



EDCI 4310 - Engaging Learners: Engaging Learners-WIN

Fall 2025 Syllabus, Section 163, CRN 16992

Instructor Information

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Adjunct Instructor

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Office Hours:

Available by appointment (virtual or phone)

Days: Monday – Friday

Cell Phone: 956)251-6062

Times and Location

T 6pm-8:45pm in Western Hemispheric Trade Ctr 104

Course Description

The purpose of this course is to assist teacher candidates through field-based experiences in developing the knowledge and skills necessary to effectively engage diverse and exceptional students in the learning process and promote student success. Emphasis will also be placed on establishing a productive, collaborative, and responsive learning environment, as well as on management of time, materials, resources, and student behavior. Candidates will engage in a field-based experience. Must be in good standing with the College of Education requirements and successful completion of EDCI 3301 and 3302. Must be taken concurrently with EDCI 3315. Prerequisites: Must be in good standing with the College of Education requirements and successful completion of EDCI 3301 and EDCI 3302.

Educational Programs Department, College of Education

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

Relationship to / Alignment with Program Mission:

This course is designed to align with the program missions specific to teacher candidate's areas of certification. As such, the course is intended to prepare highly effective professional educators that can provide effective instruction at the local, state, national or international levels with specialized knowledge (e.g. literacy, mathematics, social studies, science) and language skills required to teach PK-12 students from culturally and linguistically diverse student backgrounds. When suitable, teacher candidates in this course are prepared to address kinesiology and health/wellness in order to impact the well-being of PK-12 students.

Field Experiences:

This course is fundamental to the Educator Preparation Program (EPP) to ensure you are gaining necessary knowledge and skills. Moreover, this course is also designed to provide opportunities for student teachers to have field experiences visiting a classroom throughout the semester. As per



TEA, certain additional assignments will be needed. Some of these will be incorporated into the course and some will need to be completed during the student's own time.

Required:

Classroom Observations - Dates Pending

Hours - Approximately 8 hours / week = 50 Total Hours

Assignment - Complete a Lesson Plan and teach 1 Lesson

Additional Documentation - Attendance Log and Observation Reflections

Further information will be provided by the supervisor of clinical studies.

Assignments:

All assignments / activities / discussions / etc, will be posted on Blackboard unless specified otherwise by the instructor. Rubrics will be attached as needed. Assignments are due at the time designated; some will be due during class-time while others will be due before class. Instructions and guidelines will specify the date and time the assignment is due. The opportunity to submit your assignment early is welcomed once it is available. NO LATE submissions unless you have a university approved excuse and show evidence of excuse.

Syllabus Acknowledgement:

All students in this course must acknowledge receipt, understanding of, and acceptance of the policies in the syllabus before receiving any grades for assignments for this class through Blackboard.

Classroom Participation:

Students are expected to attend every scheduled class meeting. Be prompt. Students are expected to have read the material assigned BEFORE class time and be prepared to participate in all class activities and discussions. You must show evidence that you have prepared for class by actively participating in discussions, expressing your opinions, sharing your knowledge and experiences, raising important issues, and formulating questions.

APA:

All assignments will follow the APA 7th edition format. It is the student's responsibility to view all resources provided by the instructor on Blackboard. The expectation is not to memorize the format, but to use the references to guide your formatting and citation requirements as needed. Points will be deducted for improper use in all assignments. Not using in-text citations or not listing references is considered plagiarism and will affect your grade.

Artificial Intelligence (AI) Tools:

As future educators, you will need to know about Artificial Intelligence (AI) tools for teaching, learning, and assessing. In this course, students will learn about AI and explore various Gen AI apps that will facilitate administrative tasks and student learning. Some sample activities or tasks may include but not limited to:

*Generating a lesson plan

*Developing essential, higher order questions

*Drafting class activities

For the course, students are encouraged to use Gen AI tools (i.e. LLMs like ChatGPT) for a variety of assignments in limited form. There are a few key ideas to emphasize:

*Academic Integrity is a core value at this university that must be upheld even when using Gen AI tools.

*The use of Gen AI is to assist or enhance assignments that are primarily created by the student. It will NOT be used to create the entire assignment.

*The use of Gen AI by a student indicates it was not created by the student; therefore, any instance of Gen AI requires a citation in any formal submitted assignment.

*AI of any type will not be used for selected response assessments or other quizzes. No cheating.

More information will be provided during the course on proper citation format and other guidelines. NOT citing Gen AI properly by the student in any formal, submitted assignment or assessment constitutes a violation of the TAMU Honor Code and will be reported to the Honor Council with potential



consequences. (see TAMIU Honor Code: Plagiarism and Cheating under University Course Policies and Academic Integrity in the COE Undergraduate Policies).

Attendance, Late Arrivals, and Early Departures:

Please refer to Student Absences under University Course Policies. TAMIU's policy on attendance will be used in this course. Attendance will be recorded on Blackboard. The policy at TAMIU for absences and make-up work will be followed. No work will be made-up unless you have an excusable absence that is submitted in a timely manner as stated in TAMIU policy and approved by the instructor.

Communication:

Communication of instructions, announcements, and other reminders will be conducted in person, posted on Blackboard announcements, and sent through email. Responses to questions or concerns will be provided within 24 hours during the weekdays and within 48 hours over the weekend. If you need to communicate with me, please email me to schedule an appointment either virtual or in-person.

Additionally, if unforeseen circumstances arise where we need to change from F2F or in-person, the use of Google Meets will also be used for virtual meetings.

Program Learning Outcomes

- 1) Effectively plan, teach, and assess quality physical education in an EC-12 school setting *Kinesiology (EC-12)*
- 2) Apply evidence-based instructional strategies and resources to promote English language arts, reading, and mathematics of individuals with exceptionalities *Special Education (EC-12)*
- 3) Design and implements engaging learner-centered instruction that reflects proficiency of core content, appropriate assessment practices, and evidence-based instructional strategies to meet the needs of EC-6 learners in the content areas. Specifically, the teacher candidate applies the major concepts *Elementary Education (EC-6)*

Student Learning Outcomes

- 1) The candidate utilizes knowledge of human growth and development to implement effective strategies that promote student engagement and success.
- 2) The candidate established a productive collaborative responsive and safe learning environment that reflects appropriate management skills.
- 3) The candidate utilizes knowledge of classroom practice that reflects effective management of time, materials, and resources.
- 4) The candidate demonstrates collaborative skills with colleagues, administration, and families that reflect flexibility and appropriate feedback to students and others.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	The First Days of School: How to be an effective teacher (5th Edition)	Wong, H.K., & Wong, R. T.	

Other Course Materials

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

Respondus Lockdown Browser

Wi-Fi enabled device such as laptop, tablet, smartphone



Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

FINAL GRADE CALCULATION

Discussions	10%
Activities	10%
Assignments (4)	40%
Midterm	20%
Final Exam	20%

Tentative Schedule of Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/26	Syllabus Review & Acknowledgement Class Overview	Read Chapters 1-3	Syllabus Review & Acknowledgement
Tue	9/2	"Unit A - Basic Understandings - The Teacher. Ch 1- What is an Effective Teacher, Ch 2 - How to Succeed on the First Day of School, Ch 3 - How the First Year Can Be Successful"	Read Chapters 4-5	Discussion Board 1
Tue	9/9	"Unit A - Basic Understandings - The Teacher. Ch 4 - How to Close the Student Achievement Gap, Ch 5 How Proven Research Based Practices Help"	Read Chapters 6-9	Assignment 1 - Project 1
Tue	9/16	"Unit B - First Characteristic - Positive Expectations. Ch 6 - Why Positive Expectations Are Important, Ch 7 - How to Invite Students to Learning, Ch - 8 How to Dress for Success, Ch 9 - How to Create a Culture of Courtesy and Cooperation"	Read Chapters 18-19	Discussion Board 2
Tue	9/23	"Unit D Third Characteristic - Lesson Mastery. Ch 18 - How to Create an Effective Lesson, Ch 19 - How to Assess for Student Learning"		Discussion Board 3
Tue	9/30	Midterm Review / Catch Up Day	Review Chapters 1-9 & 18-19 for Midterm	Assignment 2 - WIN 1
Tue	10/7	"Midterm Exam Covers Chapters 1-9 & 18-19"	Read Chapters 20-21	
Tue	10/14	"Unit D Third Characteristic - Lesson Mastery. Ch 20 - How to Evaluate for Student Learning, Ch 21 - How to Enhance Student Learning"	Read Chapters 10-11	
Tue	10/21	"Unit C Second Characteristic - Classroom Management. Ch 10 - Why You Want a Well Managed Classroom, Ch 11 - How to Have Your Classroom Ready"	Read Chapters 12-13	Discussion 4



Tue	10/28	"Unit C Second Characteristic - Classroom Management. Ch 12 - How to Introduce Yourself to Students, Ch 13 - How to Arrange and Assign Seating"	Read Chapters 14-15	Assignment 3 - Project 2
Tue	11/4	"Unit C Second Characteristic - Classroom Management. Ch 14 - How to Start a Class Effectively Each Day, Ch 15 - How to Teach Classroom Procedures"	Read Chapters 16-17	Discussion 5
Tue	11/11	"Unit C Second Characteristic - Classroom Management. Ch 16 - How to Create Consistency in the Classroom, Ch 17 - How to Have an Effective Discipline Plan."		Assign. 4- WIN 2
Tue	11/18	Course Evaluations	Read Chapters 22 -23	
Tue	11/25	"Unit E Future Understandings - The Professional. Ch 22 - How to Be an Effective Teacher, Ch 23 - How to Maximize Your Potential		
Tue	12/2	Final Exam Review / Catch Up Day	Review Chapters: 10-17, 21-23 for Final Exam	
Tue	12/9	Final Exam		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a

university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

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.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.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 TAMU 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.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.