CHEM 1370 - Survey of Chemistry

Fall 2026 Syllabus, Section 101, CRN 17886

Instructor Information

Dr. Pandora White
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Office: PLG 204 B
Office Hours:

My student drop-in hours are Tuesdays and Thursdays, 11:30 am – 1 pm in my office. If you cannot make it to my regularly scheduled drop-in hours, email me to set up a time that works for both of us.

Come chat about anything on your mind, or show up even when you don't have anything in particular to discuss…get to know me better… I'm looking forward to getting to know you…I can help you think through how chemistry can be used to address real-world problems that you care about.
Office Phone: 956-326-2608

Times and Location

MWF 12pm-12:55pm in Bullock Hall 101

Course Description

An introduction to Chemistry and its relationship to society and the environment. Molecules that control daily life are explored via a conceptual approach. Not for students majoring or minoring in chemistry or biology. Fulfills the laboratory science core curriculum requirement. Must be taken concurrently with CHEM 1170.
Biology&Chemistry Department, College of Arts & Sciences

Additional Course Information

Class Structure: The Flipped Classroom

This class does **NOT** follow a traditional lecture format. Instead, short pre-lecture videos and readings will be provided prior to class. Your assignment is to read the assigned textbook sections and watch their corresponding videos on TopHat **before** walking into the lecture hall.

We will spend in-class time actively working through problems, case studies, and conceptual drills, either individually or in groups. This course structure—where you watch lecture videos online outside of class and do "homework" problems together during class—is called **flipped learning**.

Why Flip This Class

1. **Higher Success & Better Grades:** Flipped learning consistently produces higher course grades and better long-term retention than passive traditional lecturing.

2. **Support When You Need It Most:** Doing problem sets in class with your instructor present means expert help is right there the moment you get stuck on a setup.

3. **Stronger Student-Instructor Connections:** Active, collaborative class time allows your professor to get to know you personally, leading to far stronger and more detailed letters of recommendation for graduate, nursing, or professional programs down the road.

4. **Pause, Rewind, and Review:** You can re-watch pre-class videos as many times as you need to prepare for unit exams or future professional school entrance exams.

5. **Student Preferred:** Once students adjust to the active rhythm, the vast majority strongly prefer it over sitting through passive 50-minute lectures.

How to Succeed in a Flipped Classroom

To take full advantage of this learning model, you must:

- **Watch the videos BEFORE class.**
- **Eliminate distractions:** Do *not* multitask (browsing social media, listening to music, doing household chores) while watching pre-lecture videos.
- **Attend every class period.** (Do not skip unless facing an unavoidable, documented emergency.)
- **Take active notes and write down specific questions** while watching videos and attending lectures.
- Ask for clarification during the lecture about anything confusing from the videos or during the lectures. I can't help you if I don't know you need help.

Policy on Artificial Intelligence & Academic Integrity

The primary goal of this course is to build your critical reasoning, chemical intuition, and quantitative problem-solving skills. While artificial intelligence (AI) tools like ChatGPT, Claude, and online problem solvers are widely accessible, using them as a shortcut for your own active learning will severely hurt your performance in this course.

Data-Backed Warning: Course tracking consistently shows that students who rely on AI to generate answers for online homework, pre-class videos, or in-class TopHat problems **typically perform horribly on in-person unit exams and the cumulative final exam.** AI does not replace genuine chemical learning. While it can serve as a supportive study aid when used correctly, over-reliance on AI is one of the fastest paths to failing this course.

Prohibited AI Uses (Academic Dishonesty)

The use of Generative AI or automated problem-solving tools is **strictly prohibited** in the following contexts:

1. **Exams & In-Class Assessments:** Using AI tools during unit exams, quizzes, live lecture checks, or TopHat Pop Audits is a direct violation of university academic integrity policies.

2. **Direct Copying & Answer Generation:** Copying and pasting homework problems, pre-class video questions, or case study prompts into AI tools to generate answers without working through the material yourself is prohibited. Submitting AI-generated text or explanations as your own work will result in a zero for the assignment.

Permissible AI Uses (Ethical Study Assistance)

You may use AI tools as a **supplemental tutor or study aid** outside of class, provided you use them ethically to support your learning rather than replace it. Permissible uses include:

1. **Concept Clarification:** Asking AI to explain an abstract concept in a different way (e.g., *"Explain the difference between molarity and molality using an analogy"*).

2. **Practice Problem Generation:** Asking AI to generate extra practice problems or dimensional analysis drills for study purposes.

Real-World Caution & Accountability

Be aware that AI tools frequently make mathematical errors, misapply gas laws, hallucinate false chemical facts, and misinterpret particle-level diagrams. You are **100% accountable** for the accuracy of any work you submit. Work submitted in this course must reflect **your own active reasoning and individual understanding**.

TENTATIVE COURSE SCHEDULE & MODIFICATIONS

The course schedule, topics, and assignment due dates outlined in this syllabus are tentative and subject to change.

While every effort will be made to adhere to the original schedule, modifications may become necessary due to university closures, inclement weather, or instructional pacing.

Notification of Changes: Any adjustments to the course schedule, reading assignments, or due dates will be announced in class and posted promptly as an official announcement on Blackboard/LMS.

Student Responsibility: Students are responsible for regularly checking their university email and LMS course page to stay informed of any schedule updates. Continued enrollment in the course indicates acceptance of this policy.

Student Learning Outcomes

Upon the conclusion of the course, the students will be able to:

- Apply the elementary concepts of chemistry and discuss how science and technology influence our daily lives.
- Use critical thinking and the scientific method to examine chemical phenomena.
- State the concept of atoms, molecules, ions, solutions, and chemical reactions.
- Explain atomic structure, bonding, and intermolecular forces.
- Solve quantitative problems involving unit conversions, chemical formulas, and equations.
- Recognize the periodic properties and trends.
- Deduce the chemistry of acids and bases and their application in life.
- Name, identify, and classify various small carbon compounds.
- Explain biochemicals, their various properties, and their usefulness in daily life.

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
Optional	The Basics of General, Organic, and Biological Chemistry	David W. Ball, John W. Hill, and Rhonda J. Scott	

Other Course Materials

Required Digital Platforms & Tools

- **TopHat Classroom Engagement Tool:** Powers pre-class videos, live in-class polling, and pop audits.
  - *Access & Purchasing:* You **must** access TopHat using the dedicated link on our Blackboard course page to ensure account synchronization. Starting this fall, students purchase a single TopHat semester subscription for **$19.99**, which grants access to *all* TopHat-enabled courses for the term.
  - *Tech Support:* Email support@tophat.com.
- **Achieve Essentials (Homework Manager):** Used for regular online problem sets.
  - *Access:* Must register through the direct **Blackboard link**. If you opted out of the *BooksIncluded* program, you will need to purchase standalone access to Achieve.
- **Blackboard Course Website:** High-level announcements, syllabus, skeletal notes, and gradebook tracking.
  - *Access:* https://tamiu.blackboard.com (https://tamiu.blackboard.com/) | *Tech Support:* Email elearning@tamiu.edu.

Required Hardware & Technology

- **Scientific Calculator:** Must be capable of performing scientific notation, logarithms, and exponent calculations. *(Graphing calculators are permitted on exams, but phone calculators are strictly prohibited.)*
- **Reliable Computer & High-Speed Internet Access:** Required for out-of-class video streaming and Achieve homework assignments.

Grading Criteria

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

GRADE	POINTS
A	900-1000
B	800-899
C	700-799
D	600-699
F	Below 600

Grading Categories

As your instructor, my goal is to help and encourage you to learn. All students learn differently; thus, I try to use a broad range of methods and assignments. This means there will be many opportunities for you to apply the concepts we will be investigating this semester. Correspondingly, there are many different ways to earn points and demonstrate your understanding of the material in this course. Grades on all assignments will be given in points. Points in all categories will be approximately equivalent.

Unit Exams (300 Points / 30%):

Four 50-minute unit exams will be administered in person during Friday lecture periods. Exams follow a **50% Conceptual / 50% Quantitative Math** structure designed to assess both theoretical reasoning and problem-solving framework To accommodate unforeseen conflicts, **your 1 lowest unit exam score among Exams 1–4 is automatically dropped** at the end of the semester.

Cumulative Final Exam (200 Points / 20%):

The mandatory, comprehensive final exam covers material from the entire term. The final exam **cannot be dropped** and is required to pass the course.

Achieve Online Homework Assignments (150 Points / 15%):

Regular online homework sets are assigned to reinforce lecture concepts and mathematical problem-solving skills. Homework assignments focus on dimensional analysis, reaction stoichiometry, and real-world clinical/scientific applications. **Your 1 lowest homework assignment score will be automatically dropped** at the end of the term to account for minor technical or personal delays.

Quizzes (200 Points / 20%):

Periodic short quizzes will be given online or in class to gauge topic mastery between major exam blocks. Quizzes provide rapid feedback on chemical nomenclature, equation balancing, and quantitative setups. **Your 1 lowest quiz score will be automatically dropped** at the end of the semester.

TopHat Daily Participation, Pre-Class Videos & Pop Audits (150 Points / 15%):

TopHat powers all active learning in this course—both before class and during lecture. Your TopHat grade is built from three interconnected learning activities designed to reward consistency, preparation, and active engagement:

- **Pre-Class Video Questions:** Before each lecture block, you will watch short pre-lecture videos on TopHat and complete quick embedded check-for-understanding questions. These prepare you for the day's material and ensure you come to class ready to apply concepts.
- **Interactive Lecture Polling & Skeletal Notes:** Skeletal Notes for each upcoming lecture are posted on Blackboard **48 hours in advance**. You are expected to bring a printed copy or a tablet-annotatable PDF to every lecture session. During lecture, we will work through active-learning problems that correspond directly to your Skeletal Notes—a structured, fill-in-the-blank and diagram-based framework designed to organize your problem-solving setups. You will submit your answers to these live conceptual questions and particle-level diagrams using TopHat.
- **Random Pop Audits & Exit Tickets:** Periodic unannounced checks conducted during class to verify presence and real-time active learning. To ensure genuine engagement during paper problem sets, laptops must remain at **half-mast**, and random Pop Audit Exit Tickets will require snapping and uploading a photo of your filled-in Skeletal Notes directly to TopHat.

TopHat Grading Strategy & Pedagogy

Live in-class TopHat questions and pop audits are scored **100% on COMPLETENESS and GENUINE ATTEMPT**, not whether your final number is correct.

- **Why We Do This:** Learning chemistry requires making mistakes and finding where your unit setup breaks down. We want you focused on applying problem-solving frameworks on your Skeletal Notes—not stressing over a wrong calculator entry during a 60-second timer.
- **The AI Rule:** Using AI tools during lecture to generate quick answers is a waste of your time. Since points are awarded for simply submitting your genuine work, using AI earns you zero extra points in class while leaving you unprepared for closed-note exams.

Drop Allowance (Built-In Safety Net)

Technical hiccups, brief illness, or emergency absences happen. To account for this, your **lowest 3 TopHat daily scores** (including missed pre-class questions, live questions, or pop audits) will be automatically dropped at the end of the semester. No make-up TopHat questions are given, and individual IT or routine absence excuses do not need to be emailed to the instructor—the 3 drops serve as your built-in safety net.

Technical Issues Policy:

Campus Wi-Fi is accessible across the lecture hall. If you experience a technical failure during a live TopHat/Blackboard problem or quiz, you must raise your hand within **60 seconds** to receive an official Emergency Paper Slip. Emergency Paper Slips must be submitted to the instructor in person before the end of the class period. Technical issues reported after leaving the lecture hall will not be eligible for makeup credit.

If you experience daily connection issues. to ensure you can still participate without digital stress. Moving forward, you will be exempt from TopHat participation for the remainder of the term. Instead, **you are required to complete all in-class work manually on paper** and submit your complete Skeletal Notes at the end of every single class period for manual grading.

Think-Pair-Share Bonus Opportunity (+10 Points / +1% Extra Credit):

Throughout the semester, we will run live Think-Pair-Share active-learning checks during lectures. You can earn up to 10 BONUS POINTS (added directly to your total out of 1000 points) for |consistent active participation in these peer exercises. These points act as a direct cushion for borderline final grades (e.g., 89% to 90%). Because built-in bonus points and dropped assignments are provided across the term, individual end-of-semester grade rounding requests will not be considered.

COURSE BLUEPRINT: WHY WE DO WHAT WE DO

Chemistry is not a math class—it is a study of molecular behavior that uses math as a tool. Exams are split 50% Conceptual Logic (no calculator) and 50% Math Calculations. The components below are intentionally designed to build both skill sets step by step.

1. Pre-Class TopHat Questions (Preparation)

- **The Purpose:** To introduce core vocabulary and basic definitions *before* you walk into the lecture hall.
- **Why it matters:** The lecture is designed for active problem-solving, not first-time reading. Doing these questions ensures you aren't hearing terms for the first time during class.
- **Your Action:** Complete these on TopHat by midnight before the lecture.

2. Skeletal Notes & In-Class Problems (Active Practice)

- **The Purpose:** To master the logic and deconstruct wordy problems in real time.
- **Why it matters:** Watching an instructor solve 10 problems passively creates a false sense of mastery. Filling in your own Skeletal Notes forces you to actively construct the chemical reasoning yourself.
- **Your Action:** Print or download the PDF **48 hours in advance**. Bring it to every lecture, fill in the live numerical variables during class, and record your step-by-step setups.

3. In-Class TopHat Questions (Real-Time Diagnostic)

- **The Purpose:** To give you immediate, low-stakes feedback on whether you actually understand the concept before walking out the door.
- **Why it matters :** In-class checks prevent you from waiting until exam week to discover you have a gap in understanding.
- **Your Action:** Participate actively during problem loops. Keep your Skeletal Notes open and updated—unannounced **Pop Audit Exit Tickets** will periodically check your physical note-taking for bonus engagement credit.

4. Online Homework Manager (Translation & Application)

- **The Purpose:** To practice reading dense, multi-sentence problem phrasings and applying class frameworks to new scenarios.
- **Why it matters:** Homework platforms use formal, textbook-style wording. Homework is your training ground to practice translating wordy paragraphs back into your clean setups.
- **Your Action:** Use the *"Platform Language Translators"* on your Skeletal Notes to decode wordy questions. Focus on identifying the given units before reaching your calculator.

5. Modular Study Guides & Practice Tests (Exam Prep)

- **The Purpose:** The **Modular Study Guide** links key terms directly to exam logic as we cover them. The **Practice Test** acts as a timed, self-diagnostic simulation 1 week before the exam.
- **Why it matters:** Studying definitions alone won't pass a 50% conceptual/50% math-based exam. The study guide shows you how definitions are tested conceptually, while the practice test checks your setup speed.
- **Your Action:** Review study guide modules weekly as topics unlock. Take the Practice Test cold (closed notes, timed) 1 week before exam day. Use the posted final numerical keys to verify your math.

COURSE DROP & MAKE-UP POLICY

To accommodate unexpected life events, minor illnesses, technical glitches, or routine conflicts, the following lowest scores are **automatically dropped** at the end of the semester.

- **TopHat Daily Participation:** Your **3 lowest** daily TopHat scores will be dropped.
- **Quizzes:** Your **1 lowest** quiz score will be dropped.
- **Online Homework:** Your **1 lowest** homework assignment score will be dropped.
- **Unit Exams:** Your **1 lowest** score among Exams 1–4 will be dropped.

(Note: The Cumulative Final Exam cannot be dropped and is required to pass the course.)

1. Routine & Unexcused Absences (No Make-Ups or Extensions)

Because built-in drops are provided across **every** assignment category, **no make-up exams, quizzes, daily participation points, or homework extensions will be granted for routine life conflicts.**

Circumstances covered entirely by your built-in drops include, but are not limited to:

- Wi-Fi outages, device glitches, or platform issues.
- Traffic, car trouble, rideshare delays, or personal travel.
- Employment shifts, work demands, or routine personal appointments.
- Illnesses without an official, written medical excuse from a licensed healthcare provider.

If you miss an assignment, quiz, or exam due to any of the reasons above, **that missed item will automatically serve as your dropped score.** Please do not email requesting extensions or make-ups for these conflicts.

2. Official University-Excused Absences

If an absence or missed assessment is due to an official, university-sanctioned reason, you are eligible for an administrative accommodation rather than consuming your built-in drop. In accordance with university policy, valid excused reasons include:

- **University-Sponsored Activities:** Official participation at the request of University authorities.
- **Severe Personal Illness/Injury:** Conditions requiring medical care (must include a written doctor's note).
- **Family Medical Emergency/Bereavement:** Death or major illness of the student or immediate/dependent family member.
- **Pregnancy & Parenting:** Medically necessary Leave of Absence (LOA) certified by a physician.
- **Legal/Military Obligations:** Mandatory court appearances, administrative proceedings, or military duties.
- **Graduate/Professional School Interviews:** Mandatory admission interviews that cannot be rescheduled.
- **Religious Observances:** Official holy days or days of obligation.

3. Documentation Protocol & Make-Up Timeline for Excused Absences

To request an accommodation for an official university-excused absence, you must adhere strictly to the following process:

1. **Strict 48-Hour Documentation Deadline:** All requests and accompanying official third-party documentation (e.g., medical discharge summary/ doctor's note, athletic letter, military orders) must be submitted via email within **48 hours** of the missed class, quiz, or exam. Documentation submitted after 48 hours will not be accepted, and the missed item will default to your built-in drop score.

2. **7-Day Make-Up Window:** Once documentation is verified, you have **up to 7 calendar days** from the date of the missed assessment to complete and submit all make-up work or reschedule an exam.

3. **Emergency Exception (Extended Hospitalization / Severe Incapacitation):** If a student is physically unable to submit documentation within 48 hours due to active hospitalization, ICU admission, or severe medical incapacitation, the 48-hour documentation deadline is paused. The student (or a designated family/university representative) must provide official hospital discharge records within 48 hours of discharge, and the 7-day make-up window will officially begin on the documented date of return to school.

4. **Processing Rule:** Emails requesting make-up work or accommodations **without** official third-party documentation attached will not be processed.

Grading Summary

ASSIGNMENT	VALUE
Exams (3 @ 100 pts eaach)	300 pts
Final Exam	200 points
Quizzes (8 @ 25 pts each)	200 points
TopHat	150 points
Achieve	150 points
Total	1000 points
Bonus Opportunity (Think-Pair-Share)	+ 10 pts

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Syllabus/Orientation Chapter 1		
Wed	8/26	Chapter 1		
Fri	8/28	Chapter 1		
Mon	8/31	Chapter 1		Quiz 1
Wed	9/2	Chapter 1		
Fri	9/4	Chapter 1 Chapter 2		
Mon	9/7	No Class		
Wed	9/9	Chapter 2		Quiz 2
Fri	9/11	Chapter 11		
Mon	9/14	Chapter 2		Quiz 3
Wed	9/16	Chapter 3 & 4		
Fri	9/18			Exam 1
Mon	9/21	Chapter 3 & 4		
Wed	9/23	Chapter 5		
Fri	9/25	Chapter 5		
Mon	9/28	Chapter 6		Quiz 4
Wed	9/30	Chapter 6		
Fri	10/2	Chapter 6		
Mon	10/5	Chapter 4		Quiz 5
Wed	10/7	Chapter 8		
Fri	10/9			Exam 2
Mon	10/12	Chapter 8		

Wed	10/14	Chapter 8	
Fri	10/16	Chapter 9	
Mon	10/19	Chapter 9	Quiz 6
Wed	10/21	Chapter 9	
Fri	10/23	Chapter 10	
Mon	10/26	Chapter 10	Quiz 7
Wed	10/28	Chapter 10	
Fri	10/30		Exam 3
Mon	11/2	Chapter 12	
Wed	11/4	Chapter 13	
Fri	11/6	Chapter 14 & 15	
Mon	11/9	Chapter 15	Quiz 8
Wed	11/11	Chapter 7	
Fri	11/13	Chapter 16 Chapter 17	
Mon	11/16	Chapter 18	Quiz 9
Wed	11/18	Chapter 19	
Fri	11/20	Exam 4	
Mon	11/23	Exam 4 Review	
Wed	11/25	No Class	
Fri	11/27	No Class	
Mon	11/30	Final Exam Review	
Wed	12/2	No Class	
Fri	12/4	No Class	
Mon	12/7	Final Exam	
Wed	12/9	No Class	

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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.