



PSYC 5340 - Career CounselingDev: Career CounselingDev(SSI- June 02 to July 03) Summer 2025 Syllabus, Section 301, CRN 52077

Instructor Information

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Office Hours:

Monday - Wednesday 9-10 am

Times and Location

MTWR 10:15am-12:15pm in Bullock Hall 222

Course Description

Additional Course Information

AI Policy

This policy promotes the ethical and responsible use of AI technology. The MACP faculty recognizes that AI tools (such as Grammarly and Microsoft) can improve your original writing through editing, proofreading, and minor revisions. Unless otherwise specified, this process is permitted. Students are expected to submit original work as demonstrated through full engagement of the entirety of the assignment requirements (e.g., looking for and selecting research articles, developing paper outlines, and synthesizing ideas.) While these tools offer some benefits, we strongly encourage using the TAMIU Writing Center to build your understanding of writing practices that AI tools cannot teach. Similarly, using AI tools such as ChatGPT is permissible for generating ideas; however, all writing must be original to the student as a reflection of your effort and understanding of the topic. Transparency in using AI tools is essential to ensure that student work reflects their academic capabilities. AI tools should not be used to write any part of the student's work. Copying the writing generated from others' work can be construed as plagiarism. Further, students remain responsible for fact-checking for accuracy and substantiating all information they submit. It is unacceptable to cite a source the students have not read and reviewed. All students should be aware that they may be expected at any point in the program to demonstrate their writing abilities without the use or assistance of technology. The consequences of policy nonadherence may include failing the assignment, failing the course, referral to the Honor Council, and removal from the program.

Student Learning Outcomes

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

1. develop career counseling processes, techniques, and resources, including those applicable to specific populations in a global economy
2. demonstrate an understanding of theories of occupational choice and career development including trait and factor, life-span, and decision-making models
3. demonstrate an understanding of the world of work, occupational information, the need for occupational and labor market information, and where to obtain such information
4. understand the role of multicultural issues in career development
5. demonstrate an understanding of career development and career education as they relate to K – 12 developmental and lifespan counseling concepts
6. establish knowledge about career, avocational, educational, occupational and labor market information resources, and career information systems
7. develop career development program planning, organization, implementation, administration, and evaluation skills



8. develop knowledge of career and educational planning, placement, follow-up, and evaluation
9. demonstrate an understanding of and gain hands on experience with selected assessments, tests, and inventories used in career counseling
10. explore and demonstrate an understanding of their own career development patterns;
11. familiarize students with and use computer-based career guidance systems
12. develop an understanding of the impact of diversity factors (e.g., race, orientation, disability) on the career development and counseling process
13. develop an ethical sensitivity to the issues relating to career counseling

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	Career counseling: A holistic approach (9th ed.).	Zunker	978-1-305-08728-6

Other Course Materials

To go to the bookstore, [click here \(https://www.bkstr.com/texasaminternationalstore/home/\)](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	POINTS
A	910-1010
B	808-909
C	707-807
D	606-706
F	705-0

Open Boilerplate

Attendance and Participation

There can be no substitute for attendance in this class. Much of your learning will take place as a result of class discussion. **Come to class having read the assignments and prepared to discuss the reading.** You will be evaluated on your participation in the discussions of the information and readings assigned. If you miss class or come in late, it will decrease your grade on this area.

Journal

You are expected to keep a journal that facilitates introspection and knowing yourself. This activity will be used to help you understand your behavior, your values, attitudes, feelings, and life experiences as they relate to career choices and development. You are expected to turn in one journal entry every class. Your journal entries should illustrate your reaction to the reading materials assigned. It is recommended (but not required) that when relevant you apply the reading content to relate your experiences or those of your family or friends in order to facilitate the process of introspection. You may find it useful to answer the following questions in your journals:

- (a) "what am I learning about careers and career development?"
- (b) "what am I learning about my own career development?"
- (c) "what am I learning about helping others in their own career development?"



The journals should be at least one page, but no more than 2 pages (double spaced, 12 pt. Times New Roman font, 1" margins) and are due on the day indicated on the schedule. You should bring a printed copy or a digital version on your laptop or tablet to class, as you will be expected to share your journal with the class as a way to discuss the readings assigned.

Career Assessment Report

During this course, students will complete career inventories/activities with one of their peers. You will each be assigned to work with a classmate and will be completing career assessments that will culminate in creating a career report. There will be a total of 2 inventories completed – Strong Interest Inventory, and the Myers-Briggs Type Inventory. These assessments will be completed through the Office of Career Services (Careerservices@tamiu.edu). I will provide more details at the end of the first week of class.

In addition, the following career exploration activities should be included: focused questions (interview), interest identification activity, and work values inventory. More information about the career inventories to be completed will be provided in class.

Your report must include the following sections:

- **Demographics** (Name—use a pseudonym, DOB, Age, Date of evaluation)
- **Reason for referral** (who sent them? School counselor? Parents? Self-referred?)
- **Evaluation procedures** (you should include the Clinical Interview, and the official names and abbreviations of the assessments used, and the career exploration activities you conducted).
- **Background information** (social/family history, educational history, employment history)
- **Test results** (Use tables to reflect the scores and the scales, explain what those scores mean in text)
- **Summary** (basically this is what the client needs to take away from this report)
- **Recommendations/Treatment Plan** (what do you think are the next steps following this assessment? Select a theory and use its terminology to justify your treatment plan)

I will provide examples of career reports created by students in previous courses to provide a sample of the report you are expected to produce.

Career Development Project

Each student will design a workshop/seminar, group counseling proposal, or a guidance lesson based on career issues. This project is designed to provide a practical component to this class. You must **choose** between creating:

- 1) a career development workshop, or
- 2) a career-based group therapy proposal, or
- 3) a classroom guidance lesson.

All projects must be able to be replicated by others. Therefore, any activities must be explained fully.

Written Report

Students will write a description of the activity (workshop, group therapy, classroom guidance lesson). All projects must be able to be replicated by others. Therefore, any activities must be explained fully. In writing your report, you should consider:

- Don't just turn in the outline of the group, workshop or guidance lesson; include a brief literature review and overview of evidence supporting your selected project
- Discuss the type of project that would be useful to the group participants (e.g. group counseling vs. classroom guidance)
- Discuss the setting where the project would take place (e.g. mental health agency, elementary school, etc.)
- Describe the population served and how they will benefit from your activity (e.g. children, teens, elderly, recently laid-off workers, women, undecided college students, individuals with disabilities, welfare-to-work participants, etc.)

Your reports should be a minimum of 3 pages but no more than 6 pages (**not** including title page, abstract, references). Please note that this is the paper describing your project, **NOT** the project itself. You will attach the specific project outline, activities, or manual as an appendix to your paper.

- All projects must be typed, APA style (title page, proper headings, citations in text, reference page, double-spaced, 1" margin, 12 pt. Times New Roman font), and you must incorporate at least 3 references from peer-reviewed sources.
- All projects can incorporate previously developed activities and information as long as the material is properly referenced. Be sure to pay attention to copyright laws.

**Specific Project Requirements:**

- The **workshop** must contain information to be presented in a one-day workshop (at minimum). The workshop must contain content and/ or small group/experiential activities. Content should be displayed in the form of PowerPoints and handouts. Group or experiential activities must be described in a handout. Be sure to reference any resources used.
- **Group proposal** format must contain a minimum of six (6) small group sessions. Group sessions must include population served, any rules necessary for group, purpose/goals of the session, and any experiential activities to be conducted. Please refer to the group counseling literature as to how to develop a group proposal. Remember, the goal is replication.
- **Classroom guidance lessons** should consider the audience to be served (i.e., elementary, middle, or high school students), the types of activities to be used, and goals/purpose of the session(s). Any experiential activities should be described and all resources referenced appropriately.

Presentation

You also will be responsible for presenting your proposal to the class in a professional manner, highlighting the important considerations of your proposal. Your presentation should include a structured activity from your proposal to the class.

The presentations will take place by the end of the semester (everyone will sign up the first day of classes) and are expected to last between 30-40 min. You will be graded on your ability to present a topic effectively and professionally (Please see grading rubric available on Blackboard).

Create Curriculum Vita and Letter of Interest

An important aspect of your training in career counseling is learning to write your own curriculum vitae and letter of interest in a job position. A CV is most commonly used to apply for positions in higher education and clinical settings. However, a resume is more often used in business settings and tends to be brief and more skills/accomplishments oriented. In addition, writing a fictional letter of interest on a job will provide training for your own future job search.

Exams

There will be 2 multiple choice exams at various points during the term. Please be aware that ***you are responsible for the material covered by the textbook even if it is not covered during lecture.***

Missed exams: Students will be allowed to make up a missed exam only if they experience a serious emergency, where it was impossible to complete an exam as scheduled. Legitimate documentation (e.g., a doctor's note, a police report, a religious service program, a letter verifying a university sponsored event, etc.) must be provided within a week of the missed exam. You may not make up an exam without proper documentation. It is up to students to schedule make up exams at a time that is convenient for the professor. Makeup exams must be completed within two weeks of the absence.

Attendance Policy

Students are highly encouraged to make every effort to resolve any attendance conflicts in order to attend all classes and activities. Students can receive an excused absence at the instructor's discretion. Extraordinary conditions such as illness or family emergencies warrant an excused absence. If a student cannot attend class: (1) contact the instructor prior to the absence to explain the reason for the absence (email is best); (2) make provisions to obtain class materials and any other information missed; (3) make up work may be required. **One unexcused absence can lower the student's final grade; two unexcused absences may result in failure. Three late arrivals are equal to once unexcused absence.**

Class and Expectations

As a counselor in training you are expected to approach your classmates and instructor with respect and empathy. Reactions to your peers or course material are understandable and expected, but I ask you to take responsibility for your reactions and own them as yours rather than judge others harshly, shut down or write anyone off.

1. Honesty and direct communication are honored in this course. Do your best to practice and experiment with these.
2. You are expected to participate fully in class with your peers. Should you have any interpersonal difficulties collaborating throughout the course, please contact me and I'd be glad to mediate as needed.
3. I hope you be eager participate in this course and challenge yourself to learn a new type of counseling skills.

Contacting Me

The best way to contact me is by email (Elizabeth.terrazas@tamiu.edu). I check my email every day and I am more likely to respond immediately to an email than a phone message. I will respond to emails within 48 university business hours.

Cell phone use



Please remember to turn your cell phone off upon entering the classroom and put it away. It is not only disrupting, but disrespectful to the instructor and your classmates, in addition to being a sign of unprofessionalism. If you are anticipating an important call, set your phone to vibrate mode and tell me at the beginning of class.

Laptop use

You are permitted to use computers in class, but only for class-related purposes – that is, taking notes or reading from your assignments. It is rude, distracting, and unprofessional to be surfing the web, checking e-mail, facebook, pinterest, etc. during class.

Class discussion

Please be respectful of others in the classroom when they are expressing their thoughts or asking questions. In the field of applied and academic psychology respect for the individual is valued as are clear, non-deceptive communication, careful and reflective investigation of the “facts”, appreciation of and sensitivity to gender, sexual orientation, age, cultural/ethnic/language, ability/disability differences, and lifelong learning/self-improvement. In the spirit of these values I appreciate straightforward but respectful feedback from students and colleagues, openness to new experiences and challenging concepts, and recognition that our differences strengthen human creativity.

ASSIGNMENT	POINTS
Attendance & Participation	150
Journals	60
Career Assessment Report	200
Career Development Project	150
Curriculum Vita	50
Letter of Interest	50
Midterm Exam	100
Final Exam	100

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	6/2	Introduction to the course		• Syllabus
Tue	6/3		Chapter 1&2	
Wed	6/4		Chapter 3&4	
Thu	6/5		Chapter 5&6	Journal #1 • Complete SII & MBTI
Mon	6/9		Chapter 7&8	• Complete Career Intake Interview & career genogram
Tue	6/10		Chapter 9&10	
Wed	6/11	Career Assessment Activities: Review interpretation of SII & MBTI	Chapter 11&12	Journal #2
Thu	6/12	Career Assessment Activities		Midterm Exam Interpret SII & MBTI report
Mon	6/16		Chapter 13&14	
Tue	6/17	Review interest identification, work values inventory	Chapter 15&16	Journal #3
Wed	6/18	Career Assessment Activities		• Complete interest identification & work values inventory
Thu	6/19	Juneteenth		
Mon	6/23		Chapter 17	
Tue	6/24	Career Assessment Activities: Creating a successful letter of interest and CV		Journal #4
Wed	6/25	Career Assessment Activities: Review how to integrate all assessments into report, review designing of treatment plan & finalize your career report		



Thu	6/26	Career Assessment Activities	your treatment plan
Mon	6/30		Presentation #1: Presentation #2: Presentation #3: • Final Career Report Due
Tue	7/1		Presentation #4: Presentation #5: Presentation #6:
Wed	7/2		Presentation #7: Presentation #8: Presentation #9: • CV and Letter of interest due
Thu	7/3		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.tamtu.edu/scce/studenthandbook.shtml> (<https://www.tamtu.edu/scce/studenthandbook.shtml>).



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

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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

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

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

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

Students with Disabilities

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

Student Attendance and Leave of Absence (LOA) Policy

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