm-2:35pm in Academic Innovation Center 222

Course Description

An interdisciplinary study of traditional and online communication formats utilizing business and management principles to achieve qualified writing in business. Emphasis is placed on clear, accurate, and concise writing in various business and professional settings. Prerequisites: For business majors only and ENGL 1302
Intnl Business&Tech Studies Department, Sanchez School of Business

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

1. AI Policy

You may use AI tools (like ChatGPT) to brainstorm, organize, or revise your ideas. Think of AI as a tutor—not a ghostwriter. The final product must reflect your own thinking and voice. Please remember that you are here to learn, and AI can rob you of what you paid for.

2. Citation Style for Final Paper

The final paper must follow **APA style**. Follow formatting rules closely—they're part of your grade.

3. Course Communication

All course announcements will be posted on **Blackboard**, and the announcements will also be emailed to your **official TAMIU account**. Do **not** use Blackboard messages—I don't check them.

- **Email Protocol:** Use your **full name + course + section number** in the subject line.
- **Contact Method:** Email only – no phone calls or Blackboard messages.
- **Response Time:** If you don't hear back in **48 hours**, email again.
- **Office Hours:** By appointment, either virtual or in-person, via **email**.
- **Virtual Meetings:** Held on **Blackboard Collaborate**

4. Required Materials & Platforms

- **Textbook:** Digital, accessed through **TopHat**
- **Recommended Apps:**
  - **Outlook** (email communication)
  - **TopHat** (course content)
  - **Blackboard** (announcements and course content)
- **Platform Breakdown:**
  - **Blackboard:** Submissions, Announcements, AI Discussions, VoiceThreads, Discussion boards
  - **TopHat:** Exams, quizzes, and chapter readings
  - **Outlook:** Email and communication with professor

5. Assignments & Submissions

- **Major Assignments (4):**
  a. Resume
  b. Cover Letter
  c. Elevator Pitch
  d. Career Analysis and Action Plan
- **Templates Required:** Resume and Cover Letter
- **Submission Format:** All papers must be submitted as **PDFs via Blackboard**
- **Assignment Sheets:** Provided for all major papers
- **Assignments**

1. Chapter Readings
2. Quizzes
3. Exams
4. Syllabus Exam
5. AI Discussions
6. VoiceThreads

6. Deadlines & Late Work

- **Weekly Deadline:** All work is due **Sundays by 11:59 PM**
- **Late Policy:**
  - Only **major papers** may be submitted late
  - Late papers lose **one full letter grade per 24 hours**
  - **All other assignments are not accepted late**
- **Makeups:**
  - Allowed for **Chapter 1 & 2 quizzes and assignments**, and the **first exam**
  - No makeups after chapter 2 content
- **Automatic Drops:** Lowest exam and lowest assignment are dropped

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7. Exams, Quizzes & Readings

- All are **open-book and open-note**
- All are completed through **TopHat**

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8. Grading & Resubmission

- **Failing Grade:** Below **60%**
- **No Grade Rounding:** Even if you're within 0.5%
- **Resubmission Policy:**
  - You may revise and resubmit either the **Resume, Cover Letter, or Elevator pitch** (not including the Career Analysis and Action Plan)
  - You may do this once in a semester and only with one of the above mentioned papers.
  - Please email me about the situation.

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9. Extra Credit Opportunities (Fall And Spring Semesters)

- **Professional Headshot Event:** Earns **one assignment drop**
- **Networking Event:** Earns **a full letter grade (10 points)** on the Career Analysis and Action Plan
- Both events are optional but highly recommended

Student Learning Outcomes

Student Learning Outcomes

By the end of this course, students will be able to:

- **CO1:** Demonstrate professional business communication skills across written, oral, and visual formats.
- **CO2:** Apply audience analysis and situational awareness to craft appropriate communication strategies.
- **CO3:** Identify and develop core communication competencies for career readiness and growth.

- **CO4:** Evaluate and apply feedback to improve clarity, tone, and effectiveness in business communication.
- **CO5:** Analyze ethical considerations and cultural dynamics in professional communication settings.

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	Inclusive Communication for Business and the Professions + TH Classroom	Top Hat Monocle	9781774949931

Other Course Materials

To succeed in this course, you will need access to the following tools, platforms, and support services:

- **TopHat:** This platform hosts all assigned readings, quizzes, and exams. Students are encouraged to download the TopHat app to their mobile device to complete assignments conveniently.
- **Blackboard Ultra:** The central platform for our course. All announcements, assignment submissions, AI conversations, VoiceThread activities, grades, and course materials will be accessed here.
- **VoiceThread:** A platform for submitting video-based communication assignments. A working webcam is required. If you do not have access to one, you may borrow one from the TAMIU Office of Information Technology (OIT).
- **Google Docs or Microsoft Word:** You will use these to draft your assignments. All submissions must be saved and uploaded as PDF files to ensure formatting is preserved. Students can access Microsoft Word for free through their TAMIU Microsoft Office account.
- **Microsoft Outlook:** Please install the Outlook app on your phone or device. All course communication will be sent via Blackboard Announcements and forwarded to your TAMIU email.
- **TAMIU Career Services:** We work closely with Career Services to support your professional development. You are encouraged to contact them for help with your resume, cover letter, elevator pitch, or any other career-related assignments.

  Career Services Events: https://www.tamiu.edu/career/events1.shtml

  Phone: 956.326.4473

  Email: careerservices@tamiu.edu

  If you encounter issues accessing any of these tools or services, contact your instructor right away so we can help you stay on track.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Assignment Categories

ASSIGNMENT	VALUE
Assignments	15%
Exams	15%
Interactive Assignments	20%
Writing Projects	20%
Final Project	30%

Module Schedule

Week of	Agenda/Topic	Reading(s)	Due
8/26	Module 1: Welcome to Business Communication	Chapter 1: The Communication Process	Module 1 Assignments: Syllabus Exam (Blackboard Ultra) • TopHat Reading: Chapter 1 • TopHat Quiz: Chapter 1 Quiz • VoiceThread: Your Experience in Communication • AI Case Study Discussion: The Scroll of Misunderstanding
9/2	Module 2: Understanding the Audience and Nonverbal Communication	Chapter 2 – Nonverbal Communication	Module 2 Assignments: TopHat Reading: Chapter 2 • TopHat Quiz: Chapter 2 Quiz • Exam: Chapters 1–2 Exam (TopHat) • AI Conversation: Analyzing Nonverbal Impact on Conversations
9/9	Module 3: Crafting Professional Documents	Chapter 4 – Résumés and Cover Letters	Module 3 Assignments: Assignments: Assignments: • Read Chapter 4 in TopHat (CO1, CO2, CO3) • Complete TopHat Quiz on Chapter 4 • Submit Résumé (PDF format, using required template) • Submit Cover Letter (PDF format, using required template) • AI Case Study Discussion: Galactic Slackdown (Blackboard Ultra) • Blackboard Open Forum: Résumé and Cover Letter Questions & Help (non-graded activity)
9/16	Module 4: Building a Digital Presence	Chapter 5 – Your Online Presence	Module 4 Assignments: Assignments: • Read Chapter 5 in TopHat (CO1, CO3) • Complete TopHat Quiz on Chapter 5 • TopHat Exam: Covers Chapters 4 & 5 • AI Case Study Discussion: Rebuilding Hope (Blackboard Ultra)
9/23	Module 5: Professional Interviews and Self-Reflection	Chapter 6 – Interviewing in the 21st Century	Module 5 Assignments: Reading: Chapter 7 in TopHat (CO2, CO4) • TopHat Quiz on Chapter 7 • AI Conversation: Brainstorming Career Options • Career Analysis and Action Plan (Draft) • TopHat Exam on Chapters 6 & 7
9/30	Module 6: Exploring Career Paths and First Impressions	Chapter 7 – Occupational Aptitude and Personality	Module 6 Assignments: Reading: Chapter 7 in TopHat (CO2, CO4) • TopHat Quiz on Chapter 7 • AI Conversation: Brainstorming Career Options • TopHat Exam on Chapters 6 & 7
10/7	Module 7: Strengths, Weaknesses, and Career Fit	Chapter 13 – Listening and Speaking at Work	Module 7 Assignments: Reading: Chapter 13 in TopHat (CO2, CO3) • TopHat Quiz on Chapter 13 • AI Conversation: Matching Strengths & Weaknesses to a Career

10/14	Module 8: Persuasion and Presenting Yourself Professionally	Chapter 16 – Persuasive Speaking in the Workplace	Module 8 Assignments: Reading: Chapter 16 in TopHat (CO1, CO3) • TopHat Quiz on Chapter 16 • VoiceThread Assignment: Persuasive Speaking Techniques • AI Conversation: Persuasive Pitching • Exam on Chapters 13 & 16
10/21	Module 9: Writing for the Workplace	Chapter 17 – Writing for the Workplace	Module 9 Assignments: Reading: Chapter 17 in TopHat (CO1, CO4) • TopHat Quiz on Chapter 17 • AI Conversation: Career Planning Credible Sources
10/28	Module 10: Writing Persuasively	Chapter 18 – Writing Persuasively	Module 10 Assignments: Reading: Chapter 18 in TopHat (CO1, CO4) • TopHat Quiz on Chapter 18 • Open Discussion Forum: Elevator Pitch – Questions & Help • Minor WIN Assignment: Elevator Pitch (CO2, CO3) • AI Conversation: Building Your SMART Career Goals • TopHat Exam on Chapters 17 & 18
11/4	Module 11: Your Workplace Values	Chapter 19 – Compensation for Work	Module 11 Assignments: Reading: Chapter 19 in TopHat (CO2, CO4) • TopHat Quiz on Chapter 19 • AI Conversation: What You Value in Work • Begin planning Career Analysis and Action Plan Final Project (CO3)
11/11	Module 12: Workplace Decision-Making in Action	Chapter 20 – Intercultural Communication	Module 12 Assignments: Reading: Chapter 20 in TopHat (CO1, CO3) • TopHat Quiz on Chapter 20 • TopHat Exam: Chapters 19 & 20 • AI Case Study Discussion: Choose Your Job – The World of Worktopia • Open Discussion Forum: Career Analysis and Action Plan – Questions & Help
11/18	Module 13: Research, Credibility, and Responsible Communication		Module 13 Assignments: AI Case Study Discussion: The Disputed Banishing – Researching for Justice • Continue working on your Career Analysis and Action Plan Final Project (CO3)
11/25	Module 14: Reflections and Final		Module 14 Assignments: AI Case Study Discussion: Festival Echoes – Final Reflections • Submit: Career Analysis and Action Plan Final Project (CO3, CO4)

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

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 Student Handbook (https://www.tamiu.edu/handbook/index.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 SafeZone (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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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 (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.