



EDCI 3301 - Assessment for Instruc Design: Assess for Instruc Design-WIN

Fall 2026 Syllabus, Section 165, CRN 19115

Instructor Information

Cynthia L. Sosa

Instructional Associate Professor

Email: cynthia.sosa@tamiu.edu

Office Hours:

Tuesday & Thursday: 11:30 AM - 2:30 PM

By appointment

Times and Location

TR 10:05am-11:25am in Bullock Hall 201

Course Description

This course introduces contemporary evidence-based approaches to assessment-informed instructional design and teaching strategies. Emphasis is placed on developmentally appropriate practices and the differentiation of instruction to meet the needs of diverse and exceptional learners. State mandates and accountability are discussed. Instructional strategies and assessment designs that foster positive learning environments will be emphasized. Candidates engage in a field-based experience. Prerequisites: Must be in good standing with the College of Education requirements. Educational Programs Department, College of Education

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

Submission of Assignments: Assignments are DUE at the time designated in any announcement/syllabus/assignment instruction. The opportunity to submit your assignment early is welcomed once the dropbox is available. For most assignments, you will be able to resubmit your assignment if the dropbox is still available. I am aware and understand that unexpected circumstances arise and have added a grace period. The grace period is a window of time after the set deadline to submit your assignment to account for any unforeseen issues. The dropbox will close once the grace period has closed. (For example, the deadline is set for Friday at 11:59 PM and the grace period ends Saturday at 12 PM). Assignments not submitted by that time are given a zero (0). You will be given the grace period window of time in class. For more severe extenuating circumstances, communicate with the instructor to make arrangements PRIOR to the due date. Any technical maintenance processes happening thru OIT during the due date is not an excuse. Plan to submit beforehand.

The policy at TAMIU for absences and make-up work will be followed. No work will be made-up without an approval from the instructor based on excuse submitted in a timely manner as stated in TAMIU policy. Once approval is given, arrangements can be made to make-up and submit the work by the given deadline. Any work submitted after the due date and not approved by the instructor remains a zero (0).

There are 2 'checkpoints' for grades. All assignments and make-up work for the first half of the semester (approximately 7 weeks) must be completed by mid-term deadline. All assignments and make-up work for the second half of the semester (approximately 7 weeks) must be completed by end of the semester deadline (last day of the semester; not during the final exam window). Do not request to make-up work past the due date if not

granted permission following the TAMU attendance/make-up work policy. No assignments will be accepted after the last day of the semester. (see Attendance in University/College Policies)

APA. All assignments will follow the APA 7th edition student paper format. It is the student's responsibility to view all resources provided by the instructor in Blackboard and research the information on this particular formatting style. The expectation is not to memorize the format, but to use the references to guide your formatting and citation requirements as needed. Points will be deducted for improper use in all assignments. Not using in-text citations or not listing references is considered plagiarism and will affect your grade. In addition, be extremely mindful of your writing, the sources you use, and the format for citations and references. Plagiarism can occur even if not intentional for lack of correct citation of sources. Use the resources provided to you in Blackboard and rely on them for every assignment. Your grade can be affected as well as further disciplinary action even if not aware or unintentional. (see TAMU Honor Code: Plagiarism & Cheating in University/College Policies)

Artificial Intelligence (AI) Tools. Artificial Intelligence (AI) has existed for quite some time and within many of the ongoing apps and systems you already use such as Blackboard, Echo360, and Grammarly. However, since the end of 2022, there have been many generative Artificial Intelligence (Gen AI) tools emerge for various functions whether writing, conversing, video editing, drawing, summarizing, or other functions. Based on data and surveys conducted, the trajectory of using any type of AI will be a vital skill for future careers. As future educators, you will need to know about AI tools for teaching, learning, and assessing. In this course, students will learn about AI and explore various Gen AI apps that will facilitate administrative tasks and student learning. Some sample activities or tasks may include (not limited to these):

- Developing an outline for an essay
- Creating a rough draft or brainstorming ideas for an essay
- Assistance in grammar check or other writing conventions
- Drafting research or other questions for an essay
- Developing essential, higher order questions or drafting in class activities
- Developing a rubric
- Comparing or developing lesson plan drafts or activities
- Assistance in any of the formal, submitted, graded written assignments listed in for this course

For the course, students are encouraged to use Gen AI tools (i.e. writing assisted tools like Grammarly or LLMs like Google Gemini) for a variety of assignments in limited form AND in the same manner you would for any other resource. If it is not your original idea, you will need to cite the source regardless of its source such as a book, article, website, other person, or electronic or Artificial Intelligence app. There are few key ideas to emphasize:

- Academic Integrity is a core value at this university that must be upheld even when using Gen AI tools.
- The use of Gen AI is to assist or enhance assignments that are primarily created by the student. It will NOT be used to create the entire assignment.
- The use of Gen AI by a student indicates assistance to the student; therefore, any instance of Gen AI requires a citation in any formal submitted assignment to give credit to this source.
- AI of any type will not be used for selected-response assessments or other quizzes. No cheating.

More information will be provided during the course on proper citation format and other guidelines but generally using the APA 7th edition citation format will be followed. You must provide the link to the Gen AI chat in your references list. NOT citing Gen AI properly (just like any other source) by the student in any formal, submitted assignment or assessment constitutes a violation of the TAMU Honor Code and will be reported to the Honor Council with potential consequences. (see TAMU Honor Code: Plagiarism & Cheating in University/College Policies)

Participation, Attendance, Late Arrivals, and Early Departures: Please refer to **Student Absences** under **University Course Policies** at the end. TAMU's policy on attendance (<http://www.tamui.edu/studentaffairs/AppendixFAttendanceRule1.2.shtml>) will be used in this course. Attendance will be recorded in Blackboard. Students are expected to attend every scheduled class meeting. Be prompt. As future educators and professionals, you must be present every class meeting, be on time to every class and scheduled meeting, and stay for the entirety of the course. Roll call will begin promptly at the class start time. Early departures will affect your class participation in any activity/grade. This means you may get a reduction of points or a zero. If you must leave early, you will need to email me BEFORE the day of class to assess if it constitutes a make-up.

Students are expected to have read the material assigned BEFORE class time and be prepared to participate in all class activities and discussions. You must show evidence that you have prepared for class by actively participating in discussions, expressing your opinions, sharing your knowledge and experiences, raising important issues, and formulating questions. You must keep organized and submit assignments on-time. It is of import to note: in this class, there is substantial ongoing in-class participation that is an integral part of this course and course grades. It is the student's responsibility to keep track of those days. Changes to the due dates may occur at any point at the instructor's discretion. It is important to note that if there are unforeseen circumstances (ie. COVID-19 pandemic); the instructor will modify to student needs/new schedule.

For any in-class graded assignments, to receive points/grade for any in-class activities, you must be present in class/in person – no virtual, phone, or other means of communication will be allowed. (For example, you were texting your group or on the phone helping your group will not count toward

your grade on the assignment). Only a valid excuse will be taken into consideration for makeup assignments. The TAMIU policy for attendance/absence/make-up work will be followed. (see Attendance in University/College Policies)

****NOTE: Final Exams are posted and scheduled thru TAMIU registrar's office. The exam date is listed in the schedule below. Make arrangements now to be available for the exam in person. There will be no exceptions to the final exam date and time. Documented accommodations with the Student Disability Services will be honored. The instructor will determine if any unforeseen emergency is honored/acceptable with documentation provided. You must be present for the date and time of the final exam. If you cannot make it or are absent, you will not take the test and receive a zero (0).**

BlackBoard: All assignments will be submitted exclusively through Blackboard. If you have issues with submission, contact OIT for assistance. Always ensure you receive a confirmation or receipt of submission of your assignments. If you did not properly submit, I will not see the assignment and no points will be given; you will receive a zero (0). If I encounter issues with your submission, I send a kind notification that I am not able to view, open, or otherwise grade an assignment. It is your responsibility to check your email for any notification and proceed with correcting the issue. It is the student's responsibility to frequently login to Blackboard to check folders, course information, announcements, and read assignment instructions. Announcements will always be posted in the announcement area and emailed to you. You can attend trainings (<https://trainings.tamiau.edu/>) by TAMIU's OIT for further support on Blackboard.

Respondus LockDown Browser Requirement: This course requires the use of LockDown Browser for for any electronically administered exams. Respondus Monitor carries a fee. For this course, only the LockDown Browser is needed. However, it is important to note that if there are unforeseen circumstances (ie. COVID-19 pandemic), the instructor will modify this requirement to also include the Monitor app. Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of LockDown Browser. A student Quick Start Guide (PDF) (<http://www.respondus.com/products/monitor/guides.shtml>) is also available. For more information, visit the TAMIU OIT Respondus website (<https://www.tamiau.edu/distance/technology/respondus-ldb-and-monitor.shtml>). (<https://www.tamiau.edu/distance/technology/respondus-ldb-and-monitor.shtml>) More information will be available through Blackboard. You may use an iPad or Google Chromebook with Respondus. Other software may be used such as Proctorio depending on device or availability (instructor will make judgement based on situation).

DuoMobile: As a member of the A&M system, you are required to use a two-factor authentication when using any app used by A&M to safeguard your identity. Issues with DuoMobile (<https://duo.tamiau.edu/duotwofactor.aspx>) are the responsibility of the student. Lack of access does not constitute an excuse to not complete assignments. The student must still meet the deadlines accordingly. You may visit or chat with TAMIU's OIT HelpDesk for support.

Communication: Communication of instructions, announcements, and other reminders will be conducted in person, posted on Blackboard announcements, and sent through email. Responses to questions or concerns will be provided within 24 hours. If you need to communicate with me, please follow the student hours to meet virtually or email me to schedule an appointment. Blackboard messages is an option to communicate in this course. ****NOTE:** Only your TAMIU email should be used for any email communication. The instructor will not response to emails from any other source or platform (outlook, Gmail, etc.). Additionally, if unforeseen circumstances arise where we need to change from F2F or in-person, additional communication methods will be added. Keep communication open. Please refer see TAMIU e-mail and Safe Zone in University/College Policies.

Student Hours. Students may at times need additional instructor support or would like to visit and discuss other related topics. Students should schedule a one-on-one meeting to discuss course related requirements such as grades, assignments, progress, other requirements. Likewise, you may visit to discuss career advice, student success and progress in general, or educational interests such as technology. If you are not able to meet with me during student hours, email me to schedule an appointment with suggested dates/times.

Classroom and Online Etiquette: Please refer to Classroom Behavior under University/College Policies at the end. Additionally, exercise positive and effective communicative skills when engaging online and in person. Students must be mindful of the language, tone, and academic responses e-mailed or posted when communicating with the professor or with other students. Students may not copy, distribute, upload to any study site, or share any course images, assignments, guides, or recordings including recorded lectures (if any). This is considered a violation of copyright infringement for intellectual property. Any resources that are created by the instructor are the intellectual property of the instructor. You will need explicit written permission of the instructor to share.

Technology Tools: Living in the 21st century, we are well aware of the technology that surrounds us. This presents opportunities to interact with and use technology in the classroom to enrich learning and create purposeful and active learning environments to fit everyone's needs. In the class, we will actively use a variety of technology applications. You are not required to have a laptop but some kind of device like a tablet or mobile device will suffice. Some of the technology applications that are part of the university system may be used such as BlackBoard (and apps within in), Echo360 Echo Video, Respondus, Harmonize, and InfoBase Learning. Other possible apps used in class will be Google Suite, Microsoft 365 apps, Microsoft Education Center/Microsoft Learn. There are many more that will be reference and used depending on the activity and purpose. For specific university-based apps, you can attend trainings (<https://trainings.tamiau.edu/>) by TAMIU's OIT eLearning team or email the team at elearning@tamiau.edu Additionally, please refer to Student Resources in Blackboard for any help.

Current Course Learning Environment: Currently, Fall 2026 is all face-to-face instruction. There is no TAMIU Flex option nor online option for courses that are face to face. This means you must attend every class time scheduled in person. If you are sick or unable to attend, there is no option to attend virtually. Again, it is important to note that if there are unforeseen circumstances (ie. COVID-19 pandemic); the university may modify the delivery of

instruction. No matter if the delivery is changed at any point, you are responsible to view the materials, follow along, and uphold the expectations of the course regardless if remote or F2F.

WIN Course Designation: This course is a WIN course, which is Writing Intensive. This means that writing and the conventions of writing (<http://academics.umw.edu/qep/files/2016/07/Writing-to-Learn-Strategies.pdf>) will have an equal emphasis as the content you are learning. All WIN assignments will be submitted using TurnItIn to ensure academic integrity. The assignments are authentic to some of the tasks of a certified educator. You will also be given feedback to improve your writing. If any student is struggling with these assignments, you need to seek assistance with the Academic Center for Excellence (<https://www.tamtu.edu/uc/ace/index.shtml>). WIN assignments should constitute 50% or more of the course grade.

Program Learning Outcomes

- The teacher candidate creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence (PPR Standard II)
- The teacher candidate promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage student in the learning process, and timely, high-quality feedback. (PPR Standard III)
- The teacher candidate fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession in accordance with the Texas Education Agency Educator's Code of Ethics Chapter 247.
- The teacher candidate utilizes evidence-based research to improve Pk-12 student learning.
- The teacher candidate uses information about the learning-teaching context and student individual differences to set learning goals and plan instruction and assessment.
- The teacher candidate sets significant, challenging, varied, and appropriate learning goals based on the Texas Essential Knowledge and Skills (TEKS) with consideration of STAAR.
- The teacher candidate uses multiple assessment modes and approaches aligned with learning goals (TEKS and STAAR) to assess student learning before, during, and after instruction.
- The teacher candidate designs instruction for specific learning goals, student characteristics and needs, and learning contexts.
- The teacher candidate reflects on his or her instruction and student learning in order to improve teaching practice.

Student Learning Outcomes

Student Learning Outcomes

SLO 1: The student teacher candidate identifies components of curriculum, pedagogy, and instructional design basics.

SLO 2: The teacher candidate applies the elements of backwards design to align state standards [TEKS], objectives, assessments, and resources effectively.

SLO 3: The teacher candidate develops culturally relevant and developmentally appropriate lesson plans for all learners aligned to state standards with a well-written learning objective, appropriate assessments, and effectively curated strategies and implemented technology.

SLO 4: The teacher candidate develops various types of evidenced-based assessments used for continuous support of learning and evidence of mastery.

SLO 5: The student teacher candidate evaluates thorough grading systems, scoring options, and data analysis.

SLO 6: The student teacher candidate promotes student learning by providing responsive instruction, effective instructional strategies, and timely, high quality feedback.

SLO 7: The student teacher candidate writes effectively and proficiently about their self-reflections on the topic of study and own teaching practice.

Technology Applications EC-12 (2016)

- **Standard I.** All teachers use and promote creative thinking and innovative processes to construct knowledge, generate new ideas, and create products.
- **Standard II.** All teachers collaborate and communicate both locally and globally using digital tools and resources to reinforce and promote learning.
- **Standard III.** All teachers acquire, analyze, and manage content from digital resources.
- **Standard IV.** All teachers make informed decisions by applying critical-thinking and problem-solving skills.
- **Standard V.** All teachers practice and promote safe, responsible, legal, and ethical behavior while using technology tools and resources.
- **Standard VI.** All teachers demonstrate a thorough understanding of technology concepts, systems, and operations.



- **Standard VII.** Teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

ISTE Technology Standards: Educators

- **2.1 Learner.** Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
- **2.2 Leader.** Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning.
- **2.3 Citizen.** Educators inspire students to positively contribute to and responsibly participate in the digital world.
- **2.4 Collaborator.** Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.
- **2.5 Designer.** Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.
- **2.6 Facilitator.** Educators facilitate learning with technology to support student achievement of the 2016 ISTE Standards for Students.
- **2.7 Analyst.** Educators understand and use data to drive their instruction and support students in achieving their learning goals.

Citation: ISTE. (2017). *ISTE standards for educators*. ISTE. <https://www.iste.org/standards/iste> (<https://www.iste.org/standards/iste-standards-for-teachers>)- (<https://www.iste.org/standards/iste-standards-for-teachers>)standards (<https://www.iste.org/standards/iste-standards-for-teachers>)- (<https://www.iste.org/standards/iste-standards-for-teachers>)for (<https://www.iste.org/standards/iste-standards-for-teachers>)- (<https://www.iste.org/standards/iste-standards-for-teachers>)teachers (<https://www.iste.org/standards/iste-standards-for-teachers>)

Culturally Responsive Teaching Framework

1. Establishing inclusion—creating a learning atmosphere in which students and teachers feel respected by and connected to one another.
2. Developing attitude—creating a favorable disposition toward the learning experience through personal relevance and choice.
3. Enhancing meaning—creating challenging, thoughtful learning experiences that include student perspectives and values.
4. Engendering competence—creating an understanding that students are effective in learning something they value.

Citation: Wlodkowski, R. J. and Ginsberg, M. B. (September 1, 1995). A Framework for Culturally Responsive Teaching. ASCD (Vol. 53, No. 1).

Teaching Works High Leverage Practices

Citation: Ball, D.L. and Forzani, F.M. (2009). The work of teaching and the challenge of teacher education. *Journal of Teacher Education*, 60, 497-511.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Frey, B. B. (2014). <i>Modern classroom assessment</i> . Thousand Oaks, CA: Sage.		

Other Course Materials

Other required lecture materials, articles, videos, or resources will be posted in Blackboard.

Required Materials

- Respondus LockDown Browser
- Wi-Fi enabled device such as smartphone, tablet, laptop
- For certification programs only: Educator program standards (http://www.tea.state.tx.us/index2.aspx?id=5938&menu_id=2147483671&menu_id2=794) # (<https://tea.texas.gov/texas-educators/certification/educator-testing/ppr-framework-with-new-techapps-standards.pdf>) Teacher Competencies (<https://tea.texas.gov/texas-educators/certification/educator-testing/ppr-framework-with-new-techapps-standards.pdf>) # (<http://www.theccb.state.tx.us/collegereadiness/crs.pdf>) College and Career Readiness Standards (<http://www.theccb.state.tx.us/collegereadiness/crs.pdf>)

Recommended Textbook(s) and Materials: NA

Grading Criteria

GRADE	PERCENTAGE
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%
FN	Failure for Non-Attendance
S/CR/P	Satisfactory/Credit/Pass
U/NC	Unsatisfactory/Non-credit
IP	In Progress
W	Dropped/Withdrew
I	Incomplete

Assignments & Exams

Assignments and Exams:

All assignments will be submitted exclusively through Blackboard including evidence of in-class assignments. Note: In case of an unforeseen circumstance (e.g. COVID-19), the assignments and number of assignments will remain, but will be modified to fit a remote learning environment. Dates may also change depending on the situation.

All assignments have explicit instructions posted in Blackboard. All writing assignments include an instruction guide to ensure you follow the directions and process while including any and all additional information needed to be successful. The instruction guide provides examples of APA 7th edition for student papers for citations and other formatting essentials. Moreover, each assignment will explicitly state to what degree AI can be used and in what manner following the AI Assessment Scale (Perkins, Furze, Roe, and MacVaugh, 2026).

Assignments

- **Syllabus Scavenger Hunt Quiz and Confirmation.** Individual. The syllabus scavenger hunt quiz will guide you to understand the details and expectations for the course. The confirmation attests that you have read through the course guidelines and understand them. **Must complete to view the contents of the course.** Hard deadline.
- **Academic Integrity Module.** Individual. Reviews the expectations of all students to hold academic honesty.
- **APA 7th Edition Module.** Review the expectations and formatting guidelines of APA 7th edition.
- **Unit Tests.** Individual. Unit tests are composed of several chapters to assess your learning. There will be 4 unit tests. Need Respondus LockDown Browser.

WIN Assignments

- **Applied Assessment and Curriculum Design Task.** This 4-assignment project through the complete, real-world instructional cycle from goal setting to assessment evaluation tool creation and reflection. Below are the 4 tasks. A detailed instructional guide will be provided for each assignment. At each unit, there will be an assignment completed.
 - Task 1: Goal Setting, Learning Contexts, & Standards
 - Task 2: Assessment Purposes & Assessment Examples
 - Task 3: Unit & Lesson Design
 - Task 4: Evaluation, Communication, & Reflection

* Note: During the Task 1 time frame, students will need to meet individually with the instructor to discuss their goals.

Summative Exams

- **Mid-Term Exam:** Individual. Summative Assessment: Selected Response. Respondus LockDown Browser.
- **Final Exam.** Individual. Summative Assessment. Selected Response and essay (Course Reflection). Respondus LockDown Browser.

**Instructional Approaches/Methodologies Utilized in this Course include:**

Lecture, class discussions, collaborative group activities, technology application, active learning strategies.

Final grades in this course are calculated as:**Assignments (45pts)**

- Syllabus Quiz and Confirmation (10pts.)
- Academic Integrity Module (4pts)
- APA 7th Edition Module (4pts)
- IP Acknowledgement (2pts)
- Goal Setting Meeting with Instructor (25pts)

WIN Assignments/Assessments (385pts w/final exam reflection)

- Applied Assessment and Curriculum Design Project [Drafts] (Total=165pts)
 - Task 1: Goal Setting, Learning Contexts, & Standards (40pts)
 - Task 2: Assessment Purposes & Assessment Examples (45pts)
 - Task 3: Unit & Lesson Design (50pts)
 - Task 4: Evaluation, Communication, & Reflection (30pts)
- Applied Assessment and Curriculum Design Final Submission (200pts)

Exams (150pts w/o reflection)

- Unit Tests (4x15pts=60pts)
- Mid-term Exam (40 pts)
- Final Exam – 2 parts (70pts.) = Selected response (50pts) & Course Reflection (20pts) (WIN)

TOTAL: 580 points=100%=A (435pts=75%=C+)

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/25	Welcome to Course! - Review Expectations Instructional Design Fundamentals	- Review syllabus, expectations, etc. - Course overview on Blackboard	DUE: Syllabus Quiz & Acknowledgment DUE: Academic Integrity Module DUE: APA 7th Edition Module DUE: IP Acknowledgement
9/1	Instructional Design Structure	READ materials in folder	
9/8	Instructional Design TEKS, Standards, & Objectives	READ materials in folder Frey Ch. 3	DUE: Unit Test 1 DUE: Applied Assessment and Curriculum Design Task 1
9/15	Assessments for Learning	READ materials in folder Frey Ch. 1 Frey Ch. 4	
9/22	Assessments as Learning	READ materials in folder Frey, Ch. 2	
9/29	Assessments of Learning	READ materials in folder Frey, Ch. 5 Frey, Ch. 6	
10/6	Mid-Term Exam	- Mid-term	
10/13	Assessment of Learning PT. 2	READ materials in folder Frey, Ch. 7 Frey, Ch. 8	DUE: Unit Test 2 DUE: Applied Assessment and Curriculum Design Task 2
10/20	Lesson Planning Basics	READ materials in folder	
10/27	Addressing Diverse Learners in Lesson Plans	READ materials in folder	



11/3	Adding Technology to Lesson Plans	READ materials in folder	DUE: Unit Test 3 DUE: Applied Assessment and Curriculum Design Task 3
11/10	Grading Assessments with Rubrics & Portfolios	READ materials in folder Frey, Ch. 6, p. 140 Frey, Ch. 7, p. 162	
11/17	Constructive Feedback	READ materials in folder Frey, Ch. 4, p. 68	DUE: Applied Assessment and Curriculum Design Task 4
11/24	Scores & Data Analysis	READ materials in folder Frey, Ch. 11 Frey, Ch. 12	
12/1	Reflection Final Exam Review	READ materials in folder	DUE: Unit Test 4 DUE: Applied Assessment and Curriculum Design Project
12/8	Final Exam		https://www.tamtu.edu/registrar/finalexamschedule.shtml

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.tamtu.edu/handbook/article-04.shtml>)).

TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamui.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.

TAMU 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 TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU 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 TAMU 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.

TAMU E-Mail and SafeZone

Personal Announcements sent to students through TAMU E-mail (tamui.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 TAMU e-mail accounts regularly, if not daily. Not having seen an important TAMU 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.tamui.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@tamui.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, TAMU 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 TAMU Student Handbook (URL: Student Handbook (<https://www.tamui.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 TAMU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamui.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 TAMU's anonymous electronic reporting site, *Report It*, at <https://www.tamui.edu/reportit> (<https://www.tamui.edu/reportit/index.shtml>).

TAMU 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.