



HIST 1301 - The US to 1877: The US to 1877(SSI- June 02 to July 03)

Summer 2025 Syllabus, Section 381, CRN 52432

Instructor Information

Dr. Teresa Scott

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Office: AIC 317

Office Hours:

Mondays and Wednesdays 12:00-2:00 PM

All other times available by appointment

Office Phone: 9563263301

Times and Location

Does Not Meet Face-to-Face

Course Description

This course covers discovery; European contributions and forces; Spanish and Portuguese conquests in the Americas; English, French, and Dutch in America. The English Colonies in America; accomplishments of nationalistic groups; War of Independence; establishment of the new nation, problems of the formative period, western development, and frontier influence; cultural and constitutional growth; internal dissension and international problems; and Reconstruction. Prerequisites: Completion of Texas Success Initiative (TSI) Reading requirements, ENGL 1301, or appropriate level developmental course sequence.

Humanities Department, College of Arts & Sciences

Additional Course Information

Course Structure

- **Syllabus Quiz:** You will have a syllabus quiz due by the end of Week 1. This quiz can be taken multiple times to ensure understanding of course policies and will be valued at the same weight as the recap quizzes.
- **Recap Quizzes:** In weeks 1, 2, and 4, there will be Blackboard quizzes designed to review material covered during that week. Refer to the course schedule in Blackboard for a complete list of quiz dates. **These quizzes can only be taken once, and no late quizzes will be allowed.**
 - In the weeks in which they are due, quizzes will be made available in Blackboard on Monday morning and will be available until the Sunday of that same week at 11:59 PM.
 - Please note that all quizzes (not including the syllabus quiz) will be taken using Respondus LockDown Browser.
- **Primary Source Discussion:** In weeks 1, 2, and 4, students will be given assignments that relate to the primary texts assigned for the week. The format of these assignments will vary, but they will be designed to initiate a peer-led discussion about the text and the historical moment in which it was produced. These assignments are also designed to prepare students for primary text sections on the exams.
 - In the weeks in which they are due, primary source prompts will be made available in Blackboard on Monday morning. Initial responses to the prompt will be due on Friday at 11:59 PM. Students will be required to provide thoughtful responses to their peers, and all such responses will be due on Sunday of that same week at 11:59 PM.
 - Please note that you will not be able to see your peers' responses to a discussion prompt until you have posted your prompt. You will also not be able to edit a post once posted, so I would recommend drafting and editing/proofreading your post in a separate document and then posting it once complete.
- **Midterm Exam:** The midterm exam will cover the material presented in Weeks 1-3 of the course. More information about the exam's format and contents will be provided closer to the date of the exam.



- Please note that your midterm exam will be taken using Respondus LockDown Browser & Monitor (which requires a webcam). See below for more information.
- **Final Exam:** The final exam (administered during the final exam period) will be cumulative and cover the material presented in the course textbook. The final exam will include a portion covering new material (i.e., material covered after the midterm) as well as a cumulative portion. More information about the exam's format and contents will be provided closer to the date of the exam.
 - Please note that your final exam will be taken using Respondus LockDown Browser & Monitor (which requires a webcam). See below for more information.

Course Policies

- **Summer Course:** Summer courses are by nature accelerated; each week in a summer course is equivalent to **three (3) weeks** during a normal semester. It is therefore **imperative** that you stay caught up with course material and remain engaged with course concepts.
 - *This is even more important in an online course, which requires you to be self-motivated and to hold yourself accountable for meeting deadlines.*
 - **This course is not a “proceed at your own pace” course.** The course is divided into week-long units, which generally have their own readings, lectures, assignments, and deadlines built in. These units will open up each week of the term, as this will help us stay together and engage with one another as we complete our work this summer.
- **Regular Access to Email and Blackboard:** I will regularly use email and Blackboard to communicate with students about this course. It is critical that you use your TAMIU student email account for all course communication. I will not use or respond to alternative email addresses, as this may violate FERPA regulations and generally causes confusion and disorganization. Please check your email and our Blackboard course shell daily for course updates and other relevant information.
 - I am generally able to respond to emails within 1-2 business days; however, please note that I do not check my email outside of business hours (8 AM–5 PM, Monday-Friday), so any emails sent in the late afternoon will not be replied to until the following business day. Further, emails sent over the weekend or during holidays may take longer for me to respond to.
 - Further, **you should always use a professional tone when communicating with your professors via email (as well as in person).** Please make sure to use complete sentences, proper spelling, and correct punctuation, grammar, and capitalization throughout. Use a formal form of address: start the email with “Dear Dr. Scott,” and finish the email with, “Sincerely, Your Name” or “Best, Your Name.” Please include your course number in all emails, ensure the subject line is clear and informative, and ask any questions clearly and directly, providing as much context as you can.
- **Late Work or Missed Exams:** As a general policy, I do not accept late work or allow exams to be taken outside of the period in which they are scheduled. If you know in advance you have a conflict with a due date, contact me as soon as possible. I understand that emergencies or other extenuating circumstances do happen, so I will use my own discretion on a case-by-case basis, should such an occasion arise. Please note that approved late work will receive a grade, but I may not be able to provide any written feedback.
 - Any discussion regarding late work for a given project must occur within the seven days following the original due date. Please refer to the TAMIU policies regarding excused absences for more information. Please also note that all work must be submitted **to the correct drop box** (not via email or to a different drop box) prior to the deadline to be accepted for credit.
 - You will be required to use Respondus Lockdown browser to complete your midterm and final exams.
- **On Peer Interactions and Difficult Topics:** Some of the topics covered in this course may make you uncomfortable or may challenge your ideas and beliefs. Our goal as a class is to discuss these topics with sensitivity and care. Remaining enrolled in this course signals acceptance that difficult or uncomfortable subjects may be discussed. Topics may include, but are not limited to, race, gender, sexuality, violence, trauma, politics, religion, oppression, and profanity. ***Students must recognize that the discussion of a topic does not in any way indicate advocacy for a particular position on that topic.***
 - You are expected to treat your classmates with respect and courtesy at all times. Our collective goal, as a class, should be to create a space in which each individual is able to participate and succeed; therefore, carefully consider your language and how the use of certain words or ideas might exclude others. We will not always believe the same things or hold the same values as others; part of civic responsibility includes learning how to listen and communicate across our differences. If, at any time, you feel threatened or marginalized by someone's language, beliefs, or the course material, please let me know as soon as possible.
- **AI, Turnitin, and Assistive Technologies:** In keeping with the TAMIU Honor Code, I reserve the right to use Turnitin (available via Blackboard) to evaluate the originality of all written student work. This is to ensure the integrity of your work and to forestall any attempts at plagiarism or cheating. If your paper has been submitted *successfully*, you should be able to return to the assignment drop box and view your submission. Be sure to double check that your files have uploaded; failure to ensure that your work has been successfully submitted is not an acceptable excuse for late or missed assignments.
 - Furthermore, all work submitted should be your original work (i.e., written by you) without the aid of assistive technologies. This includes ChatGPT, Quillbot, and any other online resource that either produces text or makes substantial, substantive changes to text that you have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.
- **Technical Issues/Difficulties:** I understand that, at times, you may have difficulties with Blackboard, Turnitin, email, or other programs that are required for the course. *However, it is your responsibility to visit, call, or otherwise contact OIT if you are having these difficulties.* **Please note that I am not tech support, so asking me to help with troubleshooting will simply get you referred to OIT.** OIT can be contacted by phone at (956) 326-2310, in person at Dr. Billy F. Cowart Hall, room 105, or via email at helpdesk@tamiu.edu.

- If these difficulties arise close to a due date or assignment deadline, it is *your* responsibility to let me know before the deadline passes, and more importantly, to document everything – screenshots of error messages, time stamps of submission, etc. You are made aware of all deadlines at the beginning of the semester, so make sure that you complete and submit your work with enough time to address any such difficulties. Leaving your work until the last minute is a choice that you make, and, unless there are extenuating circumstances, you should not expect me to accommodate your decision not to work ahead.
- **Writing Expectations:** All written work is expected to be at the undergraduate level and following the conventions of the discipline. If you are not a Humanities major, you may need to dedicate extra time to your writing, visit my office hours for individual assistance, or visit a writing tutor (offered by ACE).
- **Grading:** Test scores, written commentary, and/or a completed rubric for submitted assignments will be returned within one week of the assignment due date (give or take). Assignment grades will be posted to Blackboard.
 - Read any and all feedback and take it into account as you continue in the course. A grade by itself will not help you improve as a student.
 - Please note that grades will not be rounded up or down at any point during the semester.
- **Extra Credit:** Please note that *there will be no extra credit* available in this class. The only way to earn points in this course is to submit your work (following posted instructions and incorporating prior feedback) correctly (to the correct drop box/discussion board) and on time (prior to the posted due date).

Student Learning Outcomes

The engaged student should be able to:

- Define and describe the foundations of the United States' political system and its effects on the development of the nation until 1877;
- Recall and classify factors that relate to issues of gender, race, religion, and economic status in US society until 1877;
- Identify and explain how the United States interacted with the governments and peoples of other nations until 1877;
- Discuss and explain connections between historical events as well as describe historical changes over time;
- Analyze primary historical sources, thus demonstrating critical reading skills; and
- Develop written arguments (e.g., exams, in-class essays).

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	The American Yawp: A Massively Collaborative Open U.S. History Textbook (vol. 1: to 1877)	Joseph L. Locke and Ben Wright	https://www.americanyawp.com/

Other Course Materials

Our course textbook, listed above, is an open access textbook that can be found in .pdf format at [americanyawp.com](https://www.americanyawp.com/) (<https://www.americanyawp.com/>).

All primary source readings will be uploaded to Blackboard as .pdf files.

Grading Criteria

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



Grade Breakdown

ASSIGNMENT	VALUE
Primary Source Discussions	15%
Quizzes (Recap + Syllabus)	25%
Midterm Exam	30%
Final Exam	30%

Schedule of Readings and Assignments

Week of	Agenda/Topic	Reading(s)	Due
6/2	Introduction to the Course Colliding Cultures British North America Colonial Society	Locke & Wright, Ch. 2 (selected pages) Locke & Wright, Ch. 3 (selected pages) Locke & Wright, Ch. 4 (selected pages) Primary Sources (see Blackboard)	6/6: Primary Source Discussion Board #1 due at 11:59 PM 6/8: Responses to peers due at 11:59 PM 6/8: Recap Quizzes due at 11:59 PM
6/9	The American Revolution A New Nation The Early Republic	Locke & Wright, Ch. 5 (selected pages) Locke & Wright, Ch. 6 (selected pages) Locke & Wright, Ch. 7 (selected pages) Primary Sources (see Blackboard)	6/13: Primary Source Discussion Board #2 due at 11:59 PM 6/15: Responses to peers due at 11:59 PM 6/15: Recap Quizzes due at 11:59 PM
6/16	The Market Revolution Democracy in America Midterm Exam	Locke & Wright, Ch. 8 (selected pages) Locke & Wright, Ch. 9 (selected pages) Midterm Review	6/22: Midterm Exam due at 11:59 PM
6/23	Religion & Reform The Cotton Revolution Manifest Destiny The Sectional Crisis	Locke & Wright, Ch. 10 (selected pages) Locke & Wright, Ch. 11 (selected pages) Locke & Wright, Ch. 12 (selected pages) Locke & Wright, Ch. 13 (selected pages) Primary Sources (see Blackboard)	6/27: Primary Source Discussion Board #3 due at 11:59 PM 6/29: Responses to peers due at 11:59 PM 6/29: Recap Quizzes due at 11:59 PM
6/30	The Civil War Reconstruction Final Exam	Locke & Wright, Ch. 14 (selected pages) Locke & Wright, Ch. 15 (selected pages) Final Exam Review	7/3: Final Exam due at 11:59 PM

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. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
4. **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.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, sexual orientation or gender identity in admissions, 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.

Distance Education Courses

Course Structure

All material for each week will be made available on Monday morning of that week. Students have until Friday to complete course readings and watch recorded lectures.

In non-exam weeks, students will have assignments due on Fridays and Sundays.

- On Fridays, students will be expected to complete an initial post to a discussion board focused on primary sources that relate to that week's material.
- On Sundays, students will be expected to provide thoughtful responses to their peers' posts on the discussion board.
- On Sundays, students will also be expected to complete quizzes that review the week's material.

On exam weeks, students should refer to the course schedule for exam deadlines.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

On Monday morning of each week, the instructor will post an announcement that covers the week's tasks.

Students should expect a 24-hour turnaround to all email communication, unless there is advance notice regarding potential delays.

Assignments and Assessments

Students should expect the following feedback/turnaround for the various assignments in the class:

- Discussion boards: All discussion board assignments will be graded by the end of the day on the Tuesday after the due date. Feedback and grades will be made available in the gradebook.
- Quizzes: All quiz scores will be released after the due date in the gradebook.
- Exams: The midterm will be graded within one week of completion. The final exam will be graded by Sunday, July 6 at midnight. All grades and any feedback will be made available in Blackboard.

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 a webcam. 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: **Respondus Lockdown Browser and Monitor**. See the "Proctoring" section below for more information. 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.

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**.

Proctoring

Respondus LockDown Browser (Free) and Monitor (\$15 fee) Requirement

This course requires using LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml/>) to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student Quick Start Guide (PDF) (<https://web.respondus.com/wp-content/uploads/2020/04/RLDB-Quick-Start-Guide-BbUltra-Student.pdf>) is also available.

Download Instructions

Click the *Assist* navigation link in Blackboard or visit TAMIU's Respondus LockDown Browser and Respondus Monitor web page (<https://www.tamui.edu/distance/technology/respondus-ldb-and-monitor.shtml/>). Scroll down to the section on the *Respondus LockDown Browser*. Click the link to access the webpage for the software and additional information.

To Access Your Test

1. First, be sure the Respondus LockDown Browser software is full installed on your computer.
2. Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari)
3. Log into Blackboard Learn.
4. Navigate to the course and test.
5. Start your attempt.
6. This will launch the Respondus LockDown Browser software.
7. Complete the Respondus Monitor wizard, and begin your test.

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Cost for Respondus Monitor

There is a **\$15 fee** for the webcam feature used by LockDown Browser (called *Respondus Monitor*). This one-time fee is valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will be prompted to purchase a Respondus Monitor license the first time an exam requires using LockDown Browser's webcam feature. Payment can be made with PayPal, Visa, or Mastercard.

To pay for Respondus Monitor:

1. Start Respondus LockDown Browser (http://www.jsu.edu/online/current-students/resp_lock_browser_students.html).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.
4. Payment and entering credit card information is only necessary one-time per course.

Guidelines

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted



Getting Help

Several resources are available if you encounter problems with LockDown Browser.

- The Windows and Mac versions of LockDown Browser have a "Help Center" button on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at elearning@tamiu.edu.

Webcam Checkout for Personal Computer

If students cannot use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at **Dr. Billy F. Cowart Hall 208** and is open **Monday through Friday from 8 a.m. to 6 p.m.** Checkout for a webcam is on a first-come, first-service basis. Speak with an eLearning staff member to check out a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

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](#)**.

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.