CHEM 1111 - General Chemistry I-Lab

Fall 2026 Syllabus, Section 1LF, CRN 18598

Instructor Information

Dr. Melissa G. Carrizales
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Office: LBV 259
Office Hours:
Monday 12:00 pm - 3:00 pm
Tuesday 1:00 pm - 4:00 pm
or by appointment
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Times and Location

T 4:25pm-7:25pm in Lamar Bruni Vergara Science Ct 281

Course Description

Laboratory course to accompany CHEM 1311. Practical exercises reinforce CHEM 1311. Topics include the basic principles of nomenclature, atomic structure, bonding, thermodynamics, chemical reaction, and stoichiometry. Must be taken concurrently with CHEM 1311. Prerequisite: Placement in College Algebra or higher. Laboratory fee applicable.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

Rules and Class Courtesy

1- Lab Safety rules

The safety rules and policies are for your (and everyone else's) safety. Any chemistry lab can be potentially dangerous.

FAILURE TO FOLLOW THE SAFETY RULES WILL RESULT IN EXPULSION FROM THE LABORATORY AND A GRADE OF ZERO FOR ALL COMPONENTS OF THE DAY'S WORK.

Safety will be thoroughly discussed at the first lab meeting. Additionally, a copy of the safety rules is provided in your laboratory manual and on blackboard. Safety Goggles and gloves must be worn at all times when in the chemistry laboratory to protect eyes and hands. There will be no exceptions to this rule. Face Mask covering are not mandatory.

2- Laboratory rules

The most important component of completing a laboratory successfully is your pre-lab preparation. You will make fewer mistakes if you have read and understood the lab write-up. In many cases you will need to figure out how to make up the necessary solutions before coming to the lab; there isn't enough time for these calculations during the lab. A half-hour of time spent before the lab may save you hours.

2-1- Preparation

1. Read carefully and understand the lab write-up before coming to lab.
2. If you don't understand something--ask. Labs are a lot of fun, if you are prepared.

3. Look up all of the substances in the experiment in the **Merck Index** (or other suitable source) to determine if there are any health or safety hazards.
4. Plan out your solution preparation scheme before coming to lab.
5. Write everything down in your lab book or on the instruction paper.

2-2- In-the lab

1. Wear eye protection (goggles or glasses with side shields).
2. Wear gloves to protect hands from chemicals.
3. Wear face mask to cover nose and mouth (**NOT MANDATORY**).
4. Note the location of safety equipment, fire alarms, and exits.
5. Be conscious of what others are doing around you.
6. Clean up chemical spills immediately, especially in and around balances.
7. Check with the instructor for disposal information on all chemicals and solutions. Unless stated otherwise collect all waste in labeled waste containers. Keep aqueous and non-aqueous waste separate.
8. Check with the instructor for the proper procedure for washing spectrophotometer cuvettes and cells. Never wipe cell windows with paper towels.
9. Work with concentrated acids or bases in the hoods only.
10. Make up solutions in the wet lab, not in the instrument lab.
11. Weigh out chemicals by difference or into small beakers. Don't use paper for weighing.
12. Never place a pipet directly into a solvent or solution bottle. Pour just what you need into a small beaker and pipet from the beaker.
13. Never return reagents to the bottle.
14. Record everything in your lab notebooks.
15. If you work in pairs, both members of the pair must be present throughout the course of the experiment.
16. **Under no circumstance you are not allowed to leave the class after the class starts unless you inform the instructor.**

3- Attendance policy

- The laboratory is an integral part of all chemistry courses, as it is here that you receive hands on training. You are expected to be **punctual and ready to perform** the scheduled experiment during your designated lab time. Being ready means that you have read the experiment before coming to class, watched any videos instructed by professor, you have your lab manual, laboratory notebook, ink-pens, and safety goggles, and that you are dressed properly (no shorts, open-toe shoes, sleeveless shirts or shirts that expose the shoulders or shirts with V-cuts are allowed in the class) to do the experiment. There will be **NO** laboratory make-up.
- Attendance will be taken at the beginning of each lab. **You will get "F" for the semester course if you miss two unexcused face to face labs or are late to lab three times.** It is the responsibility of each student to promptly notify the instructor if there is an absence for the laboratory sessions due to a medical emergency with a proof from the health center or a registered doctor letter (in English). All unexcused missing assignments and examinations will be given a grade of ZERO.

4- Class Courtesy

1. Under no circumstance you are not allowed to leave the class after the class starts unless you inform the instructor and get permission to leave.
2. All cell phones and computers are to be put away unless otherwise instructed in lab. These devices create unwanted distractions in the laboratory where we need to be attentive and aware of our surroundings. Students who have cell phones have to make them silent and put away other electronics. Failing to do so will result in points deduction from the day's lab.
3. Use of phone for texting or speaking in the class is not allowed and the person who does this will be failed from this course.
4. The beginning of the laboratory session will be used to discuss various aspects of the experiment and to answer questions you may have about the experiment. Therefore, attendance at beginning of the session is *crucial* in order to perform the laboratory to collect data, and students will not be allowed to attend lab if they arrive late. Make sure to be in the lab **5 minutes** before the class starts.

Student Learning Outcomes

Upon successful completion of this course, students will:

- Understand safety procedures in handling and transferring chemicals.
- Master basic laboratory techniques including filtration, solution preparation, and titrations.
- Perform experiments to determine mass percent, conduct redox reactions, calculate enthalpy of reactions, and engage in gas stoichiometry.
- Apply spectrochemical analysis methods in a laboratory setting.

These outcomes are designed to ensure that students acquire practical skills in chemical experimentation and the ability to analyze and interpret experimental data effectively.

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	Laboratory Experiments for Chemistry: The Central Science, 14th Edition, Prentice Hall	John H Nelson, Kenneth C Kemp	ISBN: 9780134566207

Other Course Materials

1. Text Book : Laboratory Experiments for Chemistry: The Central Science, John H Nelson, Kenneth C Kemp, 14th Edition, Prentice Hall, (ISBN: 9780134566207)

2. Scientific Calculator

3. Lab Safety Goggles

4. Proper Lab Attire

5. Computer

6. Internet Access

7. Binder of Typed Reports (Notebook)

8. Pen (Black or Dark Blue ink)

To go to the bookstore in case you need anything, click here (https://www.bkstr.com/texasaminternationalstore/home).

Grading Criteria

Assignments should be turned in on time. Late assignments will NOT be accepted unless due to an EXCUSED absence per University Policy. 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

For lab reports, all students must do their own calculations, though students may and should compare their final numbers to catch mistakes prior to turning in the laboratory report.

Each category will be weighted as stated below.

Assignment	Percentage
Laboratory reports	40 %
Pre-lab Quizzes	20 %
Post-Lab Questions	20%
Dry Labs	15 %
Typed Report Binder (Notebook)	5 %
Total	100 %

Letter Grade Assignment:

GRADE	PERCENTAGE
A	90-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

If you feel that an error was made in the grading of reports or quizzes, you may request a re-grade by notifying the instructor within **one week** of receiving it.

Important Notes for Assignments

1- Attendance

Attendance is required for all lab sections. Students are expected to be ON TIME to each lab meeting. Attendance will be taken at the beginning of each lab meeting. If a student is not present at the time of attendance, the student will be counted as late. Students that are more than 10 minutes late will be dismissed from lab and will earn a ZERO for that day's work. Students that are late three times will FAIL this lab course. Students that are absent for two lab meetings (unexcused) will FAIL this lab course.

It is the responsibility of students to inform their instructor of their arrival to lab if they are late. If a student does not inform their instructor of their arrival, the student will be counted as absent.

2- Deadlines

Assignments should be turned in on time. Since it's an online submission, **Late Assignments** will result in a **ZERO** for that assignment. Please be careful about the due dates.

For lab reports, **all students must do their own calculations,** though students may and should compare their final numbers to catch mistakes prior to turning in the laboratory report.

3- Laboratory Pre-labs

The pre-lab questions will need to be completed before attending each specified laboratory experiment and/or Dry Lab. To ensure pre-lab questions have been answered there will be pre-lab quizzes over the material before each lab in blackboard.

4- Dry labs

Dry Labs will consist of problem sets provided by the instructor in blackboard. These days will also provide students with time to ask the professor (through their designated means of contact) or peers about formatting, write-up, result interpretation, etc. for typed lab reports.

5- Laboratory Reports

For most experiments, the laboratory textbook provides a skeleton worksheet that has to be filled with the data, calculations, and post-laboratory questions. Unless otherwise indicated, the reports are to be turned in **online** within one week of completing the scheduled lab. See blackboard for up-to-date due dates. Points will be deducted from your lab reports if lab safety rules are not followed or for unauthorized used of technology, such as cell phones, during the lab. Each Lab Report is worth 100 points. Points for each section of the lab report is shown below.

Lab reports are completed after the experiment has been conducted. Lab reports are comprised of the following:

- **Your name and Lab partner name (2 points)**
- **Date Experiment was conducted (2 point)**
- **Title of the experiment (2 points)**
- **Objective (4 points) -** The purpose of the lab, what should be accomplished completing this expt. The purpose of the objective statement is to simply state the goal of the experiment. This statement should be one or two sentences. The objective aims to answer: "Why was this study performed?"
- **Background (10 points)**- This is a short paragraph that will seek to introduce the reader to the topic under consideration. Provide any background information that is important to the experiment. Your goal in this section is to answer: "What knowledge already exists about this subject?", "What are the specific hypotheses and the experimental design for investigation?"
- **Chemicals and Hazards (5 points) -** Students are expected to list the chemicals used during the experiment and associated hazards. Students should familiarize themselves with these hazards *BEFORE* beginning any experiment.
- **Procedure (10 points)**- Type up the procedure in bullet point or number format. Note any cautions or changes that were made to the experiment in the lab. You are meant to list step by step instructions on how you did the experiment. Note any hazard you should be aware of.
- **Raw Data (Lab Worksheet) (35 points)**- Pictures of the lab manual worksheets (COMPLETED) should be uploaded for this section as part of the report. Any graphs and/or tables associated with the experiment should also be included. Graphs are to be designed in Excel and properly labeled. Screenshots of these graphs will suffice. Completion, quality of data and accuracy will be graded. ALL tables and graphs should be properly labeled so that the reader knows what you are showing in that graph/table from first look.
- **Calculations (10 points)** - Lab worksheets will include math problems and necessary calculations to complete the experiment/worksheet. YOU ARE EXPECTED TO PROVIDE FULL WORK for each problem in this section. You will use a scratch sheet of paper, number of the problem you worked on and the associated calculations for ALL parts of the experiment. Even if the worksheet does not specify to show calculations, you are required to show ALL of your work. This section will be graded based on completion and accuracy.
- **Discussion (10 points) -** The discussion is the section where you explain and interpret your results. Do not simply repeat your data or describe what you did in the experiment. Instead, explain what your results mean and why you think you obtained those results. Connect your findings to the scientific concepts you learned and to what you expected to happen. If your results were different from what you expected, explain possible reasons why. You should also discuss any experimental errors or limitations that may have affected your results.
  When writing your Discussion, ask yourself: **What do my results show? Why did I get these results? Did my results match what I expected, and why or why not? What scientific concept explains my results? Were there any errors or limitations that could have affected my results? How might those errors have changed my results? Think of the Discussion as: "What happened, and why did it happen?"**
- **Conclusions (10 points) -** The Conclusion is a brief summary of the most important findings from your experiment. It should directly address the objective of the experiment and explain what you learned from your results. The Conclusion should not introduce new data or provide a detailed explanation of every result. Instead, bring the experiment to a clear ending by stating the main finding and what the experiment demonstrated.When writing your Conclusion, ask yourself: **What was the main finding of my experiment? Did I accomplish the objective of the experiment? What did this experiment demonstrate or teach me? What is the most important thing I should take away from this experiment?** Think of the Conclusion as: "What did I learn from this experiment?" The easiest way to remember the difference is: The Discussion explains and interprets your results, while the Conclusion summarizes what you found and what you learned.

6- Laboratory Post-labs (Submit online)

Students will complete an **online post-laboratory assignment each week** consisting of questions related to the laboratory experiment performed that week. These assignments are designed to reinforce the concepts, techniques, and laboratory practices introduced during the hands-on experiment.

7- Typed Reports Notebook

The objective of the Typed Reports Notebook is to assist the student in developing the written communication skills needed to develop scientific recognition and recording in a laboratory environment. You are responsible for keeping a detailed and complete Typed Reports Lab Notebook of the work you do in lab. You are also responsible for bringing your notebook containing the typed lab reports to each lab period. For final submission, the typed lab reports will need to be merged into a single pdf and should contain a Title Page and a Table of Contents.

A more detailed description and an *example* of the laboratory notebook can be found in your Lab Manual **Appendix A**. (**Template Format for typed report is available in blackboard**)

8- Technology:

All cell phones and computers are to be put away unless otherwise instructed in lab. These devices create unwanted distractions in the laboratory where we need to be attentive and aware of our surroundings. Students who have cell phones or other electronics out will have points deducted from the day's lab and may be asked to leave the lab.

9- Safety:

Students are expected follow all safety protocols as detailed in the safey contract. Students must sign and submit their safety contracts to participate in lab activities. Violations of our safety protocols may result in point deductions from lab reports or dismissal from the lab, earning you a zero for work associated with that day. Repeated violations will result in the student failing this lab course.

Laboratory Schedule

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	8/25	Safety, Experiment 1: Safety, Basic Laboratory Techniques	Safety precautions Lab Manual Experiment 1: Pages 1-12	
Tue	9/1	Experiment 3: Separation of the components of a mixture	Gen Chem 1: Chapter 1 Lab Manual Experiment 3: Pages 33-40	
Tue	9/8	Labor Day Holiday - No Labs		
Tue	9/15	Experiment 5: Chemical Formulas	Gen Chem 1: Chapter 2,3 Lab Manual Experiment 5: Pages 55-64	
Tue	9/22	Dry Lab 1: Dry Lab and Problem Solving		
Tue	9/29	Experiment 11: Molecular Geometries of Covalent Compounds	Gen Chem 1: Chapter 4,5 Lab Manual Experiment 11: Pages 129-142	
Tue	10/6	Experiment 6: Chemical reactions of copper and percent yield	Gen Chem 1: Chapter 6,7 Lab Manual Experiment 6: Pages 69-74	
Tue	10/13	Experiment 21: Reactions of Aqueous Solutions	Gen Chem 1: Chapter 7 Lab Manual Experiment 21: Pages 271-278	
Tue	10/20	Dry Lab 2: Dry Lab and Problem Solving		
Tue	10/27	Experiment 20: Titrations of Acids and Bases	Gen Chem 1: Chapter 7 Lab Manual Experiment 20: Pages 257-266	
Tue	11/3	Experiment 14: Determination of R: The Gas Law	Gen Chem 1: Chapter 8 Lab Manual Experiment 14: Pages 175-182	
Tue	11/10	Experiment 28: Heat of Neutralization	Gen Chem 1: Chapter 9 Lab Manual Experiment 28: Pages 381-388	
Tue	11/17	Dry Lab 3: Dry Lab and Problem Solving		
Tue	11/24	Thanksgiving Holiday - No Labs		
Tue	12/1	Final Exams - No Labs		

Core Curriculum Learning Outcomes

Chemistry is an experimental science, and the laboratory is a vital part of this course. General Chemistry laboratory is a course designed to introduce and expand the basic principles of chemical sciences. Elementary key concepts acquired in general chemistry laboratory include basic laboratory safety techniques and laboratory techniques and synthesis. The focus of this course will be developing the understanding of the basic principles of chemical sciences and providing a foundation for further study in general and analytical chemical science laboratory techniques.

To achieve these goals, the course is designed around the following core curriculum learning outcomes:

- **Develop a foundational understanding of chemical sciences**: Students will gain a comprehensive understanding of the basic principles of chemical sciences through hands-on experiments and practical application, reinforcing concepts learned in lectures.
- **Master essential laboratory techniques**: Students will learn and apply basic laboratory safety techniques, including the proper handling, measurement, and transfer of chemicals. They will also develop proficiency in essential laboratory techniques such as filtration, solution preparation, and synthesis.
- **Enhance critical thinking and problem-solving skills**: Through experimental design and data analysis, students will cultivate critical thinking and problem-solving abilities, enabling them to interpret results and draw meaningful conclusions from laboratory experiments.
- **Prepare for advanced studies in chemical sciences**: By engaging in laboratory experiments that demonstrate the fundamental concepts of chemistry, students will build a strong foundation for further study in both general and analytical chemical science laboratory techniques.

- **Foster scientific communication**: Students will develop the ability to communicate scientific findings effectively through the preparation of detailed laboratory reports, emphasizing clarity, accuracy, and proper scientific documentation.

This outcome reflects the importance of the laboratory component in understanding the experimental nature of chemistry and its application to more advanced studies in the field.

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

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 Student Handbook (https://www.tamiu.edu/handbook/index.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 SafeZone (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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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 (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.