PADM 5381 - Grant and Contract Management: Grant and Contract Management (Sub II- July 07 to Aug 22)
Summer 2025 Syllabus, Section 780, CRN 52028

Instructor Information

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Office Hours:
By Appointment via Online

Times and Location

Does Not Meet Face-to-Face

Course Description

This course presents hands-on training in grant writing and contract/grant management for nonprofit organizations. Including how to respond to grant solicitations, how prepare/present a grant/contract application and an overview of how to develop a program evaluation of grant/contract funded programs. This course includes a service learning component as students will research and produce a grant/contract proposal and application for a local nonprofit organization. Prerequisites: graduate standing in the Master of Public Administration program at TAMIU or graduation from a master's degree program from any accredited university.
Social Sciences Department, College of Arts & Sciences

Student Learning Outcomes

- Students will be able to conduct a needs assessment to support mission-driven program development.
- Students will be able to identify and evaluate potential funding opportunities using Internet-based research.
- Students will be able to understand the role of funder relationships in the grant-seeking process.
- Students will be able to demonstrate a basic understanding of nonprofit finance and resource allocation.
- Students will be able to consider strategies for long-term program sustainability and funder engagement.

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	Winning Grants Step by Step: The Complete Workbook for Planning, Developing, and Writing Successful Proposals (The Jossey-Bass Nonprofit Guidebook Series) 5th Edition	Tori O'Neal-McElrath, Lynn Kanter and Lynn Jenkins English	978-1119547341

Other Course Materials

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

*[Any additional course materials can be added here. If there aren't any additional materials, you may REMOVE this section by clicking on the eyeball. **Please don't forget to remove these instructions.**]*

Grading Criteria

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

Open Boilerplate

ASSIGNMENT	VALUE
Weekly Writing Assignments	45%
Quizzes	20%
Discussion	10%
Final Project	25%
Total	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/7	Module 1: July 7 to 13 (Introduction & Ideas)	Introduction, Step 1(Developing the Proposal Ideas) & 2 (Developing Relationships with Funders included Step 1 for 6th version of the book), and Resource A, and Materials in Module.	Weekly Writing (By Sunday, July 13) Self-Introduction: Intial Posting (By Thursday, July 10) Responses to two classmates (By Sunday, July 13) Choose A Nonprofit Organization (Thursday, July 10) Responses to two classmates (By Sunday, July 13) Quiz: Syllabus Quiz (Sunday, July 13) Syllabus Acknowledgement (Sunday, July 13)
7/14	Module 2: July 14 to 20 (Need Statements and Goals & Objectives)	Step 3 (Writing a Compelling Problem Statement) & 4 (Defining Clear Goals and Objectives) and Materials in Module.	Two Weekly Writings: Need/Problem Statement and Goals & Objectives (By Sunday, July 20) Quiz (By Sunday, July 20)
7/21	Module 3: July 21 to 27 (Strategies and Program Description)	Step 5 (Developing Strategies included in Step 3 in 6th version of the book) and Materials in Module	Weekly Writing (By Sunday, July 27) Discussion Posting (By Thursday, July 24) Responses to two classmates (By Sunday, July 27)
7/28	Module 4: July 28 to August 3 (Evaluation and Organizational Background)	Step 6 (Preparing the Evaluation Component) & 9 (Writing Organizational Background) and Materials in Module	Two Weekly Writings: Evaluation Components & Organizational Background (By Sunday, August 3) Quiz (By Sunday, August 3)

8/4	Module 5: August 4 to 10 (Budget & Proposal Summary)	Step 7 (Developing a Statement of Sustainability), 8 (Developing the Proposal Budget), & 10 (Writing the Proposal Summary)	Two Weekly Writings: Budget Narrative & Proposal Summary (By Sunday, August 10) Quiz (By Sunday, August 10)
8/11	Module 6: August 11 to 17 (Grant Applications and Sources)	Resource B (How to Research Funders) & C (Resources for Grantseekers)	Weekly Writing: Cover Letter (By Sunday, August 17) Discussion Posting (By Thursday, August 14) Responses to two classmates (BY Sunday, August 17)
8/18	Module 7 (Final Week): August 18 to 22 (Last Class Day)	Please see all chapters and comments and prepare for the final project submission.	Final Project: Full Grant Proposal (By Friday, August 22)

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)

TAMIU 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).

TAMIU Honor Code: Plagiarism and Cheating

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

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

Anti-Discrimination/Title IX

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

Incompletes

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

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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

Distance Education Courses

Instructional Method

As a seven-week full online graduate course, this course includes multiple weekly assignments and comparatively many readings, delivered online via Blackboard, which will enable students to complete academic work in a flexible and completely online manner. Each module for the week is open on **Monday (or Sunday night**). Because there is no classroom to report to every other day, it is too easy to let yourself fall behind and become discouraged inadvertently. If you plan to take this course, **you must be self-motivated and self-paced**. To be successful and effectively learn in an online class, you must be willing to communicate with classmates and the instructor via blackboard messages and discussion forums. Expectations concerning responsibilities as a student to this class are to prepare and actively participate in the class, to promptly complete course assignments, to use the opportunity to build your understanding and skills, and to contribute to the learning experience in the class. **Writing for discussion and timely submission are the most important part of this online course**, as it helps you see your academic performance and check your understanding. So, your writing will be graded on analytical thoroughness, application of class material, integration of relevant sources, theories, and findings, and relevance of answers to the questions posed. In other words, rambling, disconnected opinions, and vague references to sources will not be sufficient. Multiple teaching methods will be used, including summary notes, readings, and a general exchange of ideas through discussion. Please let me know if you have any questions or need help understanding the topics. You can meet me virtually.

Course Requirements:

<u>Readings</u>: Students are required to read and engage in all assigned readings to increase understanding of the material, such as textbook chapters and summary notes. Each week, students will receive a weekly assignment. Under each module, I will provide each assignment's specific requirements and due dates.

<u>Weekly Writing:</u> As a grant management course, students will be expected to complete short writing assignments almost every week. These assignments are designed to help students gradually build each component of a grant proposal, such as the needs statement, goals and objectives, program design, evaluation strategies, and organizational background. Each assignment will typically be 1–2 pages in length (required), and detailed guidelines will be provided in the weekly modules. Following instructions carefully and meeting the stated evaluation criteria are essential for success in this course. Students are expected to respond directly to the assigned tasks or case questions with clarity, depth, and alignment to the course materials. All assignments will be submitted via Turnitin.

<u>Reading Quizzes</u>: There will be a weekly quiz. To give you time to study the chapters by reading the book and chapter slides, the weekly quiz will be open on Friday night and will be closed by Sunday. The purpose of the quizzes is to ensure students are reading the textbook and to assess their knowledge of the basic concepts. Quizzes will be delivered through the Blackboard. Each quiz has 10 questions and takes 20 minutes to finish since you can use your textbook and materials during the quiz. <u>Late submissions will not be accepted and will be counted as ZERO</u>. **If you have any technology issues to take the quiz, please contact OIT for assistance.**

<u>Discussion Forms (DF)</u>: While discussion forums are not the main components of this course, some weeks may include a short discussion, some weeks may include a short discussion activity to encourage interaction and reflection. When a discussion is assigned, students are expected to post an **initial response to the question(s) by Thursday** and reply to at least two classmates by **Sunday**. Students who fail to meet the basic requirements (<u>one initial post</u> [**Thursday**] and two (2) response posts by the required due dates [**Sunday**]) will **automatically start with the highest score of 6 out of 10**. Posts should demonstrate thoughtful engagement with the topic. Brief or surface-level responses may receive lower scores. Please type your posts directly in the text box or paste from a word processor. Do not upload attachments. Timely and constructive participation is essential for meaningful exchange.

<u>Volunteer Experience Reflection</u>: In this short reflective assignment, students are asked to describe a **past volunteering experience** that was meaningful to them. If **students do not have prior experience**, they may reflect on a **volunteer opportunity they are interested in or outline a plan to get involved in the future**. The reflection should connect personal insights with key themes from the course, such as motivation, strategic alignment, or community impact. This assignment is due at the end of Week 2 and should be approximately one page in length (single-spaced) which would be submitted via Turnitin. Details will be provided in the week.

<u>Final Exam</u>: Final full grant proposal is due in the last week of the course. For this assignment, you are required to revise each component of your previous proposal assignments and compile them into a single, cohesive document. Thorough editing and careful integration are essential to produce a polished and professional proposal. Detailed instructions and formatting requirements for the final proposal will be provided in the course modules. The policy for academic honesty and punctual submission is strictly implemented. Multiple questions would be coming from the previous quizzes.

Academic Honesty

Plagiarism and cheating are NOT acceptable in this course at all. Please check the university's policy, which is attached at the end of this syllabus. Read it carefully. If any specious behaviors happen, the professor will use the university's policy to make a fair judgment. You are responsible for the consequences. The percentage of similarity is acceptable, around 30% via Turnitin submission. In this class, there are several writing assignments.

Please use APA style for the citations to avoid plagiarism in the writing assignments. Please use the APA's seventh edition of the manual as guidance. TAMIU writing center has great resources for the APA style.

Based on school policy, the instructor has the discretion to make students use AI tools, and this course does not fully allow students to use an AI generator (i.e., ChatGPT) for anything. Many AI detectors can identify AI-generating works, and recent reports and studies have shown that over 20% of detections by AI generators are very precise, not mostly for false detection of the work. If students are detected by them (around and over 35% like the degree of similarity), this will be considered a case of academic dishonesty and will be reported to the School's Honor Council and critically influence the record under the school policy. **In today's learning environment, the appropriate and thoughtful use of AI tools is becoming increasingly important. You may use AI tools to refine and improve your original work. However, the core content and writing must be your own. Generating entire assignments using AI without original input is not acceptable. If necessary, the instructor may request to see your original draft or earlier versions to verify the authenticity of your work. Responsible use of AI means supporting, not replacing, your own thinking and writing process.**

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 distanceeducation should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' (http://www.tamiu.edu/distance/students/knowledge-and-skills.shtml/)webpage. (http://www.tamiu.edu/distance/students/knowledge-and-skills.shtml/)

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 education opportunity. It is the student's responsibility to register with the Director of StudentCounseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at Office of (http://www.tamiu.edu/disability/index.shtml/)Disability Services for Students (http://www.tamiu.edu/disability/index.shtml/)(DSS), (http://www.tamiu.edu/disability/index.shtml/) or via phone at 956-326-2230, or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. 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 Instructional Technology and Distance Education Services' page on University Resources and Support Services. (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)

Student-Instructor Communication Policy and ResponseTime

Course Messages/Emails

All official communication between you and the professor will preferably take place via **Blackboard message function** for record-keeping purposes. This is the best way to contact me. Using TAMIU Dustymail is NOT encouraged to communicate in this class. During workdays (Monday-Friday, 8:00 am to 5:00 pm), I usually would reply your email within 24 hours. During other times, including weekends and holidays,I will reply to your message within 48 hours. If I didn't respond you with the time range above, please send me another email as a reminder.

Late Work Policy

As a seven-week online course, late submission will only be accepted in the exceptional case of documented medical emergency or other extenuating circumstances as per University Policies. Students are responsible for providing the appropriate evidence if asked for late submission. In particular, late submissions for the final exam will not be accepted due to the school's tight grading and reporting schedule. The university policy is attached at the end of this syllabus. You should contact me at your earliest convenience if you miss the deadline. If you cannot contact me, please have a friend/family member/classmate contact me on your behalf. **20% will be deducted for every 24-hour period, and after 5 days (100% deductions), the late submission will not be accepted at all.** There will be no exceptions to these rules. **Final project and quizzes will not be allowed for the late submission basically.**

Learning Management System (Blackboard)

This class utilizes Blackboard to facilitate instruction. The course shell contains the slides for the lectures, additional class materials, online quizzes and exams, online discussion, and other assignments. *In this semester, please check your blackboard daily for announcements,messages from your professor, and other updates.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at https://dusty.tamiu.edu/. (https://dusty.tamiu.edu/) This site also provides students access to download the Microsoft suite for

educational use. See instructions for downloading the Microsoft (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf)Office suite. (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf)

Note: Students, if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. Please try to take advantage of school services, such as TAMIU's library, computer labs, and testing center. In addition, you may also purchase any of these items at any electronic store.

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 (http://www.tamiu.edu/distance/technical-support-services.shtml/)Support Services (http://www.tamiu.edu/distance/technical-support-services.shtml/)