



## COMM 4350 - Internship

### Fall 2026 Syllabus, Section 181, CRN 19499

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## Instructor Information

**Angela Marcela Morán, MFA**

Full Professor

Email: [amoran@tamiu.edu](mailto:amoran@tamiu.edu)

Office: AIC 346

Office Hours:

TR 1:15 pm- 2:15 pm, Fridays 11 am- 1 pm (Virtual) or by appointment.

Office Phone: (956)326-3047

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## Times and Location

Does Not Meet Face-to-Face

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## Course Description

Application of concepts through participation in communities, institutions, agencies, schools, or businesses. Supervision by faculty and sponsoring organizations. Includes interpretive journal, summary paper and presentation. Those students enrolled in the Communication/Spanish degree will intern at Spanish-speaking organizations. May be repeated twice for credit.

Psychology & Communication Department, College of Arts & Sciences

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## Additional Course Information

**Attendance:** Students in this class will spend as much time as possible at their internship and working on their electronic professional portfolio. Additional virtual appointments must be scheduled two days in advance. Please e-mail me at [amoran@tamiu.edu](mailto:amoran@tamiu.edu) for an appointment.

**No Use of Generative AI Permitted:** Students should fully prepare all assignments. Developing solid competencies in the skills associated with this course, from applying communicative skills to developing a professional portfolio, will prepare you for success in your degree pathway and, ultimately, a competitive career. Therefore, using generative AI tools to complete any aspect of assignments for this course is not permitted and will be treated as plagiarism. You may use the application Grammarly to check for spelling or grammar errors; use of Grammarly beyond grammar and spelling check will be flagged as generative AI. If you have questions about what constitutes a violation of this statement, don't hesitate to contact me.

## Course Structure

**How does the course work?** If you are planning to take this course, you must be self-motivated. Because there is no classroom to report to every other day, it is too easy to inadvertently fall behind and become discouraged. So, you'll need to set aside a weekly time to visit the course for at least 30 minutes as part of your regular schedule. Use your TAMIU email username and password to log in to the course on Blackboard.

**Late work:** Late submissions of assignments and/or required artifacts will not be permitted unless the student has discussed the reasons for the late submissions before the due date. The professor must approve all late submissions in advance, and the reasons must align with the acceptable excuses outlined in the university's course policies.

## Important Course Requirements:

1. **Internship Contract:** The Student Internship Contract Form, available on Blackboard, must be completed and signed by all parties before commencing your internship. This form is a contract between you and the organization where you will work onsite or remotely. Download this form and understand the requirements. After being selected for the internship, meet with your supervisor and discuss the internship proposal. Once you



agree on your duties and obligations as an intern, you must fill out the contract and have the internship supervisor sign where indicated. Please sign this contract and submit it to the drop box in the Week 2f folder on Blackboard. Submit only Word or PDF documents. The instructor will sign your contract once it is in the drop box. You will be notified via Blackboard messages if your contract is filled out incorrectly or if you are missing signatures.

2. **Weekly Logs:** Maintain a weekly log of your activities at your internship. Weekly logs must specify the date worked, the time you started, the time you left, and the total hours worked for each day. The total hours worked should be added and confirmed with your supervisor's signature. You will need to complete at least 150 hours of internship duties. Your supervisor must sign your internship timesheet/log and provide evidence that you completed at least 150 hours of work. Please add your hours on your timesheet and have your supervisor sign next to the total # of hours. You must upload the completed weekly log at the end of the semester. Completing 150 hours of internship duties (and the log) is worth 50 points, or 50 percent of the grade. You will not pass the course if you fail to meet this course requirement.
3. **Weekly Folders:** You will find weekly folders under the Contents tab, informing you of what you should work on for the week. You might also find helpful handouts and documents to guide you that week. The weekly folders also have dropboxes for assignments and documents that are due that week.
4. **Professional Portfolio:** You will submit items for your professional portfolio throughout the semester in the Weekly folders. The requirements of the portfolio will be listed in an additional handout posted on Blackboard. and will include (but are not limited to): Internship Documents (resume, 3-page narrative, supervisor's evaluation, letter of recommendation, table of contents), Internship Work Samples, and TAMIU Academic Samples. All drop boxes in the weekly folders must be populated.
5. **8-minute PowerPoint:** Electronically submit a PowerPoint presentation on your overall experience in the appropriate Dropbox Week 14. Instructions for this assignment are provided in the Week 14 folder. Please get in touch with OIT staff if you need help with this course requirement. Your PowerPoint presentation will need narration to accompany your slides. Your PowerPoint will only be viewed electronically. You can access a rubric in the week's folder to guide you.
6. **Pre-test/Post-test** - complete the pre-test and post-test provided in the Week 2 and Week 14 folders. These will be used to assess your course experience.
7. **Termination:** If problems develop during the semester that you cannot resolve, contact your professor immediately. During the first weeks of the internship, informal evaluations will be conducted to assess your abilities, attitude, and performance. Any of the parties to the internship—student, organization/agency, or Internship supervisor—may request that the arrangement be terminated at that time if it is not working satisfactorily. After the first approximately three weeks, termination should be considered only in the most severe circumstances and only with all parties' full knowledge and consent.

## Program Learning Outcomes

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

**PLO 2 Analytical Inquiry:** 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 Communicative Fluency:** Graduates will be able to communicate effectively and with high fluency in oral, written, and mediated professional contexts.

**PLO 4 Applied & Collaborative Learning:** 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

- **SLO1 Communicative Competency:** Students will be able to apply a range of communicative skills acquired through previous communication courses to demonstrate communicative competence in academic and professional settings. (PLO 3)
- **SLO 2 Critical Thinking:** Students will be able to evaluate the possibilities and problems in academic and professional settings. (PLO 1)
- **SLO 3 Communicative Competency/Applied Collaborative Learning:** Students will be able to demonstrate communicative competence through the completion of the contracted internship in a timely and professional manner. (PLO 2)
- **SLO 4 Critical Thinking/Analytical Inquiry/Communicative Fluency:** Students will be able to organize professional portfolio items in a timely manner. (PLO 2, PLO 3)

## Important Dates

Visit the Academic Calendar ([tamtu.edu](https://www.tamtu.edu/academiccalendar/)) (<https://www.tamtu.edu/academiccalendar/>) page to view the term's important dates.



## Grading Criteria

| GRADE | PERCENTAGE |
|-------|------------|
| A     | 91-100     |
| B     | 80-90.9    |
| C     | 70-79.9    |
| D     | 60-69.9    |
| F     | Below 60   |

## Point Breakdown

Total number of points = 100 (100%)

| ASSIGNMENT                                           | VALUE     |
|------------------------------------------------------|-----------|
| Internship Documents (5)                             | 5 points  |
| Internship Work Samples (8)                          | 8 points  |
| Internship Work Samples Brief Narrative              | 1         |
| Academic Samples (5)                                 | 5 points  |
| Academic Samples Brief Narrative                     | 1         |
| Pre Test                                             | 5 points  |
| Post Test                                            | 5 points  |
| 150 hours of Internship duties (logged and verified) | 50 points |
| Powerpoint                                           | 10        |
| 3-page narrative                                     | 10        |

## Schedule of Topics and Assignments

| Week of | Agenda/Topic                                                                                                                          | Reading(s) | Due                                                                                                |
|---------|---------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------|
| 8/24    | Week 1: Introductions, questions about syllabus and course.                                                                           |            | Acknowledge that you have read course syllabus by Friday 11:59 pm<br>Participate in Meet and Greet |
| 8/31    | Week 2: Interview and complete contracts. Submit signed internship contract into the dropbox in this week's folder. Complete pre-test |            | Contract due on Friday at 11:59 pm.<br>Complete pre test by Friday at 11.59 pm.                    |
| 9/7     | Week 3: Conduct your internship duties at your partnering organization. Keep log of hours.                                            |            |                                                                                                    |
| 9/14    | Week 4: Conduct your internship duties at your partnering organization. Keep log of hours.                                            |            |                                                                                                    |
| 9/21    | Week 5: Submit Internship Work Sample #1 and #2 by Friday at 11:59 pm into the Work Sample dropboxes in this week's folder.           |            | Submit Work Samples # 1 and #2 by Friday, 11:59 pm.                                                |
| 9/28    | Week 6: Conduct your internship duties at your partnering organization. Keep log of hours.                                            |            |                                                                                                    |
| 10/5    | Week 7: Conduct your internship duties at your partnering organization. Keep log of hours.                                            |            |                                                                                                    |
| 10/12   | Week 8: Submit Internship Work Sample #3 by Friday at 11:59 pm into the Work Sample 3 dropbox in this week's folder.                  |            | Submit Internship Work Sample #3 by Friday at 11:59 pm                                             |



|       |                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                            |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19 | Week 9: Submit Internship Work Sample #4 by Friday at 11:59 pm.                                                                                                                                                                                                                                                                                              | Submit Internship Work Sample #4 by Friday at 11:59 pm                                                                                                     |
| 10/26 | Week 10: Submit 5 academic samples from 3000 or 4000 level into the Academic Samples folder by Friday at 11:59 pm                                                                                                                                                                                                                                            | Submit 5 academic samples from 3000 or 4000 level into the Academic Samples folder by Friday at 11:59 pm.                                                  |
| 11/2  | Week 11: Conduct your internship duties at your partnering organization. Keep log of hours.                                                                                                                                                                                                                                                                  |                                                                                                                                                            |
| 11/9  | Week 12: Submit resume into dropbox by Friday at 11:59 pm.<br>Submit Internship Work Sample #5 and #6 by Friday at 11:59 pm.                                                                                                                                                                                                                                 | Submit resume into dropbox by Friday at 11:59 pm.<br>Submit Internship Work Sample #5 and #6 by Friday at 11:59 pm                                         |
| 11/16 | Week 13: Submit Internship Work Sample #7 and #8 by Friday at 11:59 pm.                                                                                                                                                                                                                                                                                      | Submit Internship Work Sample #7 and #8 by Friday at 11:59 pm                                                                                              |
| 11/23 | Week 14: Submit an 8- minute PowerPoint slideshow with narration into Dropbox this week's folder by Friday. Use the rubric provided in the week's folder.<br>Submit post test.                                                                                                                                                                               | Submit an 8- minute PowerPoint slideshow with narration into Dropbox this week's folder by Friday at 11:59 pm.<br>Submit post test by Friday at 11: 59 pm. |
| 11/30 | Week 15: Submit remaining documents into the drop boxes in the Internship Documents folder by Friday at 11:59 pm. Remaining Documents: Table of Contents for entire electronic portfolio, 3- page narrative, log of hours verifying 150 hours, letter of recommendation, and supervisor's evaluation, and a brief narrative on the 8 work samples submitted. | Submit remaining documents into the drop boxes in the Internship Documents folder by at 11:59 pm.                                                          |

## 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.tamiau.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.tamiau.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](mailto: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 \(https://www.tamiu.edu/handbook/index.shtml\)](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](mailto: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](mailto: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](mailto: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.

## Distance Education Courses

1. This course requires each student to log into the course's Blackboard site at least twice a week, but you can do this at any time you wish during the week at any hour of the day or night (except for the times when the university computer or the Blackboard is being worked on). Deadlines are spread out during the semester, so please check on them. Use the Calendar. Please remember (especially if you are a night person) that I may not actually be physically present when you log into the course.
2. Online Course Etiquette (Netiquette) There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Services' Technology and Distance Education Services' (<https://www.tamiu.edu/distance/students/netiquette.shtml>) web page on Netiquette for basic instruction on online etiquette.

Visit for additional guidance on including Regular and Substantive Interaction: <https://www.tamiu.edu/distance/faculty/regular-and-substantive-interaction.shtml>

## Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

In this online course, 100 percent of instructional activity takes place online. However, students must attend regularly scheduled hours at the organization where they are conducting an internship. Remote internships are negotiable but must be determined and agreed upon by the internship supervisor and the intern. The percentage of f2f or virtual hours should be stated in the internship contract.

## Course Structure

How does the course work? If you are planning to take this course, you must be self-motivated. Because there is no classroom to report to every other day it is all too easy to allow yourself to inadvertently fall behind and become discouraged. Therefore, you should set aside a bi-weekly time when you can visit the course for at least a 30-minute period as a part of your regular schedule. Use your TAMIU email username and password to log into the course in Blackboard.





1. The Calendar: Please refer to the course calendar in Blackboard often. It will show when assignments are due.

## Student-Instructor Communication Policy and Response Time

**Announcements/Course Messages/Emails** Inquiries and messages of a personal nature should be sent through Blackboard messages. Response time will be within 24 hours Monday-Friday, and within 48 hours Friday-Sun

**Assignments and Assessments:** All written documents should be typed and formatted in APA style. Rubrics for PowerPoint Presentations, 3-page narratives, and research papers will be provided on Blackboard under the Syllabus & Overview menu item. The turnaround time to receive feedback for your submissions will be approximately five days. If you do not submit satisfactory work, you will be asked to resubmit with corrections. Failure to do so will result in non/credit for the assignment.

## Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamtu.edu/distance/students/netiquette.shtml>) for further instruction.

## Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

## Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

## Computer/Technology Requirements

*[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course.]*

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

**Additional Hardware.** For this class, you will need the following additional hardware: Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

**NOTE:** Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

**Additional Software.** You will need the following additional software: **Microsoft PowerPoint and Word Document**. TAMU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

**Note:** Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

## Learning Management System (Blackboard)

Students are provided with an orientation (\*eLearning (Blackboard) Student Orientation\*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at [elearning@tamtu.edu](mailto:elearning@tamtu.edu).



## Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

## Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

## Web Conferences/Synchronous sessions

There are no required synchronous sessions for this course. However, you may schedule a synchronous session with the professor if you have questions about the electronic professional portfolio, the internship duties, or other course-related concerns.

## Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59-0 = F

Feedback on assignments and assessments will be given within 5 business days of the due date. Late submissions do not apply.

## Rubrics (may be included here and in the Syllabus and Overview in the course)

Rubrics for the 8- 8-minute PowerPoint on your internship experience, for the 3-page narrative on the internship experience, and for other assignments are located in the Syllabus and Overview tab in Blackboard.

### Late Work Policy

Deadlines are crucial in communication fields. All work must be turned in by the due date. Late submissions will not be accepted unless the professor has approved an extension for a late submission before the assignment deadline. If you know you will not meet a deadline, you must communicate the reasons to the professor. Failure to communicate with the professor will result in receiving zero points for the assignment.

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

## Turnitin Policy Or Other Types of Assignments in Other Systems

All assignments must be submitted via the appropriate Blackboard assignment drop boxes in the Week's folder. Email submissions will not be accepted. Please refer to the syllabus schedule to locate the assignment dropbox.

## Proctoring

Respondus LockDown Browser/Monitor OR Examity are not needed for this course.

## Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as creating a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

**In this class, we will utilize: computers, Blackboard, TAMU email, and Microsoft Word and PowerPoint.**

## Syllabus Subject to Change

While this course syllabus provides information and assurances, it should be understood that content may change in accordance with new research and literature and that events beyond the instructor's control could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.