ENGL 1302 - English Composition II

Fall 2026 Syllabus, Section 103, CRN 18021

Instructor Information

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Visiting Lecturer of English
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Office: Pellegrino 216 A
Office Hours:
T/R, 10:00 am - 11:30 am, or by appointment.

Times and Location

MWF 9:40am-10:35am in Bullock Hall 224

Course Description

This course offers a continuation of the expository and analytical writing skills developed in English 1301 and introduces the principles of argumentation and more extensive interpretation of selected readings. Students will again be engaged in all steps of the writing process, generating argumentative essays based on thoughtful analysis and discussion of reading assignments. In addition, students will be guided through the steps of more sophisticated research writing techniques, information literacy skills, and evaluation of primary and secondary sources, culminating in a series of essay length research projects. To earn credit, this course must be completed with a "C" or better. Prerequisite: ENGL 1301.
Humanities Department, College of Arts & Sciences

Additional Course Information

Artificial Intelligence Policy

Unless students are otherwise directed by the instructor, **all essays and assignments submitted should be students' original work** (i.e., written by the individual whose name is placed at the top of the submission), **produced without the aid of artificial intelligence**. This includes **Grammarly, ChatGPT,** and other online resources that either produce text or make substantial changes to text that students have written. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.

Email Policy

It is best to contact the instructor through email at keaton.powers@tamiu.edu. The instructor typically responds within 48 hours (not at all on weekends).

Coursework Description

Research and Writing Projects (70% of course grade): The projects for this course will require you to work in certain genres, but they also allow you to choose your own topics and positions. Short descriptions are provided below. For each writing project, a more extensive assignment prompt will be provided on Blackboard. The major projects include:

- Research Genre 1: *Research Proposal* 15% of course grade.

The first genre of research requires you to identify a problem, or gape in public knowledge, that will serve to help you generate a research question, identify multiple perspectives and sources of information that speak to that research question, and provide a thematic focus for your research into peer-reviewed literature on the subject. This assignment must be 750-1000 words.

- Research Genre 2: *Annotated Bibliography*. 15% of course grade.

This second genre of research will allow you to gather, select, organize, and summarize multiple peer-reviewed journal articles on a topic of your choosing. This assignment must be 1,500- 2,000 words.

- Research Genre 3: *Literature Review Essay*. 20% of course grade.

In this third genre of research, you will write an essay that asks you to synthesize the sources gathered in the Annotated Bibliography assignment into a coherent narrative about the research on your topic. This essay must be 1,200-1,500 words.

- Research Genre 4: *Position Essay*. 20% of course grade.

In this fourth genre of research, you will construct an argument about your topic that engages in conversation the sources you gathered in the Annotated Bibliography and synthesized in the Research Analysis. This essay must be 1,500-2,000 words

Oral Presentation (20% percent of course grade): In addition to submitting your research genres, you will also have the opportunity to present your the findings and arguments in your position paper to an audience of your peers in the form of an multimedia or oral presentation, such as a PowerPoint presentation or a video.

Homework, and Participation (10% of course grade): On a weekly basis, you will have quizzes and assignments to help you master the material and draft research documents. For every homework assignment, quiz, rough draft and participation in peer review or discussion boards with your classmates will factor into your homework grade.

Program Learning Outcomes

As one class in the First-Year Writing Program, students' successful completion of this course will contribute to their overall ability to:

1. Critically *analyze* and *evaluate* the audience, purpose, and genre of a writing situation or written piece.
2. *Recognize* and *apply* the writing elements of format, structure, and grammar in a written piece.
3. *Demonstrate* an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. *Apply* reflective writing practices across different writing tasks and genres.
5. *Develop* writing-related technological skills that allow them to *locate*, *engage*, and *evaluate* writing activities and artifacts in various genres and across media formats.

Student Learning Outcomes

Upon successful completion of this course, students will be able to do the following relative to the First-Year Writing Program's Program Learning Outcomes (PLOs):

1. *Apply* genre-specific, academic writing techniques. (PLO 1)
2. *Recognize*, *critique*, *defend,* and *apply* rhetorical choices in writing situations. (PLO 1)
3. Effectively *apply* conventions of Standard American Academic English, including word choice, formality, grammar and mechanics, MLA formatting, and essay format. (PLO 2)
4. Expertly *apply* a process of writing from invention, drafting, revising, editing, and proofreading. (PLO 3)
5. Ethically *collaborate* through such writing processes as peer-review, constructive self-critique, or teamwork. (PLO 3)
6. *Compose* written work that reflects on connections between writing situations encountered in College Composition I, College Composition II, and beyond. (PLO 4)
7. *Apply* various research methods or techniques in order to *synthesize* multiple sources of information as a means of engaging with an ongoing academic conversation. (PLO 4)
8. *Engage* a variety of technologies in order to *locate* sources and write across multiple media for specific audiences and purposes. (PLO 5)
9. *Evaluate* and *critique* scholarly, scientific, and popular sources in order to determine reliability and to capably integrate sources with one's own ideas. (PLO 5)

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Everyone's an Author, 5th edition	Andrea Lunsford	978-132411439

Other Course Materials

To go to the bookstore, **click here (https://www.bkstr.com/texasaminternationalstore/home)**.

Students will need to obtain a college-ruled, single-subject (at least 100 sheets), spiral-bound notebook that they can dedicate as a journal and work-book for this course.

Students are also responsible for bringing their own writing utensils to class. Preferred writing utensils include either pens that write in blue or black ink, or pencils.

Additional materials and readings will be available on Blackboard.

Finally, students will need to have/create a google account to access Google Docs.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Open Boilerplate

ASSIGNMENT	VALUE
Research Proposal	15%
Annotated Bibliography	15%
Literature Review	20%
Position Paper	20%
Oral Presentation	20%
Homework/Participation	10%
TOTAL	100%

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Mon	8/24	Introduction and Syllabus Review	None	None
Wed	8/26	Review: What is Rhetoric & Composition? Review: What are Rhetorical Situations?	Everyone's an Author, Chapter 1--Thinking Rhetorically Everyone's an Author, Chapter 3--Rhetorical Situations	Syllabus Acknowledgement
Fri	8/28	Review: Basics of MLA formatting, citation, and source documentation Review: Basics of Poetic Interpretation, Metaphor & Metonymy	The Definition of Man	HW 1: My favorite song and what it says about me

Mon	8/31	Introduce Research Genre 1: Research Proposal Why do research? Genres of Discourse: Social Media, News Media, and Academic Journalism	The Allegory of the Cave Everyone's an Author, Chapter 5--Joining Academic Communities	None
Wed	9/2	Review: Media Literacy, Rhetorical Filters, and Balancing Biases	Manufacturing Consent, Chapter 1--A Propaganda Model Everyone's an Author, Chapter 8--Distinguishing Facts from Misinformation	None
Fri	9/4	What is it that makes a good research question?	Everyone's and Author, Chapter 23--Starting your Research Everyone's an Author, Chapter 25--Conducting Research in the Field	HW 2: Compare two perspectives on a problem
Mon	9/7	Labor Day: No Classes	Labor Day: No Classes	Labor Day: No Classes
Wed	9/9	Review: The Writing Process Peer-Reviewed Journal Articles, What they are and how to find them	Everyone's an Author, Chapter 9--Navigating the Writing Process Everyone's an Author, Chapter 24--Finding Sources	None
Fri	9/11	Peer-Review: Revision	Everyone's an Author, Chapter 10--Collaborating With Others	1st Draft: Research Proposal
Mon	9/14	Peer-Review: Editing & Proofreading		Final Draft: Research Proposal
Wed	9/16	Research Lab: Book Scavenger Hunt Introduce Research Genre 2: Annotated Bibliography	Everyone's an Author, chapter 28--Annotating a Bibliography Everyone's an Author, chapter 27 Evaluating Sources	None
Fri	9/18	Characteristic Features of an Annotated Bibliography Entry Writing and Ethics: AI and Scholarship	Everyone's an Author, Chapter 11--Navigating AI as an Author	HW 3: Summarize a Chapter from a Non-Fiction Book
Mon	9/21	Research as Writing: The Process of Refining Questions Research Lab	None	None
Wed	9/23	Research Lab	Everyone's an Author, Chapter 30--Quoting, Paraphrasing, and Summarizing	HW 4: Summarize two Scholarly Peer-reviewed Research Articles
Fri	9/25	Research Lab	None	HW 5: Summarize two more scholarly Peer-Reviewed Research Articles
Mon	9/28	Peer-Review: Revision	None	1st Draft: Annotated Bibliography
Wed	9/30	Peer-Review: Editing	Everyone's an Author, Chapter 37--Polishing and Editing	None
Fri	10/2	Peer-Review: Proofreading	Everyone's an Author, Chapter 32--MLA Style	None
Mon	10/5	Introduce Research Genre 3: Literature Review	None	Final Draft: Annotated Bibliography
Wed	10/7	Characteristic Features of a Literature Review	Everyone's an Author, Chapter 29--Synthesizing Ideas	None
Fri	10/9	Writing Lab: Looking for knowledge gaps and interpretative disagreements	None	HW 6: Identify & describe a difference of perspective between scholars
Mon	10/12	Review: MLA Style in-text citations & signal phrasing	Everyone's an Author, Chapter 31--Giving Credit and Avoiding Plagiarism	None
Wed	10/14	Writing Lab: Bridging the gap between common knowledge and specialized knowledge	None	None
Fri	10/16	Writing Lab: Sections, Transitions, and other Questions	None	HW 7: Building Audience Awareness
Mon	10/19	Peer-Review: Revision	None	1st Draft: Literature Review
Wed	10/21	Peer-Review: Editing Review: Grammar & Punctuation	Everyone's an Author, Chapter 37--Polishing and Editing	None

Fri	10/23	Peer-Review: Proofreading Review: MLA in-text citations	Everyone's an Author, Chapter 32--MLA Style	None
Mon	10/26	Introduce Research Genre 4: Position Paper Introduce Oral Presentation	None	Final Draft: Literature Review
Wed	10/28	Characteristic Features of Position Papers	Everyone's an Author, Chapter 14--Arguing a Position	HW 8: What I think, and the Rhetorical Situation in which I think it
Fri	10/30	Writing Lab: Identifying the topoi of arguments	Everyone's an Author, Chapter 20--Recognizing Arguments	HW 9: Brainstorming objections to my position
Mon	11/2	Basics of Logic	None	None
Wed	11/4	Logical Fallacies	Fallacies of Argument	None
Fri	11/6	Writing Lab: Thesis and Premesis	None	HW 10: Argument Outline
Mon	11/9	Four Structures of Argument: Classical, Toulmin, Rogerian, and Invitational	Everyone's an Author, Chapter 21--Analyzing and Constructing Arguments	None
Wed	11/11	Characteristic Features of an Oral Presentation Strategies for Supporting an Argument	Everyone's an Author, Chapter 22	None
Fri	11/13	Writing Lab: General	None	1st Draft of Position Paper Due
Mon	11/16	Project Presentations, 1-5	None	Oral Presentations 1-5 due
Wed	11/18	Project Presentations 6-10	None	Oral Presentations 6-10 due
Fri	11/20	Project Presentations 11-15	None	Oral Presentations 11-15 due
Mon	11/23	Project Presentations 16-20	None	Oral Presentations 16-20 due
Wed	11/25	Peer-Review: Revision	None	None
Fri	11/27	Thanksgiving: No Classes	Thanksgiving: No Classes	Thanksgiving: No Classes
Mon	11/30	Peer-Review: Editing & Proofreading	None	None
Wed	12/2	Finals Week: Position Paper Due	None	Position Paper Due
Fri	12/4	Class Closed	Class Closed	Class Closed
Mon	12/7	Class Closed	Class Closed	Class Closed
Wed	12/9	Class Closed	Class Closed	Class Closed

Core Curriculum Learning Outcomes

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
5. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

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

TAMIU Honor Code: Plagiarism and Cheating

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

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to

give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.

- *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
- *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.

- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (https://www.tamiu.edu/adminis/police/safezone/index.shtml) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making

accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

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

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU *Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the TAMIU *Student Handbook*.

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

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

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (https://www.tamiu.edu/reportit) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.