NURS 4310 - Nursing Research - WIN

Fall 2026 Syllabus, Section 180, CRN 18174

Instructor Information

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Office Hours:
Tuesday and Wednesday 2PM to 5PM face to face or online
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Times and Location

Does Not Meet Face-to-Face

Course Description

This course focuses on the introductory use of the research process in the development of nursing knowledge and practice. The student will critically appraise research studies and determine their value in improving client outcomes across the lifespan. The steps of the research process will be explored. This course is 3 hours of theory per week. Prerequisites: NURS 3310, NURS 3410, and NURS 3613. Corequisites: NURS 3412 and NURS 3614 Nursing Department, College of Nursing&Health Sci

WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

Additional Course Information

Course Structure

This is a fourteen-week online course, with web-based components. THERE ARE NO-FACE TO-FACE CLASSES. Teaching strategies will include online lectures, class discussion through post/threads, multi-media resources, self-study, assigned readings, article critical appraisals, and research project paper. On the first day of class, student will click on the “Start Here” link to the left of the Blackboard course shell and complete the requirements including: posting on the Meet and Greet, signing the Acknowledgement of the Syllabus and Policies and then will begin with Module 1 requirements by visiting the course materials under “Content” on the left-hand side of the course shell. For the following weeks in the course, the students will view the modules, read the listed module objectives and assignments, and complete the required items before their due dates.

Reminder: this is a “WIN class” meaning **greater than 50% of your grade will derive from writing projects,** the criteria also specify progressively more difficult writing assignments and feedback from the instructor to assist the student with improvement of writing skills.

All scholarly papers are to follow the 7th Edition APA Publication Manual. No late papers will be accepted unless prior arrangements are made with the professor.

All papers become the property of the School of Nursing. They will be turned into electronic TurnItIn drop boxes in Blackboard. Students are encouraged to check the annotations and comments on their paper once graded in addition to the score on the grading rubric.

Participation/Attendance

A significant percentage of your grade is based on your attendance and participation within the module discussion threads. As a student you are thought to be sufficiently mature and motivated to participate in class. Discussion questions online will comprise the bulk of your opportunity to discuss the course material.

- Students are expected to participate in weekly discussions on at least three (3) separate days out of seven in the electronic week.
- **The Discussion week begins on Monday mornings at 12:01 am (CST). Initial posts must be submitted by Wednesday at 11:59 PM (CST). Replies must be completed by Sunday at 11:59 PM (CST) of that same week.** The instructor will review and grade all posts by the Sunday of the following week at 11:59 pm (CST). The instructor will post a summary of the week's discussion under Announcements.
- There are **no "make-ups"** for not posting to the Weekly Discussions. If you need to be away or do not have access to a computer, you must make alternative arrangements for participation and actively engage in the course to meet the weekly discussion requirements.
- Students must provide references in the current APA format for all posts in response to questions.
- All discussions posted must reflect proficient writing standards and scholarly data.
- Posts must be in the correct Weekly Discussion board, or no points will be awarded.

Your initial post should be thorough and thoughtful and at least **150** words in length. **Your initial posts should include three (3) or more literature references, which are provided at the end of the posting, in which citations are provided in APA format, including the DOI link.** Also, you are to respond to others in the class, the instructor and/or peers on at **least two (2) occasions** with follow-up replies that are substantial and which promote further discussion by asking follow-up questions. A "substantial" follow-up post is at least **100 words**, which is more than a simple "I agree with you" reply. It should be thoughtful, reflect a rationale for the statement, and pose a question to promote ongoing discussion on the topic. **Your response should be at least 100 words with at least 1 peer reviewed reference in APA style to support your statement.** One post could go to your own post thread, and another to a classmate. In total, including your initial post by Wednesday, you will have a minimum of 3 postings each week.

Artificial Intelligence (AI)

In this course, the only Artificial Intelligence (AI) tool allowed is **Grammarly Basic as this is supported by TAMIU. Access to this tool can be found at:** https://www.tamiu.edu/distance/technology/grammarly.shtml.

All writing assignments must be scanned through Grammarly for editing purposes before they are submitted for grading. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.

Allowed: Students **may use other AI** tools for:

- Brainstorming: Idea generation, questions to consider, themes or angles to explore.
- Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
- Planning tasks: Milestones, timeliness, checklists for your workflow

Students are required to include direct clearly accessible DOI links to referenced sources in the assignments, if available. The links should be formatted to direct faculty and instructors straight to the original source, enabling convenient citation verification. It is essential that students take the time to double-check their links to ensure they lead directly to the cited content, thereby enhancing the overall quality and trustworthiness of their work.

Failure to adhere to the above policy will result in the following consequences to point deductions.

Reduced Academic Integrity

- Failure to properly format citations and provide verifiable sources may negatively affect the assessment of the student's work and their ability to demonstrate academic rigor.
- Repeated or serious violations of the policy will be referred to the TAMIU Honor Code for formal review. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.

- Such referrals may result in institutional sanctions in accordance with university policy, including a formal warning, assignment failure, course failure, or additional disciplinary actions as determined by the committee. These measures are implemented to protect the integrity of academic work and uphold professional and ethical standards expected in nursing education.

Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgement/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based and culturally-appropriate safe nursing car with patients, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/collaborator, leader/manager, educator, scholar, patient-safety advocate, activist, mentor, and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing-and health-related service opportunities.

Student Learning Outcomes

- **CO1**: Identify concepts and principles from the arts, sciences, humanities, and nursing foundational to developing evidence-based practice.
- **CO2**: Identify social, cultural, ethnic, spiritual, psychological, and economic factors related to research participants and all steps of the research process.
- **CO3**: Use critical thinking to formulate research questions and evaluate research studies.
- **CO4**: Demonstrate the ability to determine the difference between various research methodologies.
- **CO5**: Identify research practices within ethical, legal, and professional nursing boundaries.
- **CO6**: Identify relevant research to provide comprehensive nursing care among diverse populations, including individuals, families, and communities.
- **CO7**: Demonstrate the ability to express ideas in clear English using discipline-specific language and formatting.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Understanding Nursing Research: Building an Evidence Based Practice 8th edition	Susan Grove and Jennifer Gray	9780323826419
Optional	Publication Manual of APA	American Psychological Association	9781433832154

Other Course Materials

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

Grading Criteria

Test Average

The weighted exam average total for the course includes all exams and the final exam and is calculated to 2 decimal places and rounded mathematically as follows:

- Less than 0.45 round down to the nearest who number (69.44 rounds down to a 69)
- 0.45 or greater round up to the next whole number (69.45 rounds up to a 70)

Course Average:

The final weighted numeric course grade is calculated to 2 decimal places and rounded mathematically as follows:

- Less than 0.45 round down to the nearest who number (74.44 rounds down to a 74)
- 0.45 or greater round up to the next whole number (74.45 rounds up to a 75)

To pass a nursing course and progress in the program, a nursing student must attain an exam average (including tests and the final) of 75% or higher. For the WIN courses (NURS 3311, NURS 3312, and NURS 4310), the nursing students must obtain a 70% or higher exam average to progress in the program.

To pass a nursing course and progress in the program, a nursing student must attain an overall average of 75% or higher in every nursing course.

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and below

Open Boilerplate

Discussions Board	15%
Case Studies	10%
Quizzes	15%
Online Activities	5%
Exam 1	10%
Exam 2	10%
Research Project	20%
Final exam	15%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Welcome to Course Access course materials and explore BlackBoard course shell Meet and Greet (make sure you respond to 2 posts) Acknowledge Syllabus and APA Review Assessment	Read Chapter 1	All Due Sunday night 11:59PM

8/31	Module 1 Introduction to Nursing Research Access course materials Discussion Forum 1–initial post due Wed 11:59PM Review APA videos and course materials Preview of Research Paper Project Practice Questions	Read Chapter 1	All Due Sunday night @11:59Pm
9/7	Module 2 Quantitative Research Access course materials Discussion Forum 2 - initial post due Wed 11:59 PM Case Study 1 Practice Questions	Read Chapter 2	All Due Sunday @11:59PM
9/14	Module 3 Qualitative Research Access course materials Discussion Forum 3 - initial post due Wed @ 11:59PM Practice Questions Quiz 1 DUE - need to use Respondus Monitor	Read Chapter 3	All Due Sunday at 11:59PM
9/21	Module 4 Ethics In Nursing Research Access course materials Discussion Forum 4 Part 1 of Research Paper Project DUE Practice Questions	Read Chapter 4	All Due Sunday at 11:59 PM
9/28	Module 5 Examining Research Problems, Purpose & Hypothesis Access course materials Discussion Forum 5 - initial post Wed at 11:59 PM Online Activity #1 Due Practice Questions	Read Chapter 5	All Due Sunday at 11:59PM
10/5	Module 6 Literature Review Access course materials Discussion Forum 6 Exam 1 DUE - use Respondus Monitor Practice Questions	Read Chapter 6	All Due Sunday 11:59 PM Exam 1 due at 11:59 PM Sunday
10/12	Module 7 Theory and Research Framework Access course materials Discussion Forum 7 - initial post due Wed at 11:59 PM Case Study 2 Part 2 of Research Paper Project DUE	Read Chapter 7	All Due Sunday at 11:59 PM
10/19	Module 8 Clarifying Quantitative Research Designs Access course materials Discussion Forum 8 - initial post due Wed at 11:59 PM Quiz 2 - use Respondus Monitor Practice Questions	Read Chapter 8	All Due Sunday at 11:59 PM
10/26	Module 9 Examining Populations and Sample Access course materials Discussion Forum 9 - initial post due Wed at 11:59 PM Online Activity #2 Practice Questions	Read Chapter 9	All Due Sunday at 11:59 PM

11/2	Module 10 Clarifying Measurement and Data Collection Access course materials Discussion Forum 10 - initial post due Wed @ 11:59PM Exam 2 - Use Respondus Monitor Practice Questions	Read Chapter 10	All Due Sunday at 11:59 PM
11/9	Module 11 Understanding Statistics in Research Access course materials Discussion Forum 11 - due Wed @ 11: 59 PM Case Study 3 Due Practice Questions	Read Chapter 11	All Due Sunday at 11:59 PM
11/16	Module 12 Building Evidence Based Nursing Access course materials Discussion Forum 12 - initial post due Wed at 11:59PM Quiz 3 - use Respondus Monitor Practice Questions Final Paper DUE - submit to Dropbox	Read Chapter 13	All Due Sunday at 11:59 PM
11/23	Module 13 Mixed Methods and Outcomes Research Discussion Forum 13 Practice Questions	Read Chapter 14	
11/30	FINAL EXAM -December 6. Use Respondus Monitor	Review previous chapters	Final Exam - due Dec 6 at 11:59 PM
12/7	No Class		

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the

date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

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

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

TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to

the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."

- *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.

- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

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

Students with Disabilities

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

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

Student Attendance and Leave of Absence (LOA) Policy

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

Pregnant and Parenting Students

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

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

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

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

Anti-Discrimination/Title IX

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

Incompletes

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

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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

Distance Education Courses

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

Course Structure

This course is divided into 13 modules that open every Monday at 12:01 AM CT and close Sunday at 11:59 PM CT, Each module contains text book and supplemental readings, videos, powerpoint presentations, and lecture notes. To help students meet the weekly learning objectives there are weekly discussion forums as well as written assignments to be completed. To be successful in a 14-week course it is important that the student does not fall behind and begins their readings and written assignments early in the week. Remember the first discussion board response is due by Wednesday and all written assignments (including the final discussion forum posting) for the week must be completed and submitted by Sunday at 11:59 PM CT. If the student finds themselves falling behind for any reason promptly contact the faculty.

Student-Instructor Communication Policy and Response Time

Students must check their dusty email account every 24 hours to ensure that they are able to respond to any email communication from their course faculty with 24-48 of receiving the email. Emails sent to the course faculty should be emailed to the TAMIU email address and the faculty will respond within 24-48 business hours. If the faculty has not responded within 48 business hours, the student should resend the email the faculty to ensure that the original email was received. Students should read any email sent by the course faculty and from the university thoroughly to ensure that they respond within the designated time frame. This is considered a professional responsibility. In addition check daily for any special announcements the faculty may post.

Instructor Feedback

The instructor will review all discussion forum posts by Wednesday (11:59pm CT) and following the end of the week's discussion forum deadline, which is Sundays at 11:59 pm CT). Grading will take place weekly following the Sunday final submission. The instructor will review and grade all written assignments and provide feedback within one week following the due date on the assignment. The instructor will respond to emails within 48 hours. Feedback will be provided to students via blackboard. .

Formal Paper Policy

It is expected that all scholarly papers will be written using APA Format 7th Edition. All papers must be scanned with Grammarly for language editing before submission. **All references must have a DOI link**. Please ensure that the final draft is the copy the student plans to submit. If the copy submitted into Blackboard is found to have plagiarism, the excuse of "it was my rough draft I accidentally submitted," will NOT be a valid reason. The student will receive a "zero" for the assignment and the matter will be forwarded to the University Honor Council and possible sanction or dismissal.

Meeting With Faculty

This course is completely online, meetings with faculty will take place virtually, by appointment. If you want a face to face meeting, schedule a meeting with faculty via BlackBoard emial. All requests should be made a minimum of 24 and preferably 48 hours prior to the proposed meeting date. This time frame will allow the faculty and student to arrange a time when both are available. T

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

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.tamiu.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. 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

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.tamiu.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: **Microsoft Word and Powerpoint.** 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.

TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.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 **elearning@tamiu.edu**.

Minimum Technical Skills Expected

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

Technical Support Services

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

Web Conferences/Synchronous sessions

Please refer to the faculty's office hours listed on this syllabus to schedule meetings.

Rubrics

All grading rubrics are found in the course modules.

Late Work Policy

No late work will not be accepted unless there is a valid reason agreed upon with the faculty of record.

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

All exams and quizzes will be proctored using Respondus LockDown Browser/Monitor OR Examity.

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.