



FIN 3310 - Introduction to Finance

Fall 2026 Syllabus, Section 180, CRN 17773

Instructor Information

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Office Hours:
By Appointment
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Times and Location

Does Not Meet Face-to-Face

Course Description

An introduction of the basic concepts and principles of finance. The material to be covered will include: financial markets and institutions, investments, and managerial finance. Prerequisites: ACC 2301 with a grade of "C" or better and ECO 2302
Intl Banking&Finance Studies Department, Sanchez School of Business

Additional Course Information

AI COURSE POLICY: This class requires the submission of weekly chapter reports and the class also offers an opportunity to participate in the optional discussion of end of chapter questions every week by submitting short responses online. You may use the university available AI tools to support your research of the weekly required chapter cases and problems and to support your research of the weekly optional discussion questions. Your submitted chapter reports and responses to optional discussion questions must be your own written interpretation of your AI research, if any. Irrespective of your use or not of AI tools, your submissions must be your own individual write-ups. Any word-for-word statement that is not your own must be quoted and cited. Group discussions of all these activities are encouraged but your submissions must be based on your own writing and thinking. Submissions of identical reports for any required or optional activity will receive a prorated grade based on the number of identical submissions for that activity.

REQUIRED ASSIGNMENTS: This class requires the submission of weekly discussions of selected chapter questions, quizzes, and chapter integrative problem reports.

The weekly chapter discussion questions open on Monday, except for weeks with scheduled exams, and close at the end of day on Friday every week. The weekly quizzes and chapter integrative problems open on Friday, except for weeks with scheduled exams, and close at the end of Sunday every week. The required exams open for a two-hour period on the scheduled dates and times in the class syllabus.

Please note that the discussion questions, quizzes, and integrative problems may be submitted multiple times while they are open. The exams, however, are available for one submission only during the scheduled times.

The submissions of weekly discussions of selected chapter questions, quizzes, and chapter integrative problem reports do not require Respondus Lockdown. Access and submission of exams, however, do require Respondus Lockdown and Monitor.

RESPONDUS LOCKDOWN BROWSER AND MONITOR: This course requires the use of the LockDown Browser and Respondus Monitor (webcam) for the submission of exams. The webcam is built-in on your computer or can be the type that plugs in with a USB cable.



Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml/>) to get a basic understanding of LockDown Browser and Respondus Monitor (the webcam feature). A student Quick Start Guide (PDF) (<http://www.respondus.com/products/monitor/guides.shtml/>) is also available.

Download Instructions for the Free LockDown Browser:

Click the Student Support top-middle tab located in Blackboard. Scroll down to the Instructional Technologies section and click on the Respondus LockDown Browser icon.

Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You will not be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Download Instructions for the Respondus Monitor: There is a fee for Respondus Monitor. This is a one-time fee valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will need to purchase the Respondus Monitor the first time an exam requires the use of the

LockDown Browser's webcam feature. You may pay with PayPal, Visa or Mastercard.

To pay for the Respondus Monitor:

- 1.Start the Respondus LockDown Browser (http://www.jsu.edu/online/current-students/resp_lock_browser_students.html).
- 2.Navigate to your test.
- 3.Complete the set-up process, which includes a payment screen for entering credit card information.
- 4.Payment and entering credit card information is only necessary one-time per course.

Guidelines

When taking an online exam that requires the LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Turn off all other devices (e.g., tablets, phones, second computers)
- Clear your area of all external materials — books, papers, other devices
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- The LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with the LockDown Browser:

- The Windows and Mac versions of the LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with the Respondus LockDown Browser, email the TAMIU eLearning Team atelearning@tamiu.edu.

Webcam Checkout for Personal Computer

Students unable to use personal or borrowed computers and equipment may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones).

The office is located at Killam Library 259 (down the hall from the HelpDesk) and is open Monday through Friday from 8 a.m. to 7 p.m. Checkout for a webcam is on a first come, first-service basis. Speak with an eLearning staff member to checkout a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams are due back at the Instructional Technology and Distance Education Services office within five business days of the checkout date.

Program Learning Outcomes

COURSE GOAL: To provide an overview of basic investing and financing concepts and their applications in financial analysis and decision making by individuals and firms in a domestic and global context. This course represents the required foundation in finance for all BBA students.

Upon successful completion of this course, each student will:

- C01 Understand the fields of study in finance with emphasis on aspects of domestic and global business finance
- C02 Analyze the financial position and condition of a business to identify strengths and weaknesses and to propose actions to maximize the value of the firm
- C03 Identify different types of financial markets and financial institutions and understand the role of the financial markets and institutions in facilitating domestic and global financial transactions
- C04 Identify short-term and long-term debt securities interest rates and understand the determinants of interest rates and changes in interest rates and the role of interest rates in security valuation
- C05 Understand different series of cash flows and evaluate the time value of lump sums and series of cash flows as well as the implicit returns in cash flows
- C06 Identify different types of debt securities and evaluate the present value, risk, and return of long-term bonds to investors
- C07 Identify different types of capital market securities and evaluate the present value, risk, and return of common stock and preferred stock to investors
- C08 Assess and discern the relationship between risk and return for investors and the firm
- C09 Understand the components of the cost of capital and evaluate the cost of capital components and the overall cost of capital of the firm using the investors' estimated rates of return on bonds, common stock, and preferred stock
- C010 Understand different capital budgeting techniques and evaluate the rate of return of investment projects using capital budgeting techniques such as the net present value and internal rate of return
- C011 Understand different capital structure theories and evaluate the effect of indebtedness on the earnings and value of a firm
- C012 Understand different dividend policies and evaluate the effect of dividends on the earnings and value of a firm

Student Learning Outcomes

After taking this course, students will be able to:

Week 1/Module 1 - Overview of Finance

- M01.1: Identify the different areas of study in finance (C01, C03)
- M01.2: Identify basic forms of business (C01, C02)
- M01.3: Identify the primary goal of business (C01, C02)
- M01.4: Identify ethical issues in business. (C01, C02, C03)
- M01.5: Identify factors for business to go global (C01, C02, C03)

Week 2/Module 2 - Financial Statements

- M02.1: Identify different types of business reports (C02)
- M02.2: Identify the components of the balance sheet and income statement (C02)
- M02.3: Evaluate the financial position and condition of the firm by applying financial data in the construction and interpretation of financial ratios (C02)

Week 3/Module 3 - The Financial Environment

- M03.1: Identify different classifications of financial markets (C03)
- M03.2: Identify money and capital market securities (C03, C06)
- M03.3: Identify depository and non-depository financial institutions (C03)
- M03.4: Identify differences between domestic and foreign financial markets and institutions (C03)

Week 4/Module 4 - The Cost of Money

- M04.1: Identify the components of interest rates (C04)
- M04.2: Identify the determinants of interest rates levels and interest rate changes (C04)
- M04.3: Evaluate changes in interest rates using the yield curve (C04)
- M04.4: Identify macroeconomic factors that affect interest rates (C04)

Weeks 5 & 6/Module 5 The Time Value of Money

- M05.1: Identify different series of financial cash flows (C05, C06, C07)
- M05.2: Compute the future value of different cash flow streams (C05, C010)



- M05.3: Compute the present value of different cash flow streams (C05, C06, C07, C010)
- M05.4: Compute the nominal rate of return implicit in different cash flow streams (C06, C08, C010)
- M05.5: Compute the effective rate of return implicit in different cash flow streams (C06, C08, C010)
- M05.6: Compute the payment of an installment loan (C05, C06)

Week 7/Module 6 Bonds

- M06.1: Identify different types of debt markets and debt securities (C03, C04, C06)
- M06.2: Identify ratings of bond risk (C06)
- M06.3: Compute the present value of a bond (C05, C06)
- M06.4: Compute bond returns (C05, C06, C09)
- M06.5: Evaluate the effect of interest rate changes on bond values (C06)

Week 8/Module 7 Stocks

- M07.1: Identify characteristics of preferred stock and common stock (C07)
- M07.2: Compute the present value of stocks using the constant-growth dividend valuation model (C07, C08)
- M07.3: Identify other common stock valuation models (C07)
- M07.4: Identify factors that change stock prices (C07)

Week 9/Module 8 The Risk and Return of Common Stock

- M08.1: Compute the risk of investing in common stock (C07, C08)
- M08.2: Compute the expected return of common stock (C07, C08)
- M08.3: Identify different types of risk of investing in common stock (C07, C08)
- M08.4: Evaluate investment return using the capital asset pricing model (C07, C08, C09, C010, C011)
- M08.5: Determine when a stock market price is fair or in equilibrium (C07, C08)
- M08.6: Identify relevant or systematic risk of investing in common stock (C07, C08)

Weeks 10 & 11/Module 9 The Cost of Capital

- M09.1: Compute the component cost of debt, preferred stock, retained earnings, and new equity capital (C06, C07, C09)
- M09.2: Compute the weighted average cost of capital (C06, C07, C09)
- M09.3: Compute the marginal cost of capital (C06, C07, C09)
- M09.4: Evaluate the relationship between the weighted average cost of capital and investors' required rates of return (C06, C07, C09)

Week 12/Module 10 Capital Budgeting

- M010.1: Identify capital budgeting techniques (C010)
- M010.2: Evaluate the net present value and internal rate of return of investment projects (C05, C07, C010)
- M010.3: Identify the net present value and internal rate of return methods as the appropriate methods to select and rank investment projects (C010)
- M010.4: Evaluate the modified internal rate of return of an investment project (C05, C010)
- M010.5: Evaluate the traditional and discounted payback period of an investment project (C05, C010)

Weeks 13 & 14/Module 11 Capital Structure

- M011.1: Identify the components of a business capital structure (C02, C09)
- M011.2 Evaluate the effect of indebtedness on the earnings per share of the firm (C06, C07, C09, C011)
- M011.3: Evaluate the degree of operating leverage and the degree of financial leverage (C05, C011)
- M011.4: Identify different capital structure theories (C02, C011)
- M011.5: Identify business factors that may lead to different capital structure decisions (C02, C011)

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	CFIN6	Besely & Brigham	978-1337407342

Other Course Materials

PowerPoint Presentations, End-of-Chapter Key Terms and Questions, Files with Practice Problems and Questions for Quizzes and Tests, and Chapter videos. All other course materials have been uploaded to this course on Blackboard under Content.

Grading Criteria

COURSE EVALUATION POLICY: Students are required to take quizzes and exams, submit case and problem reports, and submit discussion questions' participations. See Course Evaluation Weights below.

In determining the final course grade, the class uses the following grading scale:

GRADE	PERCENTAGE
A	90 - 100
B	80 - <90
C	70 - <80
D	60 - <70
F	Below 60

Assignments

WEEKLY CLASS DISCUSSION FORUMS: The class has scheduled weekly discussion every Thursday from 8 pm to 10 pm. Students are expected to attend if they wish to discuss any of the assigned material for the week as well as the activities to be submitted for the week as part of the evaluation process. Students that participate in the weekly Thursday Discussion Forums will receive up to 7 bonus points to be added to their overall final numerical class score. Students that participate are expected to be ready to discuss the weekly material assigned and the activities to be submitted for the week.

BONUS DISCUSSION QUESTIONS: Students are expected to participate in this class by submitting responses to any or all the weekly scheduled discussions questions and/or by submitting responses to participations submitted by their peers. You may participate anytime from Monday through Sunday each week with scheduled discussion questions. Questions are based on concepts and applications of the class material covered each week. You may participate by clicking on the scheduled discussion question assignment or via the Discussion Board. All Discussion Questions are also posted on the class Discussion Board. The value of participations is a significant bonus worth up to 10 points to be added to your overall numerical class grade. Participations that address discussion questions and/or responses by your peers, as graded by the instructor, will receive up total of 10 bonus points to be added to your overall numerical grade. Responses such as Agree, Not Agree, Yes, No, do not qualify for bonus points. Grades and feedback will be provided by the instructor to all participations within 24 hours of the submission.

INTEGRATIVE CASES AND PROBLEMS: This class requires the submission of weekly written reports on integrative cases and problems. The case/ problem questions require specific responses based on the conceptual material and applications presented in the corresponding chapter. You may write your submission in the provided submission box or you may download the case/problem file to compose your responses or essay. Although some of the assigned cases and problems require calculations, the analysis of the required responses may be done in no more than two pages. Please submit your reports no later than 11:59 pm on Day 7 of each week for your case to qualify for full credit. Written feedback will be provided on your reports within 24 hours of your submission.

PRACTICE QUIZZES: This class requires weekly quizzes. A weekly practice quiz opens every Friday as scheduled in the class syllabus, except for the weeks with scheduled exams. The weekly quiz is a practice quiz that is **available for multiple takes**. Written feedback will be provided by the instructor on missed questions based on an item analysis applied to each quiz. Correct responses to missed questions with step-by-step solutions will be provided within 24 hours of your submission. Please note that every practice quiz counts for part of the total grade in this course. Missing weekly quizzes may be very detrimental to your class score since all weekly quizzes assigned in this class account for 40% of the total class grade. The weekly practice quiz **does not** require Respondus LockDown. Make sure you practice the weekly quiz enough to maximize your potential grade in this class. Please see the Schedule of Class Activities at the bottom of this syllabus.



EXAMS: This class requires two partial-term exams and a final exam. The two scheduled partial term exams will open promptly on the scheduled dates on this syllabus' Calendar of Class Activities. Please note that each one hour and thirty minutes partial-term exam is for **one take only** and **does require** Respondus LockDown and Respondus Monitor. Please see the guidelines for Respondus LockDown and Respondus Monitor above in this syllabus. Please manage your time accordingly when taking exams. A final exam will take place during the week of final exams and will open at the start of class time on the scheduled date in this syllabus' Calendar of Class Activities, as per the University Final Exam Schedule. Please note that the two-hour and fifty minutes final exam is for **one take only** and **does require** Respondus LockDown and Respondus Monitor. Please manage your time accordingly. Students having more than two finals scheduled for the same day at the same time may request an alternative final exam date during finals week for this class.

ASSIGNMENT	Points
Integrative Cases and Problems (10 Total at 2 points each)	20
Practice Quizzes (10 Total at 4 points each)	40
Partial Term Exams (2 Total at 10 points each)	20
Final Exam (1 Total at 20 points)	20
Total Points for Course	100
Bonus Discussion Questions Participations	10
Bonus Class Discussion Forums	7

Rubrics

Rubrics for the reports on Integrative Cases and Problems are available for each weekly Module in the corresponding Module folder.

Late Work Policy

Late submissions may qualify for partial credit at the instructor's discretion.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Welcome Message Overview of Finance Chapter 1 End of Chapter Discussion Questions Chapter 1 Quiz Chapter 1 Integrative Problem	Announcement Posted on Blackboard Chapter 1 and Chapter 1 Instructional Materials Uploaded to Blackboard Chapter 1 Instructional Materials Uploaded to Blackboard Chapter 1 Integrative Problem Posted on Blackboard	8/25 8/28 Chapter 1 Discussion Questions Report due By 11:59 pm on 8/28 Chapter 1 Integrative Problem Submission due By 11:59 pm on 8/30
8/31	Summary of Week 1 and Guide for Week 2 Financial Statements, Financial Analysis, and Financial Ratios Chapter 2 End of Chapter Discussion Questions Chapter 2 Quiz Chapter 2 Integrative Problem	Announcement Chapter 2 and Chapter 2 Instructional Materials Uploaded to Blackboard Chapter 2 Instructional Materials Uploaded to Blackboard Chapter 2 Integrative Problem Posted on Blackboard	8/31 9/4 Chapter 2 Discussion Questions Report due By 11:59 pm on 9/4 Chapter 2 Quiz Submission due By 11:59 pm on 9/6 Chapter 2 Integrative Problem Submission due By 11:59 pm on 9/6
9/7	Summary of Week 2 and Guide for Week 3 The Financial Environment, Financial Markets, and Financial Institutions Chapter 3 End of Chapter Discussion Questions Chapter 3 Quiz Chapter 3 Integrative Problem	Announcement Posted on Blackboard Chapter 3 and Chapter 3 Instructional Materials Uploaded to Blackboard Chapter 3 Instructional Materials Uploaded to Blackboard Chapter 3 Integrative Problem Posted on Blackboard	9/7 9/11 Chapter 3 Discussion Questions Report due By 11:59 pm on 9/11 Chapter 3 Quiz Submission due By 11:59 pm on 9/13 Required Problem Online Submission due By 11:59 pm on 9/13



9/14	Summary of Week 3 and Guide for Week 4 The Cost of Money and the Term Structure of Interest Rates Chapter 5 End of Chapter Discussion Questions Chapter 5 Quiz Chapter 5 Integrative Problem	Announcement Posted on Blackboard Chapter 5 and Chapter 5 Instructional Materials Uploaded to Blackboard Chapter 5 Instructional Materials Uploaded to Blackboard Chapter 5 Integrative Problem Posted on Blackboard	9/14 9/18 Chapter 5 Discussion Questions Report due By 11:59 pm on 9/18 Chapter 5 Quiz Submission due By 11:59 on 9/20 Chapter 5 Integrative Problem Submission due By 11:59 on 9/20
9/21	Summary of Week 4 and Guide for Week 5 The Time Value of Money, Future and Present Value Exam 1	Announcement Posted on Blackboard Chapter 4 and Chapter 4 Instructional Materials Posted on Blackboard Chapters 1-3 and 5	9/21 9/24 Exam Requires Respondus Lockdown and Monitor and it is available from 8 pm to 9:30 pm only on 9/25
9/28	Summary of Week 5 and Guide for Week 6 Annuities, Effective Interest Rates, and Loan Amortization Chapter 4 End of Chapter Discussion Questions Chapter 4 Quiz Chapter 4 Integrative Problem	Announcement Posted on Blackboard Chapter 4 and Chapter 4 Instructional Materials Posted on Blackboard Chapter 4 Instructional Materials Posted on Blackboard Chapter 4 Integrative Problem Posted on Blackboard	9/28 10/2 Chapter 4 Discussion Questions Report due By 11:59 pm on 10/2 Chapter 4 Quiz Submission due By 11:59 pm on 10/4 Chapter 4 Integrative Problem Submission due By 11:59 pm on 10/4
10/5	Summary of Week 6 and Guide for Week 7 Bonds, Bond Pricing, and the Risk and Return of Investing in Bonds Chapter 6 End of Chapter Discussion Questions Chapter 6 Quiz Chapter 6 Integrative Problem	Announcement Posted on Blackboard Chapter 6 and Chapter 6 Instructional Materials Posted on Blackboard Chapter 6 Instructional Materials Posted on Blackboard Chapter 6 Integrative Problem Posted on Blackboard	10/5 10/09 Chapter 6 Discussion Questions Report due By 11:59 pm on 10/11 Chapter 6 Quiz Submission due By 11:59 pm on 10/11 Chapter 6 Integrative Problem Submission due By 11:59 pm on 10/11
10/12	Summary of Week 7 and Guide for Week 8 Preferred and Common Stock Pricing and the Risk and Return of investing in Preferred and Common Stock Chapter 7 End of Chapter Discussion Questions Chapter 7 Quiz Chapter 7 Integrative Problem	Announcement Posted on Blackboard Chapter 7 and Chapter 7 Instructional Materials Posted on Blackboard Chapter 7 Instructional Materials Posted on Blackboard Chapter 7 Integrative Problem Posted on Blackboard	10/12 10/16 Chapter 7 Discussion Questions Report due By 11:59 pm on 10/18 Chapter 7 Quiz Submission due By 11:59 pm on 10/18 Chapter 7 Integrative Problem Submission due By 11:59 pm on 10/18
10/19	Summary of Week 8 a Guide for Week 9 Risk and Return and the Capital Asset Pricing Model Chapter 8 End of Chapter Discussion Questions Chapter 8 Quiz Chapter 8 Integrative Problem	Announcement Posted on Blackboard Chapter 8 and Chapter 8 Instructional Materials Posted on Blackboard Chapter 8 Instructional Materials Posted on Blackboard Chapter 8 Integrative Problem Posted on Blackboard	10/19 10/23 Chapter 8 Discussion Questions Report due By 11:59 pm on 10/23 Chapter 8 Quiz Submission due By 11:59 pm on 10/25 Chapter 8 Integrative Problem Submission due By 11:59 pm on 10/25
10/26	Summary of Week 9 and Guide for Week 10 The Cost of Debt and Preferred Stock CapitalCapital Exam 2	Announcement Posted on Blackboard Chapter 11 and Chapter 11 Instructional Materials Posted on Blackboard Chapters 4 and 6-8	10/26 10/29 Exam Requires Respondus Lockdown and Monitor and it is available from 8 pm to 9:30 pm only on 10/30
11/2	Summary of Week 10 and Guide for Week 11 The Cost of Equity Capital and the Overall Firm Cost of Capital Chapter 11 End of Chapter Discussion Questions Chapter 11 Integrative Problem	Announcement Posted on Blackboard Chapter 11 and Chapter 11 Instructional Materials Posted on Blackboard Chapter 11 Instructional Materials Posted on Blackboard Chapter 11 Integrative Problem Posted on Blackboard	11/2 11/6 Chapter 11 Discussion Questions Report due By 11:59 pm on 11/6 Chapter 11 Quiz Submission due By 11:59 pm on 11/8 Chapter 11 Integrative Problem Submission due By 11:59 pm on 11/8



11/9	Summary of Week 11 and Guide for Week 12	Announcement Posted on Blackboard	11/9
	Capital Budgeting Techniques	Chapter 9 Instructional Materials Posted on Blackboard	11/13
	Chapter 9 End of Chapter Discussion Questions	Chapter 9 and Chapter 9 Instructional Materials Posted on Blackboard	Chapter 9 Discussion Questions Report due By 11:59 pm on 11/13
	Chapter 9 Quiz	Chapter 9 Integrative Problem Posted on Blackboard	Chapter 9 Quiz Submission due By 11:59 pm on 11/15
	Chapter 9 integrative Problem		Chapter 9 Integrative Problem Submission due By 11:59 pm on 11/15
11/16	Summary of Week 12 and Guide for Week 13	Announcement Posted on Blackboard	11/16
	Capital Structure, Leverage, and Firm Returns	Chapter 12 and Chapter 12 Instructional Materials Posted on Blackboard	11/20
	Chapter 12 Optional Bonus Quiz	Chapter 12 Instructional Materials Posted on Blackboard	Chapter 12 Optional Bonus Quiz Submission due By 11:59 pm on 11/20
11/23	Summary of Week 13 and Guide for Week 14	Announcement Posted on Blackboard	11/23
11/30	Final Exam Review	Chapters 1-9, 11 and 12	12/1
12/7	Final Exam	Chapters 1-9, 11 and 12	Exam Requires Respondus Lockdown and Monitor and it is available from 8 pm to 10:30 pm only on 12/7

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.

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 \(URL: Student Handbook \(https://www.tamiu.edu/handbook/index.shtml\)\)](https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

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

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments.

The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) 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

Course Structure

Students are expected to download and review the weekly materials already uploaded to this course on Blackboard and submit all required quizzes and chapter reports in a timely manner. Besides the available Blackboard Forums for discussion and interaction throughout each week, students are expected to practice and submit required quizzes and submit required discussion questions and problem reports through the corresponding Drop by Friday midnight and Sunday midnight, respectively, each week, except for weeks with scheduled exams. In addition, students are required to submit required exams on the scheduled dates in the syllabus.

Performance generally correlates directly with the time you put into your class work. Faculty members are not responsible for dropping students who suspend class activity.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

As per the syllabus, the instructor of this course will be available on demand through the duration of this class through the class Blackboard Forums and the Course Email. As part of the learning process, students in this class are expected to participate and interact through the class Blackboard Forums and Course Email with their peers and instructor on a weekly basis to discuss and clarify the readings and class assignments. Students that keep up with the weekly readings, discussions, and assignments in a timely manner not only maximize their learning but secure a passing grade by the last week of classes even before the final exam is due for submission. The instructor will post a summary of the concepts covered the previous week and a Guide for the coming week in Announcements starting with Week 2. In addition, the instructor will post personal notes on the concepts covered each week with examples and applications in Announcements. Finally, the Instructor will post weekly reminders of all activities due each class week in Announcements.

Assignments and Assessments

REQUIRED DISCUSSIONS OF SELECTED CHAPTER QUESTIONS: Students are encouraged to further participate in this class by submitting responses to weekly scheduled end of chapter discussion questions. The questions open under Discussions on Mondays and close at the end of day on Friday each week, except for weeks when partial-term exams are scheduled. You may submit multiple times, if needed, from Monday through Friday. Complete submissions of answers to the weekly discussion questions will earn up to up to 5 points of the possible 100 points available from required activities in this class. Feedback will be provided by the instructor 24 hours after the deadline. Like quizzes and chapter integrative problem reports, these submissions do not require Respondus Lockdown.

REQUIRED INTEGRATIVE CHAPTER PROBLEMS: This class requires submission of weekly reports on integrative chapter problems, which open on Fridays at class time, except for two Fridays assigned to the partial-term exams. The chapter integrative problem reports will be available from Friday starting at noon through Sunday midnight each week as many times as needed. The chapter report is open for multiple submissions through Sunday midnight. The chapter integrative problems require specific responses based on the conceptual material and applications presented in class on the corresponding chapter. You may write your submission in the submission box, or you may download the chapter integrative problem file to compose your report and attach the file in the submission box. Although some of the assigned chapter integrative problems require calculations, the responses to all questions can be composed in one or two pages, but you are free to use as many pages as you need. Please make your final submission of your reports no later than Sunday midnight for your submission to qualify for full credit. A grade and written feedback will be provided on your reports within 24 hours of the deadline.

Please note that every chapter integrative problem report counts as part of the total grade in this course. Complete submissions of the ten assigned chapter reports account for 15 points of the possible 100 points available from required submissions in this class. Submissions of these reports do not require Respondus LockDown.



REQUIRED WEEKLY QUIZZES: This class requires the submission of weekly quizzes. A weekly quiz opens every Friday, except for two Fridays assigned to the partial-term exams. The weekly quiz opens on Friday and remains open on Saturday and Sunday for as many takes as needed. You get to keep the highest grade of any submission.

Please note that every quiz counts as part of the total grade in this course. The ten assigned quizzes account for 40 points of the possible 100 points available from required submissions in this class.

Finally, note that the weekly quiz does not require Respondus LockDown. Make sure you practice each weekly quiz enough to maximize your learning and potential grade in this class.

REQUIRED EXAMS: This class requires two partial-term exams and a final exam. A partial-term exam is given every six weeks. The two partial term exams will start at 8 pm and will end at 9:30 pm on the scheduled dates. A final exam will open for two and a half hours during the week of final exams. See the class syllabus for the scheduled dates of all exams.

The partial term exams count 10 points each of the possible 100 points available from required submissions in this class. The final exam counts for 20 points of the possible 100 points available from required submissions in this class. Please note that the exams are available for one take and submission only during the scheduled times. Also, please note that exams do require Respondus LockDown and Respondus Monitor.

TOTAL CLASS REQUIRED SUBMISSIONS: The required chapter discussion questions, quizzes, chapter integrative problem reports, and exams count for the possible 100 points available from required submissions in this class. Please manage your time accordingly to submit required activities and exams as scheduled to maximize your total point score.

BONUS QUIZ: A bonus quiz will be available for extra points on Friday, November 21. Please note the bonus quiz will be open for one day only. It will open on Friday, November 21, and will close at 11:59 pm on the same day. Like all required quizzes, the bonus quiz does not require Respondus Lockdown.

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.tamui.edu/distance/students/netiquette.shtml>) for further instruction.

Accommodations/Accessibility Policy

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

Student Support Resources

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

Computer/Technology Requirements

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

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

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

Additional Hardware. For this class, you will need the following additional hardware: Computer Webcam

Recently purchased laptops may have built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

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



Additional Software. You will need the following additional software: Microsoft *Office*

TAMU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

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

Learning Management System (Blackboard)

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

Minimum Technical Skills Expected

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

Technical Support Services

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

Grading Scale/Schema (after Grade Breakdown section)

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

A = 90 or more Points

B = 80 – < 90 Points

C = 70 – < 80 Points

D = 60 – < 70 Points

F = < 60 Points

Grades and feedback for submitted quizzes will be immediately available after each quiz submission. Grades and feedback for submitted chapter reports will be available 24 hours after the submission deadlines.

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

Rubrics are attached to all assignments on Blackboard.

Late Work Policy

Late assignment submissions may be considered for partial credit at the instructor's discretion, pending the quality and completion of the late submissions. It is the responsibility of the student to drop the course before any drop deadline.

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.

Proctoring

Respondus LockDown Browser/Monitor.

This course requires the use of the LockDown Browser and Respondus Monitor (webcam) for those who select to take and submit exams online through Blackboard. The webcam is built-in on your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of LockDown Browser and Respondus Monitor (the webcam feature). A student Quick Start Guide (PDF) (<http://www.respondus.com/products/monitor/guides.shtml>) is also available.

Download Instructions for the Free LockDown Browser:

Click the **Student Support** top-middle tab located in Blackboard. Scroll down to the *Instructional Technologies* section and click on the *Respondus LockDown Browser* icon.



Once Installed

- Open LockDown Browser
- Log into Blackboard Learn
- Navigate to the test and begin

Note: You will not be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Download Instructions for the Respondus Monitor: There is a **fee** for Respondus Monitor. This is a one-time fee valid for 12 months (365 days) for all courses or exams that use Respondus Monitor. You will need to purchase the Respondus Monitor the first time an exam requires the use of the LockDown Browser's webcam feature. You may pay with PayPal, Visa or Mastercard.

To pay for the Respondus Monitor:

1. Start the Respondus LockDown Browser (http://www.jsu.edu/online/current-students/resp_lock_browser_students.html).
2. Navigate to your test.
3. Complete the set-up process, which includes a payment screen for entering credit card information.
4. Payment and entering credit card information is only necessary one-time per course.

Guidelines

When taking an online exam that requires the LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Turn off all other devices (e.g., tablets, phones, second computers)
- Clear your area of all external materials — books, papers, other devices
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- The LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with the LockDown Browser:

- The Windows and Mac versions of the LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.
- If you have problems downloading, installing, or taking a test with the Respondus LockDown Browser, email the TAMIU eLearning Team at elearning@tamiu.edu.

Webcam Checkout for Personal Computer

Students unable to use personal or borrowed computers and equipment may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones).

The office is located at **Killam Library 259** (down the hall from the HelpDesk) and is open **Monday through Friday from 8 a.m. to 7 p.m.** Checkout for a webcam is on a first come, first-service basis. Speak with an eLearning staff member to checkout a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams are due back at the Instructional Technology and Distance Education Services office within five business days of the checkout date.



Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as 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**.

Syllabus Subject to Change

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