



ENGL 3361 - Multicultural Children's Lit

Fall 2026 Syllabus, Section 180, CRN 18916

Instructor Information

Melissa Rack

Email: melissa.rack@tamiu.edu

Office Hours:

Virtual Office Hours & Location

Monday mornings 8am-9:30am; and

Wednesday evening 6:30pm-8pm

Times and Location

Does Not Meet Face-to-Face

Course Description

Advanced study of the Multicultural Children's Literature genre. Special emphasis will be placed on Hispanic literature. Literature will be studied in translation and/or in the original language. Prerequisite: Three hours of sophomore literature or consent of instructor.

Humanities Department, College of Arts & Sciences

Additional Course Information

Virtual Office Hours & Live Support

Virtual office hours for ENGL 3361 are held weekly via video conference on Monday mornings 8am-9:30am; and Wednesday evening (6:30pm-8pm) CST]. To ensure dedicated, uninterrupted time for every student, consultations are scheduled in 10-minute blocks using our online appointment portal [TBA]. If you have questions regarding your grades, personal academic progress, or confidential matters, please book a 10-minute slot at least 2 hours in advance. If no individual appointments are booked, the virtual room remains open for drop-in questions on a first-come, first-served basis.

Communication Channels

Where to Post Your Questions: To maintain a responsive and organized learning environment for our class of 45 students, please direct your communications to the appropriate platform:

- **Course Q&A Forum (Blackboard):** For general questions regarding assignment guidelines, readings, textbook access, or syllabus deadlines, post your question to the "Course Q&A" discussion board. Check this board first before reaching out, as your question may already be answered. Students are highly encouraged to help answer peer questions here!
- **Direct Messages / Email:** Send private emails or Blackboard messages only for personal matters (e.g., medical accommodations, grade inquiries, or private circumstances).

Email Protocol & Response Expectations

- **Standardized Subject Lines:** All course emails must include [ENGL 3361] and a brief topic description in the subject line (e.g., [ENGL 3361] Question regarding Unit 2 Essay). Emails without this tag may be delayed by spam filters.



- **Response Window:** Messages are reviewed and answered Monday through Friday between 8:00 AM and 5:00 PM CST. You can expect a response within 24 hours on weekdays. Messages sent after 5:00 PM on Friday, on holidays, or over the weekend will be addressed on the following business day (within 48 hours).

Weekly Announcement Updates: Check your registered university email and Blackboard every Monday morning. A comprehensive weekly announcement will be posted summarizing key concepts, upcoming deadlines, and instructions for the week. Reading these announcements regularly will resolve most routine course questions.

Additional Course Information

Policy on Artificial Intelligence (AI)

All written essays and assignments (including discussion board posts) 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 assistive technologies, apart from standard grammar / spelling corrections. This is an upper-level course that requires close reading, experiential learning, and uniquely human critical thinking skills. While it is appropriate to use the spellcheck/grammar check tools in your word processing program as you compose your assignments, generating ideas and pasting large blocks of texts from AI platforms will be considered a violation of TAMU's academic honor code.

What You Will Submit for Every Assignment

To ensure transparency in drafting, all assignments submitted must be produced in a shareable cloud document with Track Changes / Version History active (Google Docs or Word Online). You will either upload (for essays) or cut and paste (for discussion board postings) the final product in Blackboard and include a shareable cloud link (from Google Docs or Word Online) at the bottom of all submissions with Track Changes / Version History active.

IMPORTANT: If you do not submit a shareable cloud link with your work, it will not be accepted and you will receive a zero for that assignment. Please be sure you understand the process BEFORE you begin your first assignment.

Why Ethics and Transparency Matter

AI models regularly produce confident inaccuracies, invent sources, and flatly misstate facts. In technical writing, passing along unverified information carries real-world consequences that range from social humiliation to job loss, career destruction, and criminal prosecution. You remain fully accountable for the accuracy and integrity of everything you turn in. Submitting work without properly tracking changes or hiding AI involvement violates the course academic integrity policy. When in doubt about a tool or process, ask early.

Course Delivery

This is an asynchronous online course that requires peer engagement. It is NOT a "work at your own pace" course. You must keep up with the schedule and meet all due dates. Lectures will be prerecorded and posted on Monday mornings. You will interact with your peers via written and video postings on the class discussion board on Wednesdays and Fridays. As a rule, written posts are due by 3pm, and video responses are due by midnight. I encourage you to post EARLY to avoid problems. We will meet in a synchronous format (video conference) twice per semester (prior to the midterm and final) in small groups.

Group Work

At the start of the semester, you will be assigned a group number for your discussion board postings. We are a large class (45 students), so each discussion group will have approximately 10-12 students. Make sure you are posting to the correct group.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Critically evaluate children's and young adult texts to demonstrate how historical and social contexts shape shifting constructions of childhood, adolescence, and youth culture.
2. Examine cultural representations in youth literature, evaluating texts as vehicles for both dominant ideologies and multicultural resistance.
3. Apply literary and cultural theories to multimodal texts
4. Utilize critical frameworks—including visual literacy, narrative theory, cross-media adaptation, and cultural studies—to analyze a variety of formats, including poetry, picturebooks, graphic novels, historical fiction, and popular media.
5. Evaluate the ethics of selection, history, and censorship.



6. Engage in multimodal communication and scholarly dialogue
7. Apply theoretical frameworks to real-world community engagement
8. Design and execute an experiential service project that translates course concepts into practical literacy engagement with young readers in a community or educational setting.

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	Reading Children's Literature, 2nd edition	Ed. Carrie Hintz	ISBN 9781554814435

Other Course Materials

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

Additional Course Readings (optional)

We will utilize open access and "read aloud" videos for additional course readings, apart from two young adult novels that you may want to purchase independently. The following are recommended, but not required:

- Little House on the Prairie by Laura Ingalls Wilder
- Esperanza Rising by Pam Munos Ryan.
- They Call Me Güero: A Border Kid's Poems by David Bowles
- Abuela's Fideo by Adelita Ramirez (illustrated by Victoria Tijerina)

Grading Criteria

Grading

The instructor does NOT round grades. For instance, if a student receives a 69.9999 total grade at the end of the semester, that student will receive a D grade for the course. The instructor does not give additional extra credit to individual students. The instructor is aware that students in this course have GPA goals in mind. Anticipate these goals early in the semester and strive to improve rather than ask for a grade at the end of the course. The instructor will happily discuss any assignment grade during office hours after a 24 hour "cool down" period.

Extra Credit

No extra credit is given in this course. The only way to get more points in this course is to complete the assigned work and submit it on time.

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



Coursework Description

Attendance 15%

Since this is an Online course, your participation is absolutely necessary to your learning. Blackboard tracks all your activity and engagement. Active participation and attendance in this course requires viewing all lectures, assignment sheets, readings and discussion board posts, and attending the two synchronous small group review sessions. You will receive an attendance score each week, which will be averaged over the course of the semester.

Discussion Board Posts 10%

Twice weekly, you will write a 150-word response to a discussion board prompt in your group. Your posts should demonstrate that you have read the textbook and primary source (storybook) material for the week.

Discussion Board Video Responses 10%

Twice weekly, you will produce and post a short, 2 minute video responding to the written posts of your classmates on the discussion board.

Three Reflection Essays 20%

Reflections are short essays (2-3 pages) responding to a specific prompt. Your audience consists of both your instructor and your peers. Reflections, as less formal essays, can use first person point of view, but should still exhibit critical thinking and clean grammar. Primary (storybooks) and secondary (textbook) sources from the course should be cited at least once (in-text citation and works cited required). Essays should be in MLA format. These will be uploaded to the proper assignment folder and also shared in a Peer Review discussion group.

Peer Review Video Responses 10%

For each Reflection Essay, you will respond to the essay of one of your classmates in a short, 2-minute video for the discussion board. You will do the same for your Service Project, responding to one classmate's presentation in video form.

Midterm Exam 10%

Your Midterm Exam will be a multiple choice test. Dr. Rack will post a review lecture and hold synchronous video Q&A study sessions during midterm week.

Service Project 10%

Your service project will involve reading to children and interacting with them either one on one or in a small group setting. Make sure you obtain the permission of the parents first. You will provide a written description of your project's objectives and results, as well as a short video presentation for your classmates.

Final Exam 15%

Your Final Exam will be a multiple choice test. Dr. Rack will post a review lecture and hold synchronous video Q&A study sessions during Finals week.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Introductory Lecture: Welcome to ENGL 3361! (posted Monday) AND Lecture 1: Deconstructing the "Nostalgia Lens": Reading Children's Literature as a Critical Cultural Artifact (posted Wednesday)	Read the "Introduction for Students" in Textbook	Discussion Board Posting #1 (by 3pm) and Video Response (by midnight) Due Friday Discussion Board Posting #2 (by 3pm) and Video Response (by midnight) Due Monday of Week 2
8/31	Lecture 2: The Invention of the Young Reader: How Social Constructions of Age and Ideology Shape Literary Production	Read Chapter 1: Historicizing Childhood Working Cotton (1992), by Sherley Anne Williams, and Carole Byard (Read Aloud Video)	Discussion Board Posting #3 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #4 (by 3pm) and Video Response (by midnight) Due Friday



9/7	Lecture 3: Moral Pedagogy vs. Pure Delight: Navigating the Historical Tension Between Didacticism and Pleasure.	Chapter 2: The Early History of Children's Literature A Little Pretty Pocket-Book (1744) by John Newberry - Open Access Copy	Discussion Board Posting #5 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #6 (by 3pm) and Video Response (by midnight) Due Friday
9/14	Lecture 4: Rhythmic Play and Political Voice: The Dual Power of Verse in Youth Culture	Chapter 3: Poetry The Owl and the Pussycat by Edward Lear (Read Aloud Video) Jabberwocky, by Lewis Carroll (Poetry Foundation Link)	Reflection Essay #1 Due Wednesday Peer Review Video Response #1 Due Friday (by midnight)
9/21	Lecture 5: Cultural Memory and Re-Vision: The Evolution of Folktales from Oral Tradition to Modern Retellings	Chapter 4: Fairy Tales The Paper Bag Princess, (1980) written by Robert Munsch and illustrated by Michael Martchenko (Read Aloud Video) Little Red Riding Hood (1982) by Trina Schart Hyman (Read Aloud Video)	Discussion Board Posting #7 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #8 (by 3pm) and Video Response (by midnight) Due Friday
9/28	Lecture 6: Decoding Visual Literacy: The Interplay of Text, Image, and Medium in Multimodal Storytelling	Chapter 5: Picture Books, Graphic Novels, and Visual Texts De la Peña, Matt. Last Stop on Market Street (2015) (Read Aloud Video) Kunhardt, Dorothy. Pat the Bunny (1940) (Read Aloud Video) Sendak, Maurice. Where the Wild Things Are (1963) (Read Aloud Video)	Discussion Board Posting #9 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #10 (by 3pm) and Video Response (by midnight) Due Friday
10/5	Lecture 7: Home, Away, and the Spatial Politics of Childhood: Analyzing Gender, Power, and Agency in Domestic and Adventure Narratives.	Chapter 6: Domesticity and Adventure Ezra Jack Keats's The Snowy Day (1962) (Read Aloud) Madeline (1939) by Ludwig Bemelmans (Read Aloud) (optional) Abuela's Fideo written by Adelita Ramirez and illustrated by Victoria Tijerina	Reflection Essay #2 Due Wednesday (by midnight) Peer Review Video Response #2 Due Friday (by midnight)
10/12	Lecture 8: Review Lecture Synchronous Small Group Study Sessions w/ Q&A		Attend Synchronous Small Group Study Session with Dr. Rack Midterm Exam
10/19	Lecture 9: Curating the Past: The Pedagogical Limits, Ethical Responsibilities, and Construction of History in Youth Literature	Chapter 7: Historical Fiction (optional) Little House on the Prairie by Laura Ingalls Wilder	Discussion Board Posting #11 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #12 (by 3pm) and Video Response (by midnight) Due Friday
10/26	Lecture 10: The Aesthetics of Fact: Evaluating Perspective, Authority, and Cultural Simplification in Informational Texts for Children.	Chapter 8: Nonfiction - History, Science, Life Writing Frida Kahlo and Her Animalitos by Monica Brown (Read Aloud) One Small Square: Backyard (1994) by Donald Silver (Read Aloud)	Discussion Board Posting #13 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #14 (by 3pm) and Video Response (by midnight) Due Friday
11/2	Lecture 11: Beyond the Binary: How the Interplay of Realism and the Fantastic Serves Social and Political Critique in Youth Literature.	Chapter 9: Fantasy and Realism Journey (2013) by Aaron Becker (Read Aloud) The Gruffalo (2013) by Julia Donaldson (Read Aloud)	Discussion Board Posting #15 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #16 (by 3pm) and Video Response (by midnight) Due Friday
11/9	Lecture 12: Constructing the Self: The Possibilities and Pitfalls of Children's Literature as a Vehicle for Multicultural Pedagogy	Chapter 10 (optional) Esperanza Rising By Pam Munoz Ryan (first half)	Reflection Essay #3 Due Wednesday Peer Review Video Response #3 Due Friday (by midnight)



11/16	Lecture 13: Intellectual Freedom: Disentangling Selection from Censorship in the Shaping of Youth Reading	Chapter 12: Censorship and Selection (optional) Esperanza Rising By Pam Munoz Ryan (second half)	Discussion Board Posting #17 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #18 (by 3pm) and Video Response (by midnight) Due Friday
11/23	Lecture 14: Cultural Studies and Cross-Media Adaptation: Analyzing Power, Genre, and Intertextuality in Youth Popular Culture Lecture 15: Service Project	Chapter 13: Children's Literature and Popular Culture J.M. Barrie's "Peter Pan" (full play - watch online)	Discussion Board Posting #19 (by 3pm) and Video Response (by midnight) Due Wednesday Discussion Board Posting #20 and Video Response (by midnight) Due Friday
11/30	Lecture 15: Review Lecture Synchronous Small Group Study Sessions w/Q&A		Attend Synchronous Small Group Study Sessions w/Q&A Service Projects and Presentations Due Wednesday Peer Review Video Response to Service Projects and Presentations Due Friday (by midnight)
12/7	Synchronous Small Group Study Sessions w/Q&A		Final Exam on Scheduled Day (TBA)

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.tamui.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 (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 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.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, 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.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 TAMU 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 TAMU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.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.

Distance Education Courses

*[The ITALICIZED INFORMATION BELOW is where you are to ADD your course information. **Please don't forget to remove these instructions and all ITALICIZED content.**]*

Regular and Substantive Interaction (Note to Instructors):

The U.S. Department of Education (ED) has issued Regular and Substantive Interaction: Background, Concerns, and Guiding Principles which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

- 1. Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)*
- 2. Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)*

Be sure to add clear statements on your syllabi about these instructor-to-student expectations.

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, be sure to confirm what in-person meetings may be required of you (if applicable).

Course Structure

[Description of how students should approach the course regularly. A description of course menu items and their contents may be found here. The description may also describe how students should approach the materials per lesson/module/week. It should include what type of materials students may encounter, the types of activities and assessments they may see, and other expectations from the students in each module. This section should help the student understand how to navigate the course.]

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

[The instructor must provide information on the type of communication that will be provided to students on a regular basis, including the frequency of this communication (such as "Announcements will be posted regularly on Mondays."). Also, information on the turnaround time for communication from course messages or emails sent to the instructor.]

Assignments and Assessments

[The instructor must list the turnaround time for providing feedback to students on their submissions of an assignment or assessment. Expectations on how students will receive feedback should be listed for each type of 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 (<https://www.tamtu.edu/distance/students/technology-requirements.shtml>) when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: *[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]* 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: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]* TAMIU 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 TAMIU'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 elarning@tamtu.edu.



Minimum Technical Skills Expected

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]

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

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

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

[The inclusion of rubrics in the syllabus is usually up to the instructor. If rubrics are not included in the syllabus, this area should convey to students that rubrics are included in the course and will provide an understanding of how they will be assessed on the course's assignments.]

Late Work Policy

Instructors should include the policy stating what may or may not be acceptable for late assignments.

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

[Instructor's policy on assignments held within the Turnitin system.]

Proctoring

[Respondus LockDown Browser/Monitor OR Examity. Contact elearning@tamiu.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. [Customize technologies](#) to include those that pertain to your course:]

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 the creation of 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: [insert the technologies here].