



COMM 3332 - Multimedia Production I

Fall 2025 Syllabus, Section 101, CRN 17204

Instructor Information

Di Mu

Assistant Professor

Email: di.mu@tamiu.edu

Office: AIC 363

Office Hours:

MWF: 1-2 pm & MW: 3:20 - 4:20 pm (in-person and virtual)

OR by appointment

Office Phone: 956-326-2540

Times and Location

MW 4:25pm-5:45pm in Academic Innovation Center 313

Course Description

This course introduces the foundations of multimedia production, including content creation, the use of production equipment, software, and facilities, and techniques used in the creation of multimedia and/or streaming services. This introductory course requires an in-depth understanding of multimedia production skills, including visual communication principles, pitching or audience analysis, scripting, directing, lighting, and editing. Psychology & Communication Department, College of Arts & Sciences

Additional Course Information

My Commitment

I aim to create a learning environment that supports a diversity of thoughts, perspectives, and experiences. I also understand that broader challenges, such as economic disparity, public health issues, or personal well-being concerns, may impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. Please do not hesitate to come and talk with me if you have any questions or encounter any challenges.

I generally respond to Blackboard messages and emails within 24 hours during the week, but please allow 48 hours for a reply. **Please include COMM 3332 in the subject line** when sending an email. Additionally, you should check your Blackboard messages and emails regularly. I generally do not respond to messages or emails during the weekend, nor is it expected that you will respond over the weekend.

Course Overview

We are a project-based course, so we will work on a series of projects that give you the opportunity to learn the software, practice using design principles, and communicate through various forms of media.

Throughout the semester, you will learn design principles as well as audio and video production techniques, which will help you communicate effectively with visual media. We will create a series of projects based on real-world scenarios, giving you the chance to apply the design principles you've learned. Additionally, we will use industry-standard software such as Adobe Creative Cloud, enhancing your value in the workforce. By the end of the course, you will have the foundation of a powerful portfolio that you can build on throughout your courses here at TAMIU.

Course Structure



A typical project will follow a three-step sequence spread over several weeks.

- In the first week, you will begin working on the first half of the creative brief, which outlines client information, expectations, and resources, along with sketches of your initial ideas, and complete an activity designed to help you practice essential techniques and prepare for the project.
- In the second stage, you will create a draft of the project on the computer and participate in an in-class draft and critique session. By the end of that session, you must submit your draft and critiques, along with the first half of the creative brief.
- In the final stage, you will refine your work based on peer feedback, complete the second half of the creative brief, and submit the finished project on Blackboard. The final project and full brief will be due on Sunday at the end of the project period.

Class Attendance

Attendance is worth 100 points throughout the semester. Students should make every reasonable effort to attend all class meetings. However, if a student is unable to attend a class, it is the student's responsibility to inform the instructor as soon as possible and make up missed classwork within a reasonable amount of time. Attendance will be taken at the beginning of every class session. I understand that life happens; therefore, students are allowed two absences without penalty for any reason. After these two allowed absences, each unexcused absence will result in a 10-point deduction from your final grade. To have an absence excused, students must notify the instructor with a reasonable explanation before the start of class. Any absence that is not excused before the start of class will be considered unexcused.

Late Work Policy

Students are expected to turn in work on time. Late assignments will receive a 10% deduction per day. After 7 days, no assignment will be accepted for credit. In-class quizzes cannot be taken for credit if missed. Some other assignments, such as those due at the end of the semester, may have different late work penalties specified in the assignment instructions.

No exceptions to the Late Work Policy will be made except in rare cases of unexpected extenuating circumstances, at the discretion of the instructor. Assignments are not considered complete until they are submitted correctly, and late penalties apply to incorrect submissions. It is the student's responsibility to verify that all assignments are submitted correctly.

I understand that life happens. To help compensate for computer or personal emergencies, students are allowed **one Late Pass**, which allows you to turn in one assignment up to 7 days late with no penalty. A Late Pass can be used for any assignment except drafts & critiques, the final project, and the final presentation. Students who do not use their Late Pass during the semester will receive 5 points of extra credit

Media Use Policy

All projects produced for this course must be publishable outside academia. This means all images, audio files, and other media that you use in your assignments (according to project requirements) should either be:

- Created by you, or
- Shared under a free-to-remix license like the Creative Commons license

If any materials do not meet one of the two criteria stated above, you must be given permission by the copyright holder to use the image or media. You must provide proof of this permission before you turn in your completed assignment. This includes materials produced by someone you know, such as a photo your roommate takes of you at your request.

Writing

Good writing is an essential part of communication. All of your writing this semester- on projects, assignments, comments, and even things like emails and messages- should be well-written. I expect your writing to be clear and well organized. Spelling, grammar, and punctuation count on all assignments. Please be professional in everything you write this semester, as writing is a part of each and every grade you receive.

Assignment Submissions

All work must be submitted through Blackboard. Assignments submitted via email or messages will not be considered for credit. The assignment must be submitted correctly and in the format outlined in order to receive credit.

FULL SUBMISSION

Some assignments require you to adjust sharing settings. Please ensure these are configured correctly so your instructor can access your work. Please submit your files to the correct location, and double-check that they are not corrupted. Your instructor can only grade what has been submitted, so failure to follow these steps may result in a loss of credit.



If you receive a zero because of sharing settings, submitting in the wrong place, or wrong/incorrupt files, you may use a Late Pass (if available still) to resubmit. This may be used within 7 days of when the grade is entered. You may not use a late pass to resubmit an assignment that was correctly submitted.

TECHNICAL ISSUES

Computer malfunctions, loss of Internet connection and other technical issues happen, but in such cases the late penalties still apply. If you experience any issues while submitting your assignment, contact your instructor before the assignment deadline. If you're new to Blackboard and/or WordPress, you should consider completing your assignment well before the due date to allow for the possibility of technical issues.

Academic Integrity and AI Use

In this course, you are encouraged to explore artificial intelligence (AI) tools, such as ChatGPT for brainstorming ideas and drafting copy text, Grammarly for grammar support, and image-generative AI tools (e.g., Adobe Firefly, DALL·E, MidJourney, Microsoft Designer) for creative inspiration and image creation. However, the use of these tools must follow instructor's guidelines, as well as principles of academic integrity and responsible scholarship.

Why this matters:

- AI-generated content may not be considered original work. Because AI models are trained on existing texts without citing their sources, turning in AI-generated work without acknowledgment is considered automated plagiarism.
- AI can be wrong, misleading, or incomplete. Students are responsible for fact-checking and ensuring their work meets academic standards.
- AI tools contain built-in biases that reflect the data they were trained on. Always use critical thinking and supplement AI-generated content with scholarly sources.

Ultimately, your assignments must reflect your own learning, analysis, and voice. AI should supplement—not replace—your original contributions.

Please DO:

- Be transparent about how you used AI tools, clearly indicating what work is your original contribution.
- Appropriately acknowledge and cite any use of generative AI tools following APA Style guidelines (<https://apastyle.apa.org/blog/how-to-cite-chatgpt/>), including specifying the version of the tool used and the prompt provided. For AI generated images, attribution is also required.
 - General APA citation example: OpenAI. (Date). "[insert your prompt]" *ChatGPT (GPT-5)* [Large language model]. <https://chat.openai.com/> (See the example at the bottom of this section.)
 - Image Note (https://guides.library.uwa.edu.au/apa/Gen_AI/): *Note.* Image generated using Copilot Designer. The image was generated in response to this prompt: "Create an image that encapsulates how to find the best evidence in a Library. Do not include any people in the image".
- Failure to provide proper attribution will be treated as plagiarism.

Please DON'T:

- Use AI-based tools for quizzes.
- Copy and paste AI-generated text directly into your design as body copy. AI-generated text should not be accepted uncritically; instead, treat it as a draft, idea, or prompt to guide your own critical engagement.
- Submit AI-generated work as your own without acknowledgment (this is considered plagiarism).
- Share AI-generated work in ways that misrepresent authorship or violate copyright and intellectual property rights.

Please also note: Overreliance on AI tools may limit your own independent thinking and creativity. Use them thoughtfully, and always ensure your work reflects your academic voice.

OpenAI. (2025, August 22). "Please write a syllabus policy regarding the academic integrity of students using generative AI-based tools." ChatGPT (GPT-5) [Large language model]. <https://chat.openai.com/>

Note: This part of the syllabus was generated by ChatGPT using the prompt above, modified by the instructor to improve structure and include course-specific details (dos and don'ts), and checked for grammar using ChatGPT.

Grade Discussions

I do not discuss grades or any student record issues via email or Blackboard messages. Please schedule a meeting with me to discuss these matters. If necessary, I may ask you to submit a written petition along with your work in question. The classroom is typically not an appropriate place for these discussions.

**Important Dates:**

First Class Day: Monday, Aug 25

Last Day to Drop Without Record (12th class day): Tuesday, Sep 9

Last Day to Drop or Withdraw: Thursday, Nov 20

Thanksgiving Break: Nov 27-29

Last Class Day: Tuesday, Dec 2

Final Exam: Wednesday, Dec 3, 4:25 pm

Program Learning Outcomes

1. Students will evaluate theories and approaches to selected problems and write a paper linking knowledge or skills acquired in research activities with the knowledge acquired in the field of media and communication studies.
2. Students will construct sustained, coherent arguments, narratives, or explications of communication-related issues or problems in academic and professional presentations to general and/or specific audiences.
3. Students will apply and integrate the communication knowledge and skills acquired in the program in professional settings, evaluate the strengths and weaknesses of the process and, where applicable, describe the result.

Student Learning Outcomes

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

1. Effectively communicate a message for a specific audience using visual media
2. Apply design and typography principles in a series of projects with specific messages
3. Create visual media using industry-standard software to deliver intended messages
4. Critique and evaluate design work effectively based on audience, message, and design principles

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
Required	The Non-Designer's Design Book	Robin Williams	9780133966343

Other Course Materials

Other course materials (e.g. tutorial videos) will be available on Blackboard.

ADOBE CREATIVE CLOUD

You will need access to the Adobe Creative Cloud software programs: InDesign, Photoshop, and Premiere Pro.

You may purchase a student subscription if desired. Student subscriptions are available for \$19.99/month plus tax ([link here \(https://www.adobe.com/creativecloud/buy/students.html\)](https://www.adobe.com/creativecloud/buy/students.html)), and require a year subscription (Terms and Conditions (https://www.adobe.com/offer-terms/cc_full_special_offer-ste.html)). Adobe does apply an early termination fee if attempting to end the subscription early.

Adobe software used for this course requires a 64-bit operating system and other specifications such as sufficient memory. It is the student's responsibility to verify the requirements and seek alternatives if necessary. Full technical specifications are available on the Adobe website.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9



C	70-79.9
D	60-69.9
F	Below 60

Assignments & Points

The course grade will be determined on a 1000-point scale as follows:

CATEGORY	VALUE
Attendance & Class Participation	100
Quizzes	80
Activities	240
Drafts and Critiques	90
Projects	490
Total	1000

Attendance & Class Participation (10% of final grade)

Attendance is required. Students are allowed TWO absences without penalty for any reason (e.g., illness, missed bus, oversleeping). After these two allowed absences, each unexcused absence will result in a loss of 10 points from your final grade. To have an absence excused, students must notify the instructor with a reasonable explanation before the START of class.

Quizzes (8% of final grade)

Students will complete two in-class quizzes at the beginning of the semester. Each quiz is worth 40 points

Activities (24% of final grade)

We will have six activities throughout the semester to help you gain essential techniques and prepare for the projects. Each activity is worth 40 points.

Drafts & Critiques (9% of final grade)

For three- or four-week projects, you will submit a draft before the final version. Drafts should represent at least 80% of the overall project. As critique is an essential part of the design process, we will hold in-class critique sessions for drafts. Each Draft & Critique session is worth 30 points.

Projects (49% of final grade)

We will complete four projects throughout the semester: three individual projects and one group project. The earlier projects will be simpler, while the later ones will be more complex, integrating Adobe programs and encouraging greater creativity. The point value for each project varies, with a total of 490 points available across all projects.

Final Presentation

Students will share and present their final portfolio during the scheduled final exam time (Wednesday, December 3, 2025, at 4:25 p.m.). Failure to attend the final exam will result in a zero for the final project.

COMM 3332 F25 Schedule*

Week of	Agenda/Topic	Reading(s)	Due
8/25	##MODULE 1 - Intro to Design## Lecture: Design Principles	Read chapters 1-6	
9/1	Lecture: Typography and color theory	Read chapters 7-12	Quiz #1 in-class: Design principles
9/8	Project #1: Flyer Project Lecture: Get to know Adobe		Quiz #2 in-class: Color and typography P1 Activity 1: Typography & Color P1 Creative Brief (first half)
9/15	Project #1: Flyer Project cont. Lecture: Exploring AI-generated imagery & Copyright		P1 Activity 2: Creating with AI



9/22	Project #1: Flyer Project cont. In-class Draft & Critique	P1 Draft & Critique P1 Creative Brief P1 (Flyer) final DUE
9/29	##MODULE2 - Photography & Editing## Project #2: TAMIU Promo Lecture: Photography fundamentals	P2 Creative Brief (first half)
10/6	Project #2: TAMIU Promo cont.	P2 Activity: Photography and Photo Editing
10/13	Project #2: TAMIU Promo cont. In-class Draft & Critique	P2 Draft & Critique P2 Creative Brief P2 (TAMIU Promo) final DUE
10/20	##MODULE 3 - Video Production## Project #5: How-To Video Lecture: Video storytelling fundamentals	P3 Activity1: Storyboard P3 Creative Brief (first half)
10/27	Project #3: How-To Video cont.	P3 Activity 2: Voiceover & Video Recordings
11/3	Project #3: How-To Video cont. In-class Draft & Critique	P3 Draft & Critique P3 Creative Brief (first half)
11/10	Project #3: How-To Video cont.	P3 Creative Brief P3 (How-to Video) final DUE
11/17	##MODULE 4 - Final Portfolio## Project #4: Final Portfolio Lecture: Website basics	P4 Creative Brief (first half)
11/24	Project #4: Final Portfolio cont. Happy Thanksgiving!	P4 Activity: PDF Portfolio
12/1	Project #4: Final Portfolio cont. Final Presentation (Final Exam) - Wednesday, Dec 3 *Course schedule subject to change	P4 Creative Brief P4 (Final Portfolio) final DUE Final Presentation on 12/03

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.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to



the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”

- **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

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

Students with Disabilities

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

Student Attendance and Leave of Absence (LOA) Policy

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