



# EDSE 5320 - Measurement Evaluation: Measurement Evaluation (Sub II- July 07 to Aug 22)

Summer 2025 Syllabus, Section 780, CRN 52152

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## Instructor Information

**Holli Forrest**

Email: holli.forrest@tamiu.edu

Office Hours:

Fridays at 10:00am (Central Time Zone) on Teams

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## Times and Location

Does Not Meet Face-to-Face

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## Course Description

This is an intermediate level course for candidates seeking a MS in Special Education. Course content includes descriptive statistics, psychometric properties of a test reliability and validity, interpretation of test scores, norms, scales, and grades, and some of the current controversies in testing. Additional topics such as data management, progress monitoring, test accommodations and modifications, and cultural and linguistic considerations are covered. Focus of attention is on the use of assessment information for making educational decisions. Course activities include lectures, interpretation of scores, and case analysis. Prerequisite: Graduate standing.

Educational Programs Department, College of Education

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## Additional Course Information

*This is a completely online course and timely submissions of discussion boards and all assignments are required. Late assignments are subject to the policy outlined in the syllabus.*

*When submitting a written assignment, please make sure that the writing is your own. Please note that all written assignments are subject to AI review. The use of AI or any type of plagiarism in the writing process, including editing and short answer quizzes, is strictly prohibited and will be subject to the TAMIU Honor Code.*

## Program Learning Outcomes

This course is designed to support the following TAMIU College of Education Graduate programs:

- Master of Science in Special Education with all specializations
- Master of Science in Curriculum and Instruction with all specializations
- Master of Science in Bilingual Education with a Specialization in Special Education
- Advanced Certificate in Educational Diagnostics

### Relationship to/Alignment with Program Mission

The mission of the graduate programs in Special Education is to prepare highly effective special education professionals who apply scholarly inquiry to leadership roles when providing evidence-based educational programs and services for individuals with exceptionalities. This course provides the basic framework for providing education to students with disabilities. It includes mastery of history and philosophy of special education, professional responsibilities, needs of students in special education and best strategies for teaching students with special needs.



## Student Learning Outcomes

### Course Learning Outcomes (CLOs)

- **CLO1:** Justify why assessment is important in school and society.
- **CLO2:** Explain descriptive statistics, including measures of central tendency, dispersion, and scales of measurement.
- **CLO3:** Discuss the technical requirements of assessment.
- **CLO4:** Interpret the results of both externally produced and teacher-produced assessment methods.
- **CLO5:** Analyze the use of assessment results when making decisions about students, planning teaching, developing curriculum, and school improvement.
- **CLO6:** Communicate assessment results to students, parents, other lay audiences, and educators.
- **CLO7:** Describe the process for making special education eligibility decisions, including procedural safeguards, requirements for valid assessment, and the team process.
- **CLO8:** Explain the legal requirements for state and school district assessment and accountability systems specified in the Elementary and Secondary Education Act and the Individuals with Disabilities Education Improvement Act.

## Important Dates

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

## Textbooks

| Group    | Title   | Author                                     | ISBN          |
|----------|---|--|---------------|
| Required | Assessment in Special and Inclusive Education. 13th Edition | Salvia, J., Ysseldyke, J. E., & Witmer, S. | 9781305642355 |

## Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](https://www.bkstr.com/texasaminternationalstore/home/).

Each Module in this course contains materials for your benefit in exploring each Module's topic. These materials come from three main sources; 1. Class meetings/ Video lectures; 2. Publicly available, discipline specific websites that address different areas of disability and special education; 3. Professional Journal Articles that are posted in the materials section of each module and can be accessible from the University Library at: <https://www.tamui.edu/library/index.shtml> (<https://www.tamui.edu/library/index.shtml>).

The purpose of these additional resources is to provide the most current research-based practices, explanations of various practices and teaching methods, and additional teacher assets for working with diverse students.

## Grading Criteria

In determining the final course grade, the College of Education's grading scales is used. All assignments and course materials must be accessed through Blackboard. Assignment due dates are listed as Day 3 or Day 7. Day 3 assignments are due on Wednesday of the same week at 11:59pm, and Day 7 assignments are due on Sunday of the same week at 11:59pm except in Module 7 when they are due on the last day of class. Rubrics for each assignment can be found in the Blackboard course.

A = 90-100%

B= 80-89%

C = 70-79%

D = 60 - 69%

F = Below 60%

## Late Work Policy

Late or missing assignments/tasks will not be accepted unless extenuating circumstances are present. In these cases, students must discuss the situation as soon as possible with the instructor. Any homework sets submitted late without the approval of the instructor will be deducted by 20% of the earned grade per day and will receive zero credit after 5 days. The due date for each assignment has been published in the Tentative Course Schedule. Work turned in by 11:59 PM Central Standard Time on the due date will be considered on time. Due to the short nature of this course, timeliness is essential, and the instructor will not give excused absences for late work. If you know you will have a conflict, please plan ahead, and turn the assignment in ahead of time.

## Revisions

Activities or assignments that are complete and submitted on time are open to revision. Sometimes instructions to an assignment are misunderstood or miscommunicated. If you have submitted a complete assignment that needs revising due to missing essential instructions or that lack a full understanding of what was expected, the student may revise and resubmit the assignment for additional points. You will have 5 days after the day the assignment is returned to you with instructor feedback to revise the assignment and resubmit it via email to the instructor. Please ensure the email subject line includes: Revision: Assignment \_\_\_\_.

## Open Boilerplate

### Final Grade Breakdown

| Assessment                                     | Points |
|--|--------|
| Assignment 1                                   | 50     |
| Quiz 1   | 30     |
| Discussion Post 1 & Two Responses              | 40     |
| Assignment 2                                   | 40     |
| Quiz 2   | 30     |
| Discussion Post 2 & Two Responses              | 40     |
| Assignment 3                                   | 40     |
| Quiz 3   | 30     |
| Discussion Post 3 & Two Responses              | 40     |
| Assignment 4                                   | 40     |
| Quiz 4   | 30     |
| Discussion Post 4 & Two Responses              | 40     |
| Assignment 5                                   | 50     |
| Quiz 5   | 30     |
| Discussion Post 5 & Two Responses              | 40     |
| Assignment 6 (Case Study Final Project Part 1) | 75     |
| Quiz 6   | 30     |
| Discussion Post 6 & Two Responses              | 40     |
| Assignment 7 (Case Study Final Project Part 2) | 50     |
| Quiz 7   | 30     |
| Discussion Post 7 & Two Responses              | 40     |
| Final Exam                                     | 80     |



## Schedule of Topics and Assignments

| Week of | Agenda/Topic   | Reading(s)  | Due  |
|---------|--|---|--|
| 7/14    | Module #1: Part 1 Assessment in School and Society   | Read Chapter 1 (MO1.1, MO1.3)<br>Read Chapter 2 (MO1.4, MO1.5)<br>Read Chapter 6 (MO1.6-MO1.8)<br>Read Additional Materials (required):<br>"It's Not Easy Being Green: Addressing Overrepresentation in Special Education Through Culturally Responsive Pedagogy" (MO1.6-MO1.8) TEA's "Special Education Initial Referral Timeline" (MO1.5)   | Assignment 1 (MO1.4, MO1.5) Due Day 7<br>Quiz 1 (MO1.1- MO1.8) Due Day 7<br>Discussion Forum 1 (MO1.6-MO1.8) Due Day 3 & Day 7   |
| 7/21    | Module #2: Part 1 Law, Ethical Codes, and Professional Standards that Impact Assessment Ethical Considerations & Responsibilities      | Read Chapter 3 (MO2.1, MO2.2)<br>Read Chapter 7 (MO2.3- MO2.6)<br>Read Additional Materials (required):<br>"Endrew F. v. Douglas County School District (2017) and Special Education Law" (MO2.1, MO2.2, MO2.3)   | Assignment 2 (MO2.1, MO2.2 MO2.4) Due Day 7<br>Quiz 2 (MO2.1-MO2.6) Due Day 7<br>Discussion Forum 2 (MO2.1, MO2.2, MO2.3) Due Day 3 & Day 7  |
| 7/28    | Module #3: Part 1 Measurement, Technical Requirements, & Descriptive Statistics  | Read Chapter 4 (MO3.1- MO3.3)<br>Read Chapter 5 (MO3.4, MO4.5)<br>Read Additional Materials (required):<br>"Testing, Measurement, and Culture" (MO3.3)  | Assignment 3 (MO3.1- MO3.5) Due Day 7<br>Quiz 3 (MO3.1-MO3.5) Due Day 7<br>Discussion Forum 3 (MO3.2, MO3.4) Due Day 3 & Day 7   |
| 8/4     | Module #4: Part 2 Assessment in Classrooms   | Read Chapter 8 (MO4.1, MO4.2, MO4.3)<br>Read Chapter 10 (MO4.4, MO4.5)<br>Read Chapter 11 (MO4.6, MO4.7, MO4.8)   | Assignment 4- IRIS (MO4.1, MO4.2, MO4.3, MO4.4, MO4.7, MO4.8) Due Day 7<br>Quiz 4 (MO4.1-MO4.8) Due Day 7<br>Discussion Forum 4 (MO4.1, MO4.3, MO4.6) Due Day 3 & Day 7  |
| 8/11    | Module #5: Part 3 Using Formal Measures: Academic Achievement and Intelligence   | Read Chapter 13 (MO5.1)<br>Read Chapter 14 (MO5.2- MO5.4)<br>Read Chapter 18 (MO5.5- MO5.8)<br>Read Additional Materials (required): "SLD Evaluation: Discrepancy & Processing Deficits Assessment Package" (MO5.2-MO5.8)   | Assignment 5 (MO5.2, MO5.3, MO5.4, MO5.5, MO5.8) Due Day 7<br>Quiz 5 (MO5.1-MO5.8) Due Day 7<br>Discussion Forum 5 (MO5.2, MO5.5, MO5.6, MO5.8) Due Day 3 & Day 7  |
| 8/18    | Module #6: Part 3 Assessing Behavior, Socio-Emotional Functioning, & Adaptive Behavior<br>Module #7: Part 4 Making Education Decisions | Read Chapter 9 (MO6.1, MO6.2, MO6.3)<br>Read Chapter 19 (MO6.5, MO6.6, MO6.7)<br>IRIS. (2022). Functional Behavior Assessment. Vanderbilt: Peabody Center. <a href="https://iris.peabody.vanderbilt.edu/module/fba/#content">https://iris.peabody.vanderbilt.edu/module/fba/#content</a><br>Read Chapter 20 (MO7.1)<br>Read Chapter 21 (MO7.1- MO7.5)<br>Read Chapter 22 (MO7.6)<br>Read Chapter 23 (MO7.7- MO7.8)<br>Extra Credit Assignment | Assignment 6- Case Study Final Project Part 1 (MO6.1, MO6.2, MO6.3, MO6.7) Due Day 7<br>Quiz 6 (MO6.1-MO6.8) Due Day 7<br>Discussion Forum 6 (MO6.4, MO6.5, MO6.6) Due Day 3 & Day 7<br>Assignment 7 Case Study Final Project Part 2 (MO7.1, MO7.2, MO7.4, MO7.5, MO7.7) Due Day 7<br>Quiz 7 (MO7.1- MO7.8) Due Day 7<br>Discussion Forum 7 (MO7.7, MO7.8) Due Day 3 & Day 7<br>Final Exam (MO7.1-MO7.8) |

## 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.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - **Caution:** Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

## Use of Work in Two or More Courses

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

## AI Policies

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

## TAMIU E-Mail and SafeZone

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

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <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](mailto: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](mailto: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](mailto: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.

## Distance Education Courses

This course is 100% online and has the following supports embedded to provide interaction with the instructor of this course:

- Provide personalized comments (in any medium) for an individual student's assignment or exam.
- An instructor-moderated online discussion forum.
- Instructor posts announcements, email, or social media check-ins about academic aspects of the class.
- Regularly set office hours initiated by the instructor.

## 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.**





In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

## Course Structure

The structure of this course is outlined in the Blackboard LMS system. You should log on to the course at the start of every week, read the required readings, and submit assignments through Blackboard. Assignments are not accepted via email. If you have any questions, please email the instructor, come to office hours, and read the regularly posted updates.

## Student-Instructor Communication Policy and Response Time

### Announcements/Course Messages/Emails

Announcements will regularly be posted on Sundays and Office Hours will regularly be held on Saturday mornings. If you have a question during the week, feel free to email the instructor.

### Assignments and Assessments

Feedback will be provided for all assignments via Blackboard within 1 week.

## 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.tamtu.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.tamtu.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: *n/a*. 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: *n/a*. TAMTU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.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 TAMTU'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 [elarning@tamtu.edu](mailto:elarning@tamtu.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**.

## Web Conferences/Synchronous sessions

Synchronous office hours are optional and will end after all questions have been answered or in the time period in which it was scheduled.

## Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

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

## Rubrics (may be included here and in the Syllabus and Overview in the course)

Rubrics can be found in Blackboard.

## Late Work Policy

Late or missing assignments/tasks will not be accepted unless extenuating circumstances are present. In these cases, students must discuss the situation as soon as possible with the instructor. Any homework sets submitted late without the approval of the instructor will be deducted by 20% of the earned grade per day and will receive zero credit after 5 days. The due date for each assignment has been published in the Tentative Course Schedule. Work turned in by 11:59 PM Central Standard Time on the due date will be considered on time. Due to the short nature of this course, timeliness is essential, and the instructor will not give excused absences for late work. If you know you will have a conflict, please plan ahead, and turn the assignment in ahead of time.

## 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

This class follows the TAMIU honor code, and similarity reports will be reported to TAMIU AI.

## Proctoring

Contact [elearning@tamiu.edu](mailto:elearning@tamiu.edu) for support with Respondus Lockdown.

## Accessibility and Privacy Statements on Course Technologies

*[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMIU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. [Customize technologies](#) to include those that pertain to your course:]*

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, TAMIU online library, websites, and Microsoft Suite.*

## 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.