



HIST 5320 - Seminar in Latin American Hist: Samba, Soccer, and Carnival (SSI- June 02 to July 03)

Summer 2025 Syllabus, Section 361, CRN 52443

Instructor Information

Dr. Asli Berkta

Email: asligul.berkta@tamiu.edu

Office: AIC 387

Office Hours:

Thursdays 2pm-4pm, and by email appointment

(Please make sure to always make an appointment, even for regular office hours.)

Times and Location

MTWR 6pm-8pm in Bullock Hall 207

Course Description

A seminar in Latin American history with emphasis on the development of a research project or projects. May be repeated whenever topic changes.

Prerequisites: Graduate or BAMA standing.

Humanities Department, College of Arts & Sciences

Additional Course Information

Course Description:

This course is designed as an interdisciplinary introduction to the history, politics, society, literature, and cultures of Brazil, the largest nation of Latin America. Students will have the opportunity to learn about Brazil's colonial experience as the only Portuguese colony in the Americas, its unique experiment with monarchical institutions in the nineteenth century, and the trajectory of its uneven modernization in the twentieth century. We will focus on diverse issues including slavery, abolition, contemporary race relations, gender, sexuality, environmental concerns, class conflict and conciliation, authoritarianism and the struggle for democracy, as well as the key literary and cultural developments of the twentieth century—e.g., Brazilian modernist art and literature, telenovelas, samba, soccer, and carnival. Readings, lectures, screenings, and discussions will constitute integral components of this highly interdisciplinary and interactive course, and will draw upon the work of various academic disciplines and artistic traditions.

Course expectations:

- **Students should carefully consult the University Course Policies** on classroom behavior, copyright restrictions, plagiarism, cheating, students with disabilities, incompletes, and independent study courses.
- **Attendance is mandatory and will be consequential to your grade.** Accordingly, it will be taken during each class session. This policy will be even more strictly enforced in a course that will only last 5 weeks. You will need to attend every class.
- **You should also make sure to arrive on time.** Excessive tardiness will have similar consequences to non-attendance. If you enter the classroom more than 15 minutes late, I will ask you to leave and mark you as absent during that class session.
- **Cell phone use of any kind is not allowed under any circumstances,** and you will be asked to leave the classroom immediately if you are seen using one. You will also be marked as not having attended that class session. Rather than paying attention to non-class related technology, please focus on taking proper notes during lectures and discussion sessions.
- **No late work will be accepted,** and a grade penalty will be applied (reduction of a full letter grade for each day, including assignments submitted later than the specified time on the due date). If you need an extension, you must specifically ask me for one, and to present a valid reason.



- **No make-ups will be given without a written medical excuse or legitimate family emergency.**
- **Only those students with a written medical or personal excuse will be granted an incomplete.** Students who are unable to meet this requirement should withdraw. Students who discontinue attending class, without formally withdrawing, will receive a failing grade.
- **The use of AI is not allowed in this class under any circumstances,** and will directly result in an F in the course. Additionally, the instructor will immediately report the offense as per university policies. Please keep in mind that this includes the use of Grammarly, which by now also uses AI.
- **The same rules that are stated for AI use are also valid for all other forms of plagiarism and cheating, and none will be tolerated.** All offenses will be immediately reported and will result in an F in the course.
- If you have any special circumstances, other than those already registered with the Office of Student Counseling and Disability Services, it is your responsibility to inform the instructor at the beginning of the semester, or as soon as the said circumstances come into being. These can include personal and family matters, as well as health-related difficulties.
- **You are always encouraged to make an appointment to meet with the instructor during office hours.** Be sure to always email the instructor to set up a meeting; do not simply drop by her office. Before or after class is not a suitable time for asking questions or otherwise talking to the instructor.
- **When you send an email to the instructor during the week, you can expect an answer within 24 to 48 hours.** The instructor may not reply to emails sent over the weekend. Please make sure to not wait until the last moment to email the instructor.
- **Written work is graded both objectively and subjectively.** A well-written and thought-out answer will always earn more points than a simply correct one. This approach also takes into account that different individuals have distinct styles of analysis and writing. Although this is not an English course, the quality of your writing matters. Therefore, you are highly encouraged to seek assistance from the TAMU Writing Center.

Student Learning Outcomes

Course objectives:

- To survey some salient points in the general history, culture, and geography of Brazil
- To examine the ethnic, political, and cultural diversity of Brazil
- To introduce the historical origins, characteristics, and significance of Brazilian Studies as an interdisciplinary field of study
- To explore the differences and relations between academic disciplines and the basic methods scholars employ to study and understand Brazil
- To discuss, debate, and—hopefully—inspire a lasting interest in the history of Brazil, in its culture and contemporary issues, and in Brazilian Studies
- To develop the critical vocabulary necessary to understand and discuss the historical structure and contemporary conditions of Brazil
- To introduce various forms of “knowledge”—local and foreign; scholarly and popular—that contribute to a broad understanding of Brazilian culture and society
- To learn to interpret and evaluate historical documents, testimonials, and academic scholarship encompassing secondary research in various disciplines, visual representations, music, and film
- To question and analyze important theoretical questions such as race, gender, class, human rights, social equality, national memory, and the links between culture, politics, and society through their direct applications to the Brazilian setting

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Gabriela, Clove and Cinnamon	Jorge Amado	
Required	Carnival, Rogues, and Heroes: An Interpretation of the Brazilian Dilemma	Roberto Damatta	
Required	The Brazilians	Joseph A. Page	
Required	Brazil's Dance with the Devil: The World Cup, the Olympics, and the Fight for Democracy	Dave Zirin	



Other Course Materials

All additional readings will be posted on Blackboard.

Students should always bring all textbooks to class, as they will regularly be used for close readings and discussions.

Grading Criteria

Grading and Assignments:

1) Attendance, Reading, and Participation - 20%

Regular attendance in ALL class sessions, active participation, and preparation for class are essential parts of the learning experience. The participation grade will be based on independent oral contributions, active participation in in-class activities and discussions, and regular and timely attendance.

2) Analytical essay - 20%

You will need to prove your ability to successfully synthesize, analyze, connect, compare and contrast different kinds of sources in a 3-5 page analytical essay that will be structured around Jorge Amado's novel *Gabriela, Clove and Cinnamon*. You will receive a clear prompt for this assignment, which will also include instructions regarding formatting, references, etc. **You will not be permitted to use any outside sources for this assignment.**

The assignment will need to be uploaded on Blackboard by 11.59pm on Friday, June 22nd.

You will have **the option to revise this assignment**, in which case the first draft will only count as 40% of the final grade for this assignment.

The optional revised version of the analytical essay is due on Blackboard by 11.59pm on Sunday, June 29th.

3) Final exam - 20%

The final exam will be a comprehensive (cumulative) and closed-book exam, consisting of multiple choice questions, as well as some definitions and mini-essay questions.

It will take during the last class session on Wednesday, July 3rd.

4) Two presentations – 30% (15% each)

Each undergraduate student will need to do TWO chapter presentations.

Each graduate student will need to do THREE presentations.

Students will work in pairs to present on the different book chapters and articles that will be covered in the course. They will sign up for these presentations beforehand, and will need to carefully read and follow the presentation guidelines uploaded on Blackboard.

5) Final reflection essay – 10%

Students will write a 3-4 page reflection essay on what they have learned in the class, and how their understandings of Brazil developed and changed.

The reflection essay will need to be uploaded on Blackboard by 11.59pm on Sunday, June 29th.

6) Extra credit

Students interested in extra credit will be allowed to do an additional presentation, and will need to inform the instructor of this request by the end of the second week of classes.

Assignment Schedule:

1) **Sunday, June 22nd:** The analytical essay is due on Blackboard by 11.59pm.

2) **Sunday, June 29th:** The optional revised version of the analytical essay is due on Blackboard by 11.59pm.

3) **Sunday, June 29th:** The 3-4 page reflection essay on what students have learned in the class, and how their understandings of Brazil developed and changed, is due on Blackboard by 11.59pm.

4) **Wednesday, July 3rd:** The closed-book final exam will take place during class time.



5) Students are responsible for keeping up with the specific dates for the chapter presentations they have signed up for.

Grading scale:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

This syllabus is subject to change. The instructor reserves the right to amend this syllabus as she sees fit.

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	6/2	Introductions to the course, the instructor, and the students Introductory lecture on Brazil, and in-class documentary screening		
Tue	6/3	Introductions	"Brazil: 'A Country for Everyone,'" from Brazil's Dance with the Devil; Oswald de Andrade, "Antropophagite Manifesto"; Gilberto Freyre, "Mestizo Pride" (Blackboard)	
Wed	6/4	Introductions	"The Portuguese" from The Brazilians	
Thu	6/5	Introductions	"The Africans," "The Indians" and "The Immigrants" from The Brazilians	
Mon	6/9	Brazilian Slavery; Afro-Brazilian History and Culture	Gabriela, Clove and Cinnamon, pp. 9-162.	
Tue	6/10	Brazilian Slavery; Afro-Brazilian History and Culture	"Scenes from the Slave Trade," "Cruelty to Slaves," "Slavery and Society," "Abolition Decree, 1888," in Robert Levine and John Crocitti, eds., The Brazil Reader (Blackboard)	
Wed	6/11	Brazilian Slavery; Afro-Brazilian History and Culture	Alejandro de la Fuente, "From Slaves to Citizens" (Blackboard)	
Thu	6/12	Brazilian Slavery; Afro-Brazilian History and Culture	"The Orixás" from The Brazilians; Barbara Browning, "Headspin: Capoeira's Ironic Inversions" (Blackboard)	
Mon	6/16	Music, Soccer, and Carnival as National Imaginings	Gabriela, Clove and Cinnamon, pp. 163-262; "In the Land of Carnival" from The Brazilians	
Tue	6/17	Music, Soccer, and Carnival as National Imaginings	"Carnival in Rio and Mardi Gras in New Orleans" and "Do You Know Who You Are Talking To?!: The Distinction Between Individual and Person in Brazil" from Carnival, Rogues, and Heroes	
Wed	6/18	Music, Soccer, and Carnival as National Imaginings	"Soccer Madness," and "The Lesser Gods" from The Brazilians; "Futebol: The Journey from Daring to Fear" from Brazil's Dance with the Devil	
Thu	6/19	Emancipation Day. NO CLASS.		The analytical essay will need to be uploaded on Blackboard by 11.59pm on Friday, June 22nd.
Mon	6/23	Inequality, Favelas, Violence, and the Plight of Street Children in Brazil	"The Haves," "The Have-Nots," "The Culture of Brutality" from The Brazilians	



Tue	6/24	Inequality, Favelas, Violence, and the Plight of Street Children in Brazil	"Target Favelas" from Brazil's Dance with the Devil
Wed	6/25	Inequality, Favelas, Violence, and the Plight of Street Children in Brazil	"Suffer the Little Children" from The Brazilians; Martha Huggins and Myriam Mesquita, "Scapegoating Outsiders: The Murders of Street Youth in Modern Brazil" (Blackboard)
Thu	6/26	Enduring Legacies and Looking towards the Future	Asligul Berktaý, "'Seeing to Make Disappear': The optional revised version of the The Lingering Ghost of Slavery and Stereotypical Representations of Blackness in Brazilian Telenovelas of the Last Decades of the Twentieth Century" (Blackboard) analytical essay is due on Blackboard by 11.59pm on Sunday, June 29th. The reflection essay will need to be uploaded on Blackboard by 11.59pm on Sunday, June 29th.
Mon	6/30	Enduring Legacies and Looking towards the Future	Asligul Berktaý, "'The Many Faces and Shades of Blackness': Race, Class, and Geography in Early Twenty-First-Century Telenovela Representations" (Blackboard)
Tue	7/1	Enduring Legacies and Looking towards the Future	You are not required to come to class. Watch Dr. Berktaý's lecture at https://www.youtube.com/watch?v=arGW_sayxP4
Wed	7/2	Enduring Legacies and Looking towards the Future	Class time will be dedicated to the discussion of Dr. Berktaý's lecture, as well as to a wrap-up session.
Thu	7/3	IN-CLASS FINAL EXAM	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

TAMU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at <https://www.tamui.edu/scce/studenthandbook.shtml> (<https://www.tamui.edu/scce/studenthandbook.shtml>).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - **Caution:** Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - **Caution:** Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional

penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”

- **Caution:** Chat groups that start off as “study groups” can easily devolve into “cheating groups.” Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student’s TAMIU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member’s charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member’s e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to <https://www.tamiu.edu/adminis/police/safezone/index.shtml> for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student’s responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA’s for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the “Leave of Absence Request” form. Both rules can be found in the TAMIU Student Handbook (URL: <http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml> (<http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student’s physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student’s status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of

Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: <https://www.tamiau.edu/reportit> (<https://www.tamiau.edu/reportit/>).

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

Anti-Discrimination/Title IX

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

Incompletes

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

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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



Final Examination

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

Mental Health and Well-Being

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