



SOCI 3336 - Criminology

Fall 2026 Syllabus, Section 180, CRN 18694

Instructor Information

Susan Cody, PhD , PhD, Sociology; MS, Criminal Justice; MA, Sociology; Grad Cert., Cybercrime

Instructor, Criminal Justice & Sociology

Email: codyprof@gmail.com

Office: NA

Office Hours:

Available via email, voicemail, and text: Monday – Thursday, 10 am – 2 pm, EST. Response time during this window is about 24 hours. Outside of this time frame, response time is 48-72 hours. Feel free to leave a message any time!

Office Phone: NA

Cell Phone: 6789397311

Times and Location

Does Not Meet Face-to-Face

Course Description

The development of criminological thought; critical evaluation of theories of criminality, the study of criminal organization and socialization; and the extent, type, and sources of crime.

Social Sciences Department, College of Arts & Sciences

Additional Course Information

AI Policy (Required)

1. General Principles

All submitted work must represent the student's original ideas, critical thinking, and academic effort. Students must disclose any use of AI tools in their work, including the nature and extent of the assistance provided.

2. Acceptable Use of AI Tools

Students may use AI tools in the following ways, provided they adhere to disclosure requirements:

- Idea Generation: Brainstorming topics, themes, or arguments.
- Grammar and Syntax: Correcting spelling, grammar, punctuation, and basic sentence structure.
- Organization Suggestions: Receiving general guidance on structuring paragraphs or organizing ideas.
- Fact Checking: Verifying dates, definitions, or other factual information (students are responsible for ensuring AI-provided facts are accurate).

3. Unacceptable Use of AI Tools

The following uses of AI tools are prohibited and may constitute academic misconduct:

- Submitting AI-generated text as the student's own work without proper attribution or acknowledgment.
- Using AI to generate entire essays, paragraphs, or other substantial portions of the assignment.
- Relying on AI to formulate original arguments, critical analysis, or insights.



- Copying AI-generated responses verbatim without significant revision or integration of personal understanding.
- Using AI tools to bypass learning objectives, such as critical thinking, research skills, and writing development.

4. Disclosure and Attribution

If AI tools are used, students must include a brief statement at the end of their essay (e.g., "This essay was reviewed using Grammarly for grammar corrections" or "ChatGPT was used to brainstorm ideas for this essay"). Failure to disclose AI usage may result in penalties as outlined in the institution's academic integrity policies.

5. Faculty Responsibility

Faculty will clarify assignment expectations and specify when AI tool use is allowed or prohibited. Faculty may use AI-detection tools to verify the originality of student submissions.

6. Consequences for Misuse

Violations of this policy will be handled according to the TAMIU's academic integrity guidelines and may result in consequences ranging from reduced grades to more significant disciplinary action, depending on the severity of the infraction.

7. Encouragement of Ethical Use

Students are encouraged to use AI tools ethically and as a means to enhance, not replace, their learning process. If uncertain about proper use, students should seek guidance from their instructor before using AI tools.

Student Learning Outcomes

During this course, students will:

CO1 Define crime and the criminal justice process.

CO2 Identify the strengths and weaknesses of different types of crime data.

CO3 Assess the role victims play in criminal justice systems. **CO4** Interpret the role rationality plays in criminal justice policy.

CO5 Assess the correlations between traits and crime.

CO6 Differentiate the impact of social structures on crime.

CO7 Explain how social processes interact with crime and crime policy.

CO8 Distinguish how critical theories of crime interact with principles of restorative justice.

CO9 Identify the ways in which criminal propensity changes over the life course according to developmental theories.

CO10 Contrast and compare the motivations for different kinds of violent crime.

CO11 Distinguish between different types of political crime and criminals.

CO12 Outline the history and methods of economic crime.

CO13 Classify the causes of sex work and drug use.

CO14 Categorize types of cybercrime and organized crime.

Important Dates

Visit the Academic Calendar ([tamiau.edu](https://www.tamiau.edu/academiccalendar/)) (<https://www.tamiau.edu/academiccalendar/>) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Criminology: The Core 7th edition	Siegel, Larry J.	13: 978-1337557719



Grading Criteria

GRADE	POINTS
A	900-1000
B	800-899
C	700-799
D	600-699
F	Below 600

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Introduction to the field of Criminology! Topic: Crime and Criminology	Chapter 1	Week 1 quiz
8/31	Crime: Kind and How Much ... Topic: Nature & Extent of Crime	Chapter 2	Disc. #1 Week 2 quiz
9/7	The other side of crime ... Topic: Victims and Victimization	Chapter 3	EXAM 1: Please consult the module for exam instructions!
9/14	Rational Choice Theory	Chapter 4	Disc. #2 Week 4 quiz
9/21	Trait Theory	Chapter 5	Week 5 quiz
9/28	Social Structure Theory	Chapter 6	Week 6 quiz Reaction Paper 1
10/5	Social Process Theories	Chapter 7	Disc. #3 EXAM 2: Please see module for exam instructions!
10/12	Social Conflict Theory	Chapter 8	Week 8 quiz
10/19	Developmental Theories	Chapter 9	Week 9 quiz
10/26	Violent Crime	Chapter 10	Disc. #4 Week 10 quiz
11/2	Political Crime and Terrorism	Chapter 11	EXAM 3: Please consult the module for exam instructions!
11/9	Economic Crime	Chapter 12	Week 12 quiz Reaction Paper 2
11/16	Public Order Crime	Chapter 13	Week 13 quiz
11/23	Thanksgiving Break!	NA	Nothing due this week! Enjoy the break.
11/30	Cybercrime and Organized Crime	Chapter 14	Disc. #5
12/7	Final Exam and Wrap Up	NA	FINAL EXAM! Please see the module and prof. announcements for exam guidelines!

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

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**



The Course Structure:

Fully online. There are no synchronous meetings or activities in this section.

Instructor Contacts:

Instructor: Dr. Susan R. Cody

Email: susan.cody@tamiu.edu

Cell: 678-939-7311

Course Messages/Emails

Instructor is available by text, email, or voicemail Monday – Thursday, 10 am - 2 pm, EST. Messages sent during this window will be answered within 24 hours. Messages sent outside of this time frame will be answered between 48-72 hours. Feel free to reach out any time!

Please use a courteous and professional greeting in your messages, such as Dear Dr. Cody, Hello Prof Cody, or Good morning, Ms. Cody. Please also be sure to identify yourself (and the class) in your messages. Thank you in advance!

Descriptions of Course Assignments & Expectations

Discussions: We will complete several discussions this semester. An online discussion is simply an activity where the professor will present you with a question or set of questions, to which you will respond (online). You can think of these online discussions as a substitute for face-to-face conversations that would normally take place in an in-person classroom.

For all discussions, you must post your initial post/comment and a **minimum of one reply** to one of your classmates! Replies are not simply statements of agreement or compliments. Replies are meant to extend the discussion in some way. *How can you add to it or move it forward?* Some suggestions for how to reply are below:

- * Incorporate or add a course concept or theory into the discussion
- * Ask a probing question
- * Offer a constructive critique or rebuttal (using a civil tone, of course)
- * Link the discussion to a current social policy or debate in the news

*All discussions require that you **include references**.* You must include a minimum of one scholarly reference with each discussion post. This can be the textbook, if you prefer, but it does not have to be. You may do some outside research on your own for some of the discussions. Consider the credibility of your sources! Always include the full reference information in APA format at the bottom of your post. Do not just include a link.

Exams: Each exam will contain specific instructions, to be found in the module for that particular exam. All exams are timed and ONE ATTEMPT only. You may use your textbook (or Power Point) for the exams/quizzes. However, you may not talk to others while taking any exam or quiz. This includes any form of communication: in-person, emails, texts, phone calls, written notes, or any type of digital communication or sharing, such as Group Me, Zoom, WebEx, etc. **All work must be completed independently and individually.** Working with others constitutes a violation of the honor policy.

Quizzes: The same guidelines and expectations for exams apply to quizzes (see above). Quizzes are shorter and have a shorter time limit. All quizzes are one attempt only.

Reaction Papers: You will complete two Reaction Papers for this course. For each of these papers, you will be provided with a prompt (a set of questions) to which you will respond. Papers should be formatted per APA style guidelines. Use in-text citations. Include a title page and a Reference page! Papers will be in the range of 2-3 pages, **not** including ancillary pages (such as the title page). Proofread your work before submitting. Submit before the deadline!

Other Policies

Late Work: Late work is not accepted unless you have a true emergency, such as serious illness or injury, military deployment, or family death. Documentation may be necessary to request an exception or extension. Note that travel for leisure purposes does not constitute an "emergency." Each request will be considered on a case-by-case basis. In some instances, if an extension is granted, a points penalty may be imposed. Late work will be graded within 10 days of the *late submission*. (Work submitted by the regular due date will be graded within 7 days of the due date).

Pacing: Unless otherwise noted, modules run from Monday through Sunday, 11:59 pm, CST. So, Sunday at 11:59 pm is the "cut off" time for submitting any work that is due for a particular module. The only exceptions to this may be near the end of the term, where the final exam "week" may follow a somewhat different schedule.

I will not open all of the modules at the beginning so that you can work ahead. The modules are set up in a way that logically follows the sequencing of the content for the class. At times, I may open a single module one week early.

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

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: 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.

Software:

TAMUI 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 TAMUI'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.

- 900-1000= A
- 800-899= B
- 700-799 = C
- 600-699= D
- 599 or below = F

Late Work Policy

No late work will be accepted for points except in the case of documented emergencies.

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

The Turnitin or "similarity score" on written papers should come in *under* 25%, and in no case should exceed 30%. If the score is over 30%, you will be given **one opportunity** to resubmit within a specified time frame, provided by the instructor.

Proctoring

Respondus LockDown Browser/Monitor is needed for the course.

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.