



PSYC 4301 - Psychology of Personality: Psychology of Personality-WIN

Fall 2026 Syllabus, Section 180, CRN 18756

Instructor Information

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Adjunct Professor

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Office Hours:

By appointment

Times and Location

Does Not Meet Face-to-Face

Course Description

Introduces personality theory and the important factors in the development of personality from birth to maturity. Prerequisite: Psychology major and Senior status, or permission of instructor.

Psychology & Communication Department, College of Arts & Sciences

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.

Student Learning Outcomes

1. Understand the biological, psychological, and social perspectives on abnormal psychology.
2. Explain and apply the various theories and approaches that attempt to explain psychological disorders and treatment.
3. Demonstrate basic knowledge within the discipline of Abnormal Psychology.
4. Demonstrate effective communication on scholarly topics.

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	The Personality Puzzle	Funder, D.C.	978-1-324-04465-9

Grading Criteria

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

Grading

ASSIGNMENT	VALUE
Acknowledgement of Syllabus	1%
Syllabus Quiz	3%
Introductions	2%
Unit Exams	40%
Quizzes	21%
Application Paper 1	20%
Application Paper 2	20%
Total	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Course Intro and Syllabus		Acknowledgment of syllabus, and Introductory post due by 11:59 p.m.
8/31	The Study of the Person	Chapter 1	
9/7	Personality and Data Assessment Evaluating Research and Assessment	Chapter 2 Chapter 3	Quiz 1 (Ch. 1 and 2) due by 11:59 p.m.
9/14	Persons, Situations, and Personality Judgement	Chapter 4	Quiz 2 (Ch. 3 and 4) due by 11:59 p.m. Respondus practice quiz to ensure access before Exam 1 closes.
9/21	Traits and Types: The Big Five and Beyond	Chapter 5	
9/28	Personality Stability, Development, and Change The Anatomy and Physiology of Personality	Chapter 6 Chapter 7	Quiz 3 (Ch. 5 and 6) due by 11:59 p.m.
10/5	Evolution and Genetics: The Inheritance of Personality	Chapter 8	Quiz 4 (Ch. 7 and 8) due by 11:59 p.m.
10/12	The Basics of Psychoanalysis	Chapter 9	Exam due by 11:59 p.m. (open for 24 hours)
10/19	Psychoanalysis after Freud	Chapter 10	Application Paper 1 due by 11:59 p.m.
10/26	Humanistic and Positive Psychology Cultural Variation	Chapter 11 Chapter 12	Quiz 6 (Ch. 11 and 12) due by 11:59 p.m.
11/2	Personality Processes	Chapter 13	Exam due 11/4 by 11:59 p.m. (open for 24 hours)
11/9	The Self	Chapter 14	
11/16	What have we learned?	Chapter 17	Quiz 7 (Ch. 13, 14, and 17) due by 11:59 p.m.
11/23			Exam due by 11:59 p.m. (open for 24 hours)
12/7			Application Paper 2 12/2/26 due by 11:59 p.m.



University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

TAMU Honor Code: Plagiarism and Cheating

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

Course Structure

This course is taught entirely online and it is each student's responsibility to ensure consistent access to Blackboard. Problems with personal computers are the responsibility of the student and are NOT acceptable excuses for missing any of the course requirements. Learning at a distance may be a different environment for many students. Students must set their own schedules, participate in class activities according to their availability throughout the day, and work at their own pace to meet all deadlines. You may require some additional time online during the first few days while you become acclimated to the online format. You may want to incorporate these tips to help you get started:



Within the first two days, become familiar with Blackboard. A Student eLearning (Blackboard) Orientation is available via: <http://www.tamui.edu/distance/students/elearning-orientation.shtml>

Acknowledgement of Syllabus and Policies Thread on Blackboard: students are required to read the syllabus, with careful attention to due dates, assignment descriptions, class policies and college policies. To acknowledge that they have done so, they will post in the Acknowledgment of Syllabus and Policies Forum by Friday, August 28th before 11:59 p.m. Look under Start Here in Blackboard for the forum.

Set a time EACH day to check the course website for announcements, due dates, and messages.

Always ask questions when you need answers.

Final Grade Breakdown

Practice Quiz (5 pts, extra credit)

To make sure that you have access to Respondus Monitor, please complete the practice quiz posted on the Blackboard course page by Friday, September 19th before 11:59 pm. **For issues accessing the Blackboard site, content on Blackboard or Respondus Monitor, contact OIT help desk at 956-326-2310.

Acknowledgement of Syllabus and Policies Thread on Blackboard (5 pts, 1%)

Students are required to read the syllabus, with careful attention to due dates, assignment descriptions, class policies and college policies. To acknowledge that they have done so, they will post in the Acknowledgment of Syllabus and Policies Forum by Friday, August 28th before 11:59 p.m. Look under Start Here in Blackboard for the forum.

Syllabus Quiz (15 pts, 1%)

To make sure that you have read and understood the syllabus please complete the syllabus quiz by Friday, August 28th before 11:59 p.m.

Introduction on Blackboard (10 pts, 2%)

Students must introduce themselves to their instructor and classmates in an original thread. The post is due Friday, August 28th before 11:59 p.m. Look under Start Here in Blackboard for the forum.

Blackboard Quizzes (70 pts, 14%)

There will be a total of 7 quizzes upon completion of the course. The quizzes will consist of 10 multiple choice questions over material from textbook chapters. Each quiz will be available from 12 a.m. to 11:59 p.m. on the designated day. Students will be allowed one untimed attempt per quiz. All quizzes will be open book. The purpose of the quizzes is to ensure that you are reading the assigned material and grasping the content.

Blackboard Unit Exams (200 pts, 40%)

There will be four unit exams. These exams will cover the chapters presented in the designated unit and will be available from 12 a.m. to 11:59 p.m. on the scheduled date (24 hours). The exams will be timed for 75 minutes and consist of 30 multiple choice questions and two essay questions (10 points each). You must use Respondus Monitor, the exam proctoring software, to complete each exam.

Writing Assignments

This is a writing intensive course (WIN) with several required writing assignments

Application Paper 1

Application Paper 2

Exam essay questions

All details for the application paper assignments will be available in Blackboard dropboxes.

Application Papers (100 pts each, 40%)

The purpose of this written assignment is to expand your critical thinking skills, ability to use peer-reviewed sources, and learn to critique information provided by Artificial Intelligence (AI). You will apply approaches in personality psychology by analyzing the personality of a fictional character using personality theories discussed in the text. This paper will require you to submit the following prompt to an AI assistant of your choice (e.g., Gemini):

"Provide me with a four-page personality analysis of (insert fictional character) using (insert personality theory) with cited sources"

You will review the AI-generated analysis and write a three to five page paper where you will provide a critique of the analysis to include a review of:

- Incorrect information/information inconsistent with the text
- Parts of the analysis you agree with and rationale
- Parts of the analysis you disagree with and rationale
- A review of the cited sources provided
- Peer-reviewed sources to support your analysis

Application paper one should only include theories (e.g. trait theory) or approaches (e.g., biological) covered up to the assignment's due date (Chapters 5-9). Application paper two will use any theory or approach covered in the text. You will be required to use a different theory/approach for each paper, but can use the same fictional character.

Each of your submissions will include two documents in two separate dropboxes: the AI-generated analysis (15 points) and your review (85 points). More instructions and formatting guidelines will be provided in Blackboard.

Missed/Late work

You will be allowed to make up missed work. There is a no questions asked policy for missed work, where students may complete missed work, but incur a 20% penalty. That is, the highest grade a student can earn on make-up work is 80% (B), given that all responses are correct. If, however, students have an acceptable reason for not completing work as scheduled, they must submit complete documentation of that event or circumstance, in order to avoid the 20% penalty. Students may not make up work for full credit without proper documentation. See COAS policies (attached) for the list of acceptable reasons for an absence. If your reason for an absence does not match one of the reasons on that list, you will incur the 20% penalty. It is up to students to schedule make up work within the acceptable timeframe. Make up work must be completed by December 1, except for the final application paper. There will be NO early quizzes and exams; if students anticipate an absence, they will need to wait to complete missed quizzes and exams after their absence.

Student-Instructor Communication Policy and Response Time

Course Messages/Emails

All electronic communication with students will take place via the TAMIU e-mail system and via the Blackboard e-mail system. The instructor will ONLY respond to and send messages to TAMIU e-mail addresses or through Blackboard. Students must check their TAMIU Dusty e-mail, Blackboard messages and Blackboard announcements daily.

Students can expect responses to email messages within 48 hours for messages sent Monday through Thursday, but messages sent Friday through Sunday will likely be addressed on Monday.

When you message your instructor outside of Blackboard, always refer to the class as PSYC 4301 – 180 and use your full name.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette for further instruction.

Artificial Intelligence (AI) Policy

Artificial intelligence (AI) is increasingly prevalent, and it comes with both advantages and disadvantages. It can be a helpful tool for editing your thoughts and refining your writing, it is important not to rely on it completely to submit your written responses and papers.

The use of AI has been categorized as a violation of academic integrity and is considered cheating under your rights and responsibilities which includes "Using generative artificial intelligence (AI) tools such as ChatGPT. Unless allowed by each professor, students are expected to complete each assignment without assistance from others, including automated writing tools."

While I appreciate well-organized and coherent writing, I am more interested in your original thoughts and evidence of learning than in polished words. AI use as a text editor where original text is submitted by the student, is allowed, however, this must be acknowledged and you must provide an explanation of how and why AI tools were used. Extensive use of AI is not acceptable in this course and will result in a failing grade. Additionally, AI use during exams is not permitted.

Technology Requirements

Respondus LockDown Browser and Monitor Requirement

This course requires using LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.



Watch this short video to get a basic understanding of what LockDown Browser and Respondus Monitor (the webcam feature) are. A student Quick Start Guide (PDF) is also available.

Download Instructions

Click the Assist navigation link in Blackboard or visit TAMIU's Respondus LockDown Browser and Respondus Monitor web page. Scroll down to the section on the Respondus LockDown Browser. Click the link to access the webpage for the software and additional information.

To Access Your Test

First, be sure the Respondus LockDown Browser software is full installed on your computer.

Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari)

Log into Blackboard Learn.

Navigate to the course and test.

Start your attempt.

This will launch the Respondus LockDown Browser software.

Complete the Respondus Monitor wizard, and begin your test.

Note: You won't 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.

Cost for Respondus Monitor

Respondus Lockdown Browser and Monitor is free to TAMIU students.

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

Ensure you're in a location where you won't be interrupted

Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach

Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it

Clear your desk or workspace of all external materials not permitted - books, papers, other devices

Remain at your computer for the duration of the test

If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam

To produce a good webcam video, do the following

Avoid wearing baseball caps or hats with brims

Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or another surface where the device (or you) are likely to move

If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete

Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)

Remember that 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 LockDown Browser

The Windows and Mac versions of LockDown Browser have a "Help Center" button on the toolbar. Use the "System & Network Check" to troubleshoot issues.



If you have problems downloading, installing, or taking a test with Respondus LockDown Browser, email the TAMIU eLearning Team at elearning@tamiu.edu.

Webcam Checkout for Personal Computer

If students cannot use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at Dr. Billy F. Cowart Hall 208 and is open Monday through Friday from 8 a.m. to 6 p.m. Checkout for a webcam is on a first-come, first-service basis. Speak with an eLearning staff member to check out a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

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 when using the learning management system (LMS) of the University.