



EDRD 3303 - Teaching ReadingLang Arts

Fall 2025 Syllabus, Section 104, CRN 16279

Instructor Information

Juan Lira

Email: jlira@tamiu.edu

Office Hours:

5:45-6:45 Tuesday and Thursday

956-744-6039

Times and Location

TR 4:25pm-5:45pm in Bullock Hall 207

Course Description

This course provides a comprehensive survey of the elementary school reading and language arts instructional program, with an emphasis on the foundations of reading and the language arts as a developmental process. Appropriate methods and materials for the elementary school are examined. Students must have at least an overall grade point average of 2.7 in order to register for this course. Prerequisite: Admission to the College of Education.

Educational Programs Department, College of Education

Additional Course Information

Children's Literature will be shared in class through books purchased Branch Alliance Grant.

Program Learning Outcomes

- 1) Candidates understand that literacy develops over time and progresses from emergent to proficient stages in accordance with the Science of Teaching Reading (Standard IV)
- 2) Candidates develop a repertoire of strategies for developing all students' word analysis and decoding, fluency, comprehension, development of written language, and writing conventions in accordance with the Science of Teaching Reading (Standards I-VII)
- 3) Candidates will design and implement instructional lessons that promote early and emergent literacy practices. (Standards V-VIII)
- 4) Candidates will communicate effectively through writing and use writing to facilitate learning by helping them to explore, clarify, and think critically about literacy and the application of research based instructional practices in literacy (Standard VIII and Stand IX)

Student Learning Outcomes

1. Candidates understand that literacy develops over time and progresses from emergent to proficient stages. SLO: Bilingual: 3.b. Use the L1 and L2 language to enhance bilingual, biliterate, and bicultural development.
2. Candidates develop a repertoire of strategies for developing and accessing students' literacy.
3. Candidates will design and implement instructional lessons that promote early and emergent literacy practices.
4. Candidates will communicate effectively through writing and use writing to facilitate learning by helping them to explore, clarify, and think critically about literacy and the application of research based instructional practices in literacy.



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	Language Arts: Patterns of Practice	Tompkins, G.E.	ISBN-13: 9780135224618
	Recommended: Word Matters: Teaching Phonics and Spelling in the Reading/Writing Classroom	Pinnell, G. S. & Fountas, I. C.	0-325-00051-4

Other Course Materials

Additional Handouts and Articles will be given in class and uploaded on Blackboard

Required Materials:

Clemson Videos <http://readingrecovery.clemson.edu/index.php/reading/guided-reading>

Reading Rockets <http://www.readingrockets.org>

For certification programs only:

Educator program standards (http://www.tea.state.tx.us/index2.aspx?id=5938&menu_id=2147483671&menu_id2=794)

Certification Domains/Competencies (<http://cms.texas-ets.org/texas/testframeworks>)

TEKS (http://www.tea.state.tx.us/index2.aspx?id=6148&menu_id=720&menu_id=720&menu_id2=785)

College and Career Readiness Standards (<http://www.thecb.state.tx.us/collegereadiness/crs.pdf>)

Recommended Textbook(s) and Materials:

International Literacy Association: <https://www.literacyworldwide.org>

Moats, J. & Doyle, A. (1992). Reading/Writing connections: Learning from research. Columbus, Ohio: Merrill Prentice Hall.

Heilman, A., Blair, T., Rupley, W. (2002). Principles and practices of teaching reading. Columbus, Ohio: Merrill Prentice Hall.

Grading Criteria

Instructional Approaches/Methodologies Utilized in this Course include:

A90-100, B80-89, C70-79, D60-69 F 59

Discussion Assignments Posts 10%

Rationale for Literature Focus Unit 5%

Inclusion of Diversity, Inquiry, Technology, and Self-Reflection 5%

Parent Flyer 5%

Word Wall Activity 10%

Lesson Plan and Literature Focus Unit Plans (five) 25%

Picture Book Activity 15%

Midterm Exam 10%



Final Exam 15%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/26	Introduction of course and professor, review syllabus How children learn language Learning and culture Design flyer informing parents of importance of language arts How Students Learn Language Arts The Digital Classroom English Language Learners Designing a quality literacy program lesson plan	Read syllabus, submit syllabus acknowledgement statement Chapter 1 Learning and Language Arts	Syllabus Acknowledgement. Due: 11:59 p.m. Aug. 28, 2025 Student introductory post (What you expect to learn in this course. Due: 11:59 p.m. Aug. 28, 2025 Flyer Assignment Due: 11:59 p.m. Sept. 16, 2025 Lesson Plan Assignment Due: 11:59 p.m. Sept. 25, 2025 Learning Assignment of at least 300 words in response to the following prompt: Why can understanding how children learn help you deliver instruction in all 6 areas of language arts? Due: 11:59 p.m. Sept. 2, 2025
9/2	Teacher's role in scaffolding instruction Differentiating instruction Creating an engaging classroom environment for learning English Language Learners Assessing learning, instruction-assessment cycle state standards (Texas Essential Knowledge & Skills (TEKS) Response To Intervention	Chapter 2 Teaching and Assessing Language Arts	Teaching and Assessing Language Assignment of at least 300 words; Respond to the following prompts: Why can teachers' use of scaffolding, differentiating instruction, and Response To Intervention serve as viable means to help advance students' learning? How can multiple forms of assessment help teachers understand their students' strengths and Due: 11:59 p.m. Sept. 9, 2025? Explain Picture Book assignment (with and without print) and sample of themes for children's literature; explain alphabetic principle; explain Teaching for print and sound knowledge. Picture Book Assignment Due: 11:59 p.m. Oct. 16, 2026
9/9	Ways of fostering children's interest in written language Emergent literacy Development of print concepts Phonological awareness Phonemic awareness Picture Book Assignment (book may be in English, Spanish, Bilingual, Translingual & Children's Literature Themes Alphabetic principle Teaching for print & sound knowledge	Chapter 3 Emergent Literacy	Emergent Literacy Assignment (Part 1) of at least 300 words. Respond to the following prompt: Explain emergent literacy and how it is supported by the development of print concepts, phonological awareness, and phonemic awareness. Due: 11:59 p.m. Sept. 16, 2025 Picture Book Assignment Due: Oct. 16, 2025.
9/16	Phonics Shared Reading Guided Reading Benefits of all of them Construction of a Word Wall & a lesson plan Introducing children to writing What children need to know about letters and sounds Language Experience	Chapter 3 Emergent Literacy	Emergent Literacy Assignment (Part 2) of at least 300 words. Respond to the following prompt: Explain how phonics, shared reading, guided reading, and language experience help advance students' emergent literacy. Due: 11:59 p.m. Sept. 23, 2025 Explain Word Wall and Lesson Plan Assignment. Due: 11:59 p.m. Oct. 23, 2025



9/23	Academic Language Social Language Language registers & pragmatics Students' linguistic & cultural backgrounds Use of children's literature to generate a grand conversation The Reading Process Reading instruction Systematic observations Teaching word solving	Chapter 4 Oral Language: Listening and Talking	Oral Language: Listening and Talking Assignment of at least 300 words. Respond to the following prompts: Explain the difference between academic language and social language; read a children's book or story and then provide examples of content that students can describe, questions they could pose, and topics they might want to inquire about to learn more. Due: 11:59 p.m. Sept. 30, 2025 Lesson Plan Assignment Due: 11:59 p.m. Sept. 25, 2025
9/30	The Reading process Types of reading Teaching Reading process Writing Process Writing Genres Self-assessment Review for mid-term Exam	Chapter 5 Written Language: Reading and writing	Written Language: Reading and Writing Assignment of at least 300 words. Respond to the following prompt: Explain the components of the reading process. Explain how this process can be used to teach children the reading process; Explain the writing process; describe special considerations that can be taken to help advance the writing development of English Language Learners. Due: 11:59 p.m. Oct. 7, 2025 Review for Mid-Term Exam in class on Oct. 9, 2025
10/7	Visual elements How to teach visual elements Viewing art & visual language Visual representing Root words Words & their meanings How to organize to teach words Administration of Mid-Term Exam	Chapter 6 Visual Language: Viewing, Vicually Representing Chapter 7 Building Vocabulary	Mid-Term Examination administered on Oct. 9, 2025 in class
10/14	Teaching students about words Digital tools for teaching vocabulary Word explorers - teaching strategies that promote active inquiry Word Walls can help build students' vocabulary	Chapter 7 Building Vocabulary	Submit picture book on Oct. 16, 2025. Work on rough draft of Literature Focus Unit. Seek clarification, as needed in class. On Oct. 16, 2025
10/21	Concept of story Structural elements of stories Genres of stories Devices that are characteristics of stories How students read Ways we can help students comprehend stories Five types of stories students read	Chapter 8 Comprehending and Composing Stories	Submit Word Wall and Lesson Assignment. Due: 11:59 p.m. on Oct. 23, 2025.
10/28	Types of nonfiction books Structural elements used in nonfiction books and their features Research process students use to acquire information Types of oral, visual, & written reports students create to demonstrate their understanding Ways teachers can teach about nonfiction literature and informally assess students' comprehension	Chapter 9 Investigating Nonfiction	Submit rough Draft of Literature Focus Unit Assignment for review & suggestions. Due 11:59 p.m. Oct. 28, 2025.



11/4	The Poetry Genre Teaching Poetry Digital Classroom Engaging Language Learners Assessing Poetry Grammar Teaching & Assessing Grammar Helping English Language Learners with English Grammar	Chapter 10 Exploring Poetry Chapter 11 Language Tools: Grammar, Spelling, and Handwriting	Select a poem in English or Spanish and practice reading it orally with expression; then read it orally in class to peers. Scheduled for Nov. 4, 2025. Bring a children's book to class; select a portion to demonstrate to a partner how you could teach about a grammar topic, e.g., sentence, nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions, interjections. Scheduled for Nov. 6, 2025
11/11	Spelling & its development Teaching and assessing Spelling Handwriting Suggestions Literature Focus Unit Presentations begin	Chapter 11 Language Tools: Language Tasks, Grammar, & Handwriting	Select a children's book and identify Tier 2 and Tier 3 words that seem important for students to understand and use. Work with a partner in class to demonstrate how you could help a student write these words in cursive and in manuscript form. Literature Focus Unit presentations begin in class on Nov. 13, 2025. Approximately 1/3 of the students will get into small groups (3-4) to present their Literature Focus Units and then each group will submit their Literature Focus Unit to the professor for evaluation.
11/18	Literature Focus Unit Presentations continue		Another 1/3 of students present their Literature Focus Units to small groups of peers on Nov. 18, 2025. Then each group will submit their Literature Focus Unit to the professor for evaluation. The final 1/3 of students present their Literature Focus Units to small groups of peers on Nov. 20, 2025. Then, each group will submit their Literature Focus Unit to the professor for evaluation.
11/25	Bringing all components together to facilitate students' development in the language arts	Chapter 12 Putting It all Together	Nov. 25, 2025: Begin comprehensive review of course in preparation for final examination. November 27, 2025: Thanksgiving Holiday. No class today
12/2	Comprehensive review continues Administration of Final Exam	Chapter 12 Putting It All Together	Dec. 2, 2025: Conclude review for final examination. Dec. 4, 2025: Administration of Final Exam (you will have 3 hours to complete 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)

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.tamiau.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiau.edu/studentaffairs/StudentHandbook1.shtml/>)).

Pregnant and Parenting Students

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

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

Anti-Discrimination/Title IX

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

Incompletes

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

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

WIN Contracts

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



Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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