# COMM 1311 - Fundamentals of Comm: Fundamentals of Comm-WIN

**Fall 2026 Syllabus, Section 102, CRN 18360**

## Instructor Information

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Office: KL 431
Office Hours:
Mondays 8AM-9AM
Office Phone: 9563263036

## Times and Location

TR 10:05am-11:25am in Bullock Hall 217

## Course Description

The course acquaints students with theories of communication and applications thereof in various social, professional, and educational settings. Students study the core contexts within the discipline including but not limited to: intrapersonal, interpersonal, small group, organizational, public speaking, mass media, and digital media.
Psychology & Communication Department, College of Arts & Sciences

## WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

## Additional Course Information

**All correspondence must be via Blackboard mail tool. I will respond within 24 hours.**
**Course Policies:**

**Participation:** Complete readings as indicated on the calendar. In class we may not cover everything you read, but you are responsible for knowing the material in class, on exams, etc. If there is any moment you do not understand, please visit my office or send an email with your question or concern. I am here to help you. Don't forget that as the semester progresses.

**Attendance:** Attendance is a crucial aspect of this course. My priority is for you to learn the communication discipline and that means you should attend class. I will lecture and we will discuss communication concepts, theories, and practical tools; this mean we will work through the coursework together, but you must stay engaged and attend.

Excessive absences will be handled within the university's standards and my individual discretion. Please read University policies below. Non-excused absences are not allowed. Therefore, there will be no makeup opportunities for non-university excused absences. TAMIU policy indicates that students are expected to be in class unless students are involved in a university excused activity, can provide a doctor's excuse for an illness, or experiences an unavoidable emergency. In the case of planned absences, assignments may be turned in before their due date.

More than three unexcused absences will result in failing this course. I will be taking attendance during every class session. Please arrive on time, and we'll have no issues. I'll be tracking all attendance; please sign-in and stay for the entire class time. If you miss a class, it is your responsibility to find out what was missed.

**Class preparation:** You are responsible for keeping up with the reading in this course and being prepared to discuss. I may call on you to open up discussion or to add to the conversation so be prepared. All of the readings and any material I assign is fair game as exam questions, even if we do not discuss them in class. Please keep in mind what we discuss each reading, so read them before class time.

**Late Work:** All coursework is due on the day announced.

**Things to consider…**

I do not discuss student grades or averages in the virtual classroom. This includes the time before, during, or after class. If you'd like to discuss your grades with me, please visit during office hours (virtual and we can discuss in private chat) or send an email to set up an appointment. If you'd like to go through your exam, please make sure you visit me during office hours.

Please make sure all assignments are saved on Cloud, Dropbox, Google docs, One Drive, USB, or any other saving format or device. Please be aware that I do not accept ANY late work, so all assignments must be done on time, regardless of computer problems. If you have any trouble submitting an assignment, e-mail your assignments through the mail tool via Blackboard. Please be proactive in matters such as these.

Important!

All assignments and papers should be in full APA format. In case you need format assistance, here is a link to the Purdue citation website:

http://owl.english.purdue.edu/owl/resource/560/01/. Please make sure you edit all assignments. Please make sure you edit your papers. All papers should have in text citations and a references page. Grammar, mechanical, spelling errors should be corrected prior to submitting each assignment. Extra points may be deducted if there is an excessive amount of errors.

**Gen AI and the AIA Scale**

In this course, all graded assignments and related process work including brainstorming materials, drafts, examinations, presentations, and final products must be completed by students without the use of generative artificial intelligence (Gen AI) tools unless the instructor explicitly authorizes such use for a particular assignment.

The only assignment in this course for which limited Gen AI use is authorized is the Communication in Action Case Proposal, which is designated Level 2: AI Planning. All other graded assignments and assessments are designated Level 1: No AI Use Permitted.

Unauthorized use of Gen AI that is inconsistent with the expectations communicated for this course or a specific assignment constitutes a violation of the TAMIU Honor Code and applicable academic integrity policies. Consequences will depend on the nature and severity of the violation and will be determined at the instructor's discretion in accordance with University policies. Possible consequences include a reduction in points, a failing grade on the assignment, a failing grade in the course, or other applicable academic sanctions. Suspected violations will also be reported to the Honor Council and addressed in accordance with the TAMIU Honor Code and Student Handbook.

To communicate these expectations clearly, each graded assignment in this course has been assigned a level from the AI Assessment Scale. The syllabus includes the assigned level for each graded activity and an explanation of all five levels. Students are responsible for following the AIAS level communicated in the syllabus, course schedule, assignment instructions, Blackboard, or another clearly identified course location.

Students who have questions or concerns about permitted AI use should contact the instructor before using a Gen AI tool. Students may use approved University academic-support resources, including the Killam Library, tutoring services, the Writing Center, and other authorized campus resources.

**AI Assessment Scale**

The AI Assessment Scale (Perkins et al., 2026) provides a consistent framework for communicating expectations regarding Gen AI use across course assignments. The instructor has selected the level that best aligns with the student learning outcomes and purpose of each assignment.

Level 1—No AI Use Permitted: Students are expected to complete all work independently without using generative artificial intelligence tools, including ChatGPT, Gemini, Copilot, Grammarly AI, image generators, or similar technologies. All ideas, writing, problem-solving, analysis, and submitted materials must reflect the student's own original work unless otherwise explicitly approved by the instructor.

Level 2—AI Planning: Limited AI use is permitted to support the planning process of an assignment. Acceptable uses may include generating possible topic ideas, creating study guides, refining research questions, or developing project timelines. Students remain responsible for producing and submitting their own original work. AI-generated writing may not be submitted as the student's own writing.

Level 3—AI Collaboration: AI may be used as a collaborative learning partner to assist with drafting, editing, coding support, research exploration, or concept clarification. Students are expected to engage actively with, evaluate, and refine AI outputs rather than submit generated content without review or modification.

Level 4—Full AI: Extensive AI use is permitted and encouraged within instructor-defined guidelines. Students may use AI throughout the workflow, from ideation through final-product creation, while remaining accountable for accuracy, ethical use, and appropriate attribution of AI-supported work.

Level 5—AI Exploration: Students may openly explore artificial intelligence in support of learning, creativity, research, and problem-solving. Students may test, compare, and integrate AI technologies while critically examining their strengths, limitations, ethical implications, and effects on the discipline.

**Case Proposal AI Disclosure Requirement**

Students who use a Gen AI tool while planning the Communication in Action Case Proposal must include an AI Use Disclosure at the end of the proposal. The disclosure must identify:

The name of the Gen AI tool used.

The planning purpose for which the tool was used.

The specific part of the proposal or planning process informed by the AI output.

How the student evaluated, revised, or otherwise used the output.

Students may use the following format:

AI Use Disclosure: I used [name of tool] to [describe the permitted planning activity]. The output informed [identify the topic, question, project direction, or other specific portion of the planning process]. I evaluated and used the output by [briefly explain what was retained, rejected, or revised].

Students who do not use Gen AI for the proposal should include the following statement:

AI Use Disclosure: I did not use generative artificial intelligence in planning or preparing this proposal. Failure to disclose Gen AI use does not convert unauthorized use into authorized use. Any use beyond the planning activities permitted under Level 2 may constitute a violation of the course AI policy and applicable academic integrity requirements.

**Graded Assignments**

- SmartBook Assignments — 10%
  Students will complete ten adaptive SmartBook assignments covering Chapters 1–8, 12, and 15. These assignments are intended to prepare students for class discussions, activities, and examinations. Students earn completion credit by completing each assignment by its posted deadline. AIAS Level 1: No AI Use Permitted.
- Communication in the News (CIN) — 10%
  Students will select a recent news story, public controversy, organizational event, or social issue in which communication plays an important role. Students will submit a 250–350-word synopsis that summarizes the story, applies one or two course concepts, and explains its significance from a communication perspective. Students will also deliver a five-minute class briefing. The written synopsis is worth 5%, and the presentation is worth 5%. AIAS Level 1: No AI Use Permitted.
- Communication in Action (CIA) Project–50% This is a scaffolded project completed in stages throughout the semester. The only assignment within this project that I will allow AI is the case proposal, Level 2: AI Planning. AI. All other assignments within the project are a Level 1: NO AI Permitted.
- Midterm Examination — 10%  AIAS Level 1: No AI Use Permitted.
- Comprehensive Final Examination — 20%  AIAS Level 1: No AI Use Permitted.

# Program Learning Outcomes

*PLO 1:* Graduates will develop critical thinking skills to evaluate theories and approaches to selected media and communication problems.

*PLO 2:* Graduates of the program will be able to explore appropriate data, tools, or techniques to draw informed, evidence-based conclusions within communication fields.

*PLO 3:* Graduates of the program will be able to communicate effectively and with high fluency in oral, written, and mediated professional contexts.

*PLO 4:* Graduates of the program will be able to collaborate effectively in teams and integrate communication knowledge with practical experiences to address community or industry communication needs.

## Student Learning Outcomes

*SLO 1:* Students will be able to apply the principles of human communication including perception, verbal communication, nonverbal communication, listening, and audience analysis.

*SLO 2:* Students will be able to demonstrate how to establish and maintain relationships through the use of interpersonal communication.

*SLO 3:* Students will be able to apply small group communication skills including problem solving, group roles, leadership styles, and cohesiveness.

*SLO 4:* Students will be able to develop, research, organize, and deliver formal public speeches.

*SLO 5:* Students will be able to recognize how to communicate within diverse environments.

## 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 | Experience Communication | Child | ISBN13: 9781265437770 |

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## Grading Criteria

Your final grade will be assessed by the following:
Smart Book Assignments: 10%
Communication in the News: 10%
Communication in Action Project: 50%
Midterm Exam: 10%
Comprehensive Final Exam: 20%
Total= 100%

A= 90-100%, B=80-89%, C= 70-79%, D= 60-69%, F= 59% and below

## Disclaimer

**The course schedule can change based on the needs and progress of the class. Any changes will be communicated to students in advance through Blackboard and/or during class.**

## Course Schedule and Due Dates

| Day | Date | Agenda/Topic | Reading(s) | Due |
|---|---|---|---|---|
| Tue | 8/25 | Course introduction; course expectations | No Reading | |
| Thu | 8/27 | Communication foundations, perception, and meaning | Chapter 1 | |
| Tue | 9/1 | Chapter 1 continued; detailed review of Communication in the News requirements, grading criteria, and presentation schedule | Chapter 1 | SmartBook Chapter 1 |
| Thu | 9/3 | Presentation essentials: audience analysis, credible information, oral source attribution, introductions, and conclusions | Presentation Chapters | |
| Tue | 9/8 | Communication apprehension and effective delivery | Chapter 12 | 2 CIN Presentations |
| Thu | 9/10 | Verbal communication | Chapter 2 | SmartBook Chapter 12<br>2 CIN Presentations |

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|---|---|---|---|---|
| Tue | 9/15 | Nonverbal communication | Chapter 3 | Smartbook Chapter 2<br>2 CIN Presentations |
| Thu | 9/17 | Listening foundations, barriers, and habits | Chapter 4 | 2 CIN Presentations<br>Smartbook Chapter 3 |
| Tue | 9/22 | Applied listening; detailed introduction to the complete Communication in Action Project, including checkpoints, final paper, presentation, grading criteria, and examples | | 2 CIN Presentations<br>Smartbook Chapter 4 |
| Thu | 9/24 | Interpersonal communication | Chapter 5 | 2 CIN Presentations |
| Tue | 9/29 | Intercultural communication | Chapter 6 | SmartBook Chapter 5<br>2 CIN Presentations |
| Thu | 10/1 | Mediated communication and social media | Chapter 7 | Smartbook Chapter 6<br>2 CIN Presentations |
| Tue | 10/6 | Catch up Day and Midterm Prep | | 2 CIN presentations<br>Smartbook Chapter 7 |
| Thu | 10/8 | Midterm examination | All materials | |
| Tue | 10/13 | “Where are we in the semester?” reflection; small-group communication | Chapter 8 | CIA Case Proposal<br>2 CIN Presentations |
| Thu | 10/15 | Small-group, Organizational | Chapter 8 | Smartbook Chapter 8<br>2 CIN Presentations |
| Tue | 10/20 | Communication in the workplace | Chapter 15 | 2 CIN Presentations |
| Thu | 10/22 | Workplace communication application; identifying and analyzing communication evidence | Chapter 15, Chapter 11 | 2 CIN Presentations |
| Tue | 10/27 | No in-person class--Work on CIA Evidence and Context Memo | | CIA Evidence and Context Memo<br>Smartbook Chapter 15 |
| Thu | 10/29 | Project consultations; applying course concepts to communication evidence | | 3 CIN Presentations |
| Tue | 11/3 | Organizing and Visualizing a Professional Presentation: speaking outlines, message flow, and effective visual support | Parts of Chapters 13 & 14 | 2 CIN Presentations |
| Thu | 11/5 | Developing analytical claims and practical recommendations; project workshop | | CIA Concept Application Draft<br>3 CIN Presentations |
| Tue | 11/10 | Applied delivery practice and final presentation preparation | | 3 CIN Presentations |
| Thu | 11/12 | Final writing workshop and Communication in Action last minute questions | | CIA Final Communication Analysis |
| Tue | 11/17 | Communication in Action Presentations | 12 Presentations | |
| Thu | 11/19 | Communication in Action Presentations | 12 Presentations | |
| Tue | 11/24 | No in-person class; asynchronous course synthesis and final-exam preparation | | |
| Thu | 11/26 | Thanksgiving holiday | | |
| Tue | 12/1 | Communication in Action Presentations and course closure | 11 Presentations | |
| Thu | 12/3 | Will Follow the Final Exam Schedule | | |

## 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. **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.