



# ENGL 2311 - Technical Communication-WIN

## Fall 2025 Syllabus, Section 186, CRN 16773

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### Instructor Information

**Melissa Bustamante**

Visiting Lecturer

Email: melissa.bustamante@tamiu.edu

Office: AIC 331

Office Hours:

Mondays and Wednesdays 9:00-10:30

Tuesdays and Thursdays 8:30-10:00

The instructor will make every effort to respond to students' phoned or e-mailed inquiries within 72 hours; however, please note that the instructor does not respond to emails over the weekend.

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### Times and Location

Does Not Meet Face-to-Face

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### Course Description

This course teaches the communication skills necessary for professional settings. The focus of this course includes effectively communicating specialized knowledge, methods, or analysis with precision to varied audiences. The course emphasizes writing as an intellectual, social process, one that requires students to write multiple drafts, to understand their audience, to consider and reflect upon their purposes for writing, and to engage in collaboration with peers. Students will engage technologies to correspond, report, and present ethically. The Technical Communication course teaches students to write multiple genres common to the professional workplace from personal and professional correspondence to creating and presenting their own research. Prerequisite: Satisfactory completion of ENGL 1302 with a grade of "C" or better or equivalent course, or satisfactory completion of ENGL 1301 with a grade of "C" or better or equivalent course if enrolled in a baccalaureate program with the School of Engineering. Humanities Department, College of Arts & Sciences

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### 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

Turnitin & Similarity Scores:

All drafts of unit essays and reflection essays must be submitted through Turnitin on Blackboard. Only papers with a similarity index (SI) of 20% or lower will be accepted and graded.

Turnitin and Assistive Technologies:

As per the TAMIU Honor Code, Turnitin will be used to verify the originality of all written work. This ensures academic integrity and helps prevent plagiarism. Once you've submitted a file, return to the assignment drop box to confirm it uploaded successfully, failure to do so is not a valid excuse for missing or late assignments.



#### Artificial Intelligence Policy:

Unless students are otherwise directed by the instructor, all coursework submitted should be students' original work (i.e., written by the individual whose name is placed at the top of the submission), produced without the aid of artificial intelligence. This includes ChatGPT, and other online resources that either produce text or make substantial changes to text that students have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMU policies listed below.

#### Technical Issues / Difficulties:

While I understand that technical issues with Blackboard, Turnitin, or email can happen, it is your responsibility to contact OIT (Office of Information Technology) for support. I am not tech support and will direct you to OIT if troubleshooting is needed. You can reach them at (956) 326-2310, in person at Dr. Billy F. Cowart Hall, room 105, or via email at [helpdesk@tamiu.edu](mailto:helpdesk@tamiu.edu).

If problems occur close to a deadline, you must notify me before the due date and provide documentation, such as screenshots and timestamps, to support your claim. All deadlines are announced at the beginning of the semester, so plan ahead. Procrastination is a choice, and I do not typically accommodate last-minute technical excuses unless there are extenuating circumstances.

#### Formatting Style:

All essays, assignments, and Blackboard posts must follow APA format. A sample format guide is available on Blackboard.

## Program Learning Outcomes

As one class in the First-Year Writing Program, students' successful completion of this course will contribute to their overall ability to:

1. Critically analyze and evaluate the audience, purpose, and genre of a writing situation or written piece.
2. Recognize and apply the writing elements of format, structure, and grammar in a written piece.
3. Demonstrate an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. Apply reflective writing practices across different writing tasks and genres.
5. Develop writing-related technological skills that allow them to locate, engage, and evaluate writing activities and artifacts in various genres and across media formats.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Apply genre-specific, professional writing techniques. (PLO 1)
2. Recognize and apply appropriate rhetorical means in varying writing situations. (PLO 1)
3. Effectively apply conventions of Standard American Academic English, including word choice, formality, grammar and mechanics, and APA formatting. (PLO 2)
4. Expertly apply a process of writing from invention, drafting, revising, editing, and proofreading. (PLO 3)
5. Ethically collaborate through such writing processes as peer-review or other teamwork activities. (PLO 3)
6. Compose written work that reflects connections between writing situations encountered in Technical Communication, other writing-intensive courses, and the work force. (PLO 4)
7. Apply various and appropriate research methods or techniques in order to synthesize multiple sources of information as a means of effectively communicating in professional settings. (PLO 5)
8. Engage a variety of technologies and media for specific audiences and purposes. (PLO 5)

## Important Dates

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



## Textbooks

| Group    | Title                                 | Author                           | ISBN              |
|----------|---------------------------------------|----------------------------------|-------------------|
| Required | Technical Communication, 13th edition | Mike Markel and Stuart A. Selber | 978-1-319-24500-9 |

## Other Course Materials

Additional materials and readings will be available on Blackboard.

## Grading Criteria

Grading:

The instructor does NOT round grades. For instance, if a student receives a 69.9999 total grade at the end of the semester, that student will receive a D grade for the course. The instructor does not give additional extra credit to individual students. The instructor is aware that students in this course have GPA goals in mind. Anticipate these goals early in the semester and strive to improve rather than ask for a grade at the end of the course. The instructor will happily discuss any assignment grade during office hours after a 24 hour "cool down" period.

Extra Credit:

No extra credit is given in this course. The only way to earn points in this course is to complete the assigned work and submit it on time

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

## Open Boilerplate

| ASSIGNMENT                                    | VALUE |
|-----------------------------------------------|-------|
| Proposal & Annotated Bibliography             | 20    |
| Rhetorical Analysis                           | 20    |
| IMRaD Report                                  | 20    |
| Final Exam: Oral Presentation with PowerPoint | 20    |
| Exercises and Activities                      | 20    |

## Schedule of Topics and Assignments

| Week of | Agenda/Topic                      | Reading(s)                                                 | Due                                                                          |
|---------|-----------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------|
| 8/25    | Introduction to the course        | Refer to Blackboard: "Welcome Students!" Module and Week 1 | Refer to Blackboard: "Welcome Students!" Module and Week 1                   |
| 9/1     | Proposal & Annotated Bibliography | Refer to Blackboard: Week 2                                | Refer to Blackboard: Week 2                                                  |
| 9/8     | Proposal & Annotated Bibliography | Refer to Blackboard: Week 3                                | Refer to Blackboard: Week 3                                                  |
| 9/15    | Proposal & Annotated Bibliography | Refer to Blackboard: Week 4                                | Refer to Blackboard: Week 4                                                  |
| 9/22    | Proposal & Annotated Bibliography | Refer to Blackboard: Week 5                                | Refer to Blackboard: Week 5<br>Proposal & Annotated Bibliography Final Draft |
| 9/29    | Rhetorical Analysis               | Refer to Blackboard: Week 6                                | Refer to Blackboard: Week 6                                                  |
| 10/6    | Rhetorical Analysis               | Refer to Blackboard: Week 7                                | Refer to Blackboard: Week 7                                                  |



|       |                        |                              |                                                                |
|-------|------------------------|------------------------------|----------------------------------------------------------------|
| 10/13 | Rhetorical Analysis    | Refer to Blackboard: Week 8  | Refer to Blackboard: Week 8                                    |
| 10/20 | Rhetorical Analysis    | Refer to Blackboard: Week 9  | Refer to Blackboard: Week 9<br>Rhetorical Analysis Final Draft |
| 10/27 | IMRaD Report           | Refer to Blackboard: Week 10 | Refer to Blackboard: Week 10                                   |
| 11/3  | IMRaD Report           | Refer to Blackboard: Week 11 | Refer to Blackboard: Week 11                                   |
| 11/10 | IMRaD Report           | Refer to Blackboard: Week 12 | Refer to Blackboard: Week 12                                   |
| 11/17 | IMRaD Report           | Refer to Blackboard: Week 13 | Refer to Blackboard: Week 13                                   |
| 11/24 | IMRaD Report           | Refer to Blackboard: Week 14 | Refer to Blackboard: Week 14<br>IMRAD Report Final Draft       |
| 12/1  | Oral Presentation Unit | Refer to Blackboard: Week 15 | Refer to Blackboard: Week 15                                   |

## Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

## 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.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 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](mailto: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](mailto: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](mailto: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.

## Distance Education Courses

### Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

**This distance education course is 100-Percent Online. We do not meet in person.**

## Course Structure

This course is administered through Blackboard. All instructions for assignments are delivered to students through the course Blackboard site, and all work completed by students must be uploaded to Blackboard. Student coursework is divided by weeks on the Blackboard site. A "Welcome Students!" module contains several assignments to be completed on Day 1 of the course as an introduction to the course. The remaining modules follow a weekly pattern, as indicated by their titles, e.g. "Week 1," and so on. Students can expect to complete multiple assignments per week throughout this course. Weekly assignments will include readings, quizzes, discussion board posts, worksheets, and writing aimed at helping students produce and revise drafts of the genres covered in the major Writing Units. Deadlines for assignments will be 11:59 PM on the day they are assigned. First and Final Drafts of major Writing Units must be uploaded to Turnitin assignment links that are embedded within relevant modules in order to be eligible for credit.

## Student-Instructor Communication Policy and Response Time

### Announcements/Course Messages/Emails

Blackboard announcements will be posted at the start and end of each Writing Unit to introduce and conclude major writing projects and at the beginning of each week to overview weekly assignments and provide reminders of deadlines. Announcements will remain visible in Blackboard throughout the term and will be sent to students' Dusty email upon initial posting. This course will not use Blackboard Course Messages for communication between students and instructor. Instead, students should email the instructor with questions and requests for meetings at [melissa.bustamante@tamiu.edu](mailto:melissa.bustamante@tamiu.edu). The instructor typically responds to emails within 72 hours. Meetings with the instructor can be conducted virtually via Blackboard Collaborate. Students must email the instructor a request for a virtual meeting.

### Assignments and Assessments

Homework assignments will typically be graded within 30 days of the submission deadline. Quizzes are graded automatically and can be re-taken as many times as desired until the deadline for submission. Worksheets and other writing-based assignments, not including drafts of major writing projects, will be provided point values and only in special instances will they contain instructor feedback. Instructor feedback will be provided on Draft 1 of each major Writing Unit, to be used by students as they revise for the Final Draft, typically within 72 hours of the deadline for submission. This written feedback will be accessible to students through the Turnitin links to which they submit the respective Drafts 1. Instructor feedback will be also provided on the Final Draft of each major Writing Unit, in conjunction with the relevant grading rubrics, to explain student grades, typically within 12-18 days of the deadline for submission. Similarly to Drafts 1, written feedback for Final Drafts will be accessible to students through the Turnitin links to which they submit the respective Final Drafts. The Oral Presentation due at the end of the term will be provided point values and no instructor feedback.

## Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamui.edu/distance/students/netiquette.shtml/>) for further instruction.

## Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation 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 educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

## Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<https://www.tamui.edu/distance/students/technology-requirements.shtml/>) when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: **web camera, microphone, headphones**. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

**NOTE:** Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

**Additional Software.** You will need the following additional software: **Microsoft Word and PowerPoint**. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

**Note:** Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with an orientation (\*eLearning (Blackboard) Student Orientation\*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at [elearning@tamui.edu](mailto:elearning@tamui.edu).

## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

## Late Work Policy

Late work is not accepted in this course. However, students have one opportunity to submit a single late assignment: see the One-Exception Rule below.



**One-Exception Rule:** Everyone is allowed one request to have one, and only one, late assignment accepted after the deadline. Request for acceptance of a late assignment must occur via email and within three (3) days of the missed deadline. This one-exception rule does not apply to the Oral Presentation project that is due at the end of the semester. A late Oral Presentation assignment will receive a 0 grade in all circumstances.

**Extensions and Flexible Deadlines:** Students may request extensions on coursework (but not the Oral Presentation due at the end of the semester) when they anticipate they will not be able to meet a deadline. Requests for extensions should be rare, limited to one assignment per semester and prioritizing major assignments (like Final Drafts). Requests should also be made via email at least 24 hours in advance of a deadline. Requests for extensions cannot be made after an assignment deadline—in such an instance the work is already considered late and it is therefore appropriate only to request use of the one-exception rule, if applicable. For students with documented accommodations, flexible deadline requests are allowed but they are not applicable to all coursework nor are they comprehensively retroactive or proactive. Flexible deadline requests are considered on a case-by-case basis and are the first step in a conversation with the instructor. It is the student's responsibility in each instance to reach out to the instructor with a request and proposal for the length of extension needed. Requesting an extension does not automatically mean you will be approved. I reserve the right to use my own discretion when approving extensions depending on the situation/explanation for being unable to fulfill a task for the course.

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

## Turnitin Policy Or Other Types of Assignments in Other Systems

All drafts (Draft 1 and the Final Draft) of the major Writing Units must be submitted to Turnitin assignment links embedded in the relevant modules on Blackboard.

## Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

***In this class, we will utilize:* Blackboard, Microsoft Word & PowerPoint, Dusty Email, and video editing software.**

## Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.