



TIL 3310 - Principles of Transportation

Fall 2026 Syllabus, Section 180, CRN 18100

Instructor Information

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Office Hours:

4:00 PM to 5:00 PM on Mondays, Tuesdays, Wednesdays, and Thursdays, held on Microsoft Teams.

In-person meetings in my office are available on request.

If none of these times work for you, email me and we will set something up.

Times and Location

Does Not Meet Face-to-Face

Course Description

A study of the field of domestic freight and passenger transportation as an environment in which users (shippers, receivers, passengers), providers (carriers) and the government (federal, state, local) operate. Management strategy and decision making of the business firm as user of transportation services are emphasized, as well as domestic intercity transportation of property (freight).

Intl Business&Tech Studies Department, Sanchez School of Business

Additional Course Information

Introduction

Transportation is how everything gets where it is going. This course is about the decisions behind that: which mode, which carrier, at what cost, at what speed, at what risk. We are going to look at how those decisions get made, who makes them, and what happens to the economy when they go wrong.

Laredo is the largest inland port in the Western Hemisphere. Most of what we cover in this course is happening within a few miles of campus.

How This Course Runs

This course is fully online and asynchronous. There are no required meeting times. That does not mean there is no schedule.

Each week opens on Monday and closes Sunday at 11:59 PM. The typical week may include a discussion forum, an assignment, and a quiz. At the opening of every week, I will post an announcement describing what's due and where we are in the course. Work is designed to be completed within the week it is assigned. Falling a week behind in an online course is much harder to recover from than falling a class period behind in a face-to-face one, so keep up with the pace.

I will post an announcement in Blackboard at the start of each module. Announcements will cover what is due, what to pay attention to, and anything happening in the transportation industry that connects to the week's material. Please check them.



Email Communication

Email is the most efficient way to reach me outside of office hours. I will do my absolute best to respond within 24 hours on weekdays.

When you write, please:

- Include a subject line that says what the message is about.
- Be proactive. If you have a conflict or a problem with a deadline, it is far easier to find a solution before the deadline than after it.
- If your question is about a specific assignment, include a screenshot of what you have done so far.
- Be clear and concise. If it takes more than a few paragraphs to explain, that is a sign we should talk instead. Come to office hours or email me and we will set up a time.

Email etiquette generally is getting more relaxed. Until you know how the person on the other end reads things, it is still worth putting your best foot forward.

Discussion Forums

The discussion forums are the closest thing this course has to a classroom, and they are graded accordingly.

A good post says something specific, takes a position, and gives a reason. A post that restates the reading is not a good post. You are encouraged to engage with each other. Please remember disagreements should be based on facts and reasoning rather than on personalities.

I read the forums and I will be in them.

Missed and Late Coursework

Keeping pace matters in an online course. Late work will not be accepted and will receive a zero unless you have made arrangements with me in advance or have a university-approved excuse.

"In advance" is the operative phrase. Reach out before the deadline and there is almost always something we can do. Reach out after and there usually is not.

Contesting Grades

You have one week, seven calendar days, from the date a grade is posted in Blackboard to raise a question about it. After one week the grade is fixed.

Mutual Respect and Professionalism

You are expected to treat me and everyone in this course with courtesy and respect. Your comments to others should be factual, constructive, and free of harassing language. You are encouraged to hold and defend conflicting opinions. Disagreement should rest on evidence rather than on prejudice or personality.

Respect is a two way straight street and this class is about keeping the trucks on time.

Use of Artificial Intelligence

AI tools can help with brainstorming, organizing an outline, or cleaning up grammar. They do not substitute for your own analysis, and in this course the analysis is the assignment.

You may use AI to generate initial ideas or to tighten prose. You remain responsible for the accuracy of every fact, figure, and claim you submit, and for citing any idea that is not your own. Submitting AI-generated content without meaningful revision, verification, and citation is academic dishonesty under the TAMIU Honor Code.

If you are unsure whether a particular use is appropriate, ask me before you submit. I would rather answer the question than adjudicate it afterward.

Program Learning Outcomes

There are many variables that must be considered by logistics managers as they decide which mode or carrier to select in order to comply with customer requirements, government regulations, environmental issues, safety constraints, collaborating terms along the supply chain, as well as providing added value service and competitive pricing. At the same time, it is relevant to understand the current burdens and challenges affecting the transportation industry and to be aware of its potential and limitations. This course provides a general understanding on the field of Transportation, pointing out the benefits from learning about the industry's essentials, which are entirely beneficial for any type of business. Whatever profession or academic major, all business will be somehow related to transportation of products and services, either directly or indirectly. Therefore, it is imperative for most business to clearly understand the basic Transportation Management implications and trends.



Student Learning Outcomes

- **C01.** Examine the nature and importance of transportation in the global economy, and explain the transportation systems required to serve all requirements for regions and countries to contribute towards cost-efficient operations.
- **C02.** Identify the relevant role of transportation, from a macro and micro perspective to demonstrate the impact of transportation on political, social and economic arenas, specifically on prices of products and services.
- **C03.** Explore on the technology and operating systems currently used in the transportation industry, and investigate on efficiencies being applied on most transportation modes.
- **C04.** Demonstrate the process of costing, pricing, and giving value for transportation services, and being able to quote cargo freight using various modes.
- **C05.** Discuss thoroughly the characteristics of each mode of transportation, its impact on the industry, cost structure, challenges, basic advantages, and limitations, as well as their applications in intra- and intermodal schemes.
- **C06.** Examine the roles of third-party logistics (3PL) providers, their advantages and disadvantages, the process to select outsourcing services, and to diagnose current and future issues for 3PL.
- **C07.** Explore in depth the importance of transportation risk management, how to plan the route to mitigate flow disruptions across supply chains, and discuss risk reduction strategies in order to lessen impact on freight cost and delays.
- **C08.** Review and research on planning activities related to the timely flow of cargo freight worldwide, the vital role of government regulation, public policy and national security measures ruling transportation services.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Optional	Transportation: A Global Supply Chain Perspective	Novack, Gibson, Suzuki, & Coyle	9781337406642

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Grading Breakdown

ASSIGNMENT	VALUE
Discussion Forums	15%
Assignments	15%
Midterm Exam	35%
Final Exam	35%
Total	100%



Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Course Introduction: the Professor, the Students, and the Course	Course Intro Materials	8/30
8/31	Module 1	Global Supply Chains, The Role and Importance of Transportation	9/6
9/7	Module 2	Transportation and the Economy	9/13
9/14	Module 3	Transportation Technology and Systems	9/20
9/21	Module 4	Costing and Pricing in Transportation	9/27
9/28	Module 5	Motor Carriers	10/4
10/5	Module 6	Railroads	10/11
10/12	Module 7	Airlines	10/18
10/19	Midterm Exam Week	Modules 1 through 7	10/25
10/26	Module 8	Water Carriers and Pipelines	11/1
11/2	Module 9	Third Party Logistics	11/8
11/9	Module 10	Transportation Risk Management	11/15
11/16	Module 11	Global Transportation Management	11/22
11/23	Module 12	Governmental Roles in Transportation (Thanksgiving holidays November 26 to 28)	11/29
11/30	Module 13	Issues and Challenges of Global Supply Chains (last class day December 1)	12/1
12/7	Final Exam Period (12/2-12/8)	Final Exam (Cumulative)	12/8, 11:59PM

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

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.tamui.edu/handbook/index.shtml>).

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

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

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

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

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

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

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

Regular and Substantive Interaction

This course is built for regular and substantive interaction. I post an announcement at the start of each module covering what is due, what to focus on, and what is happening in the transportation industry that connects to the week's material. I aim to respond to email and course messages within 24 hours on weekdays. I hold student hours four days a week on Microsoft Teams, and I return graded work with feedback on the schedule stated below. If you are ever unsure where I am in the course, start with the most recent announcement.

Online Courses and On-Campus Meetings

This is a 100-percent online course. No on-campus or in-person meetings are required. Optional in-person meetings in my office (WHT 204A) are available on request.

However, I would welcome the opportunity to sit down with you if you are available. Please consider making an appointment and we will set it up.

Course Structure

The course is organized on the Course Content page into a Start Here module followed by thirteen content modules, one per week, in the order shown in the Schedule of Topics. Each module contains that week's presentation and readings along with any discussion forum, assignment, or quiz. Begin with "Welcome Students! - Start Here," which walks you through the course and the tools it uses. The announcement posted at the start of each module tells you exactly what is due and when.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Announcements post at the start of each module, at the beginning of the week. Emails and course messages are typically answered within 24 hours on weekdays. Messages sent over the weekend are typically answered on Monday. If I am ever delayed, an announcement will go out.

Assignments and Assessments

Grades and feedback on discussions, assignments, and quizzes typically post within seven days of the due date if not sooner. If a particular assignment needs longer, I will say so in an announcement.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette and 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 for further instruction.

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. This course requires a webcam and microphone for the proctored midterm and final exams (see the Respondus LockDown Browser and Respondus Monitor Requirement below); chapter quizzes require LockDown Browser only, with no webcam. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Recently purchased laptops may have these built in. If you do not have this equipment, webcams with built-in microphones may be checked out from the Instructional Technology and Distance Education Services office, Dr. Billy F. Cowart Hall, Room 208, Monday through Friday, 8 a.m. to 6 p.m., on a first-come, first-served basis.

Additional Software. This course requires Respondus LockDown Browser with Respondus Monitor, available at no charge from TAMIU's Respondus LockDown Browser web page (download instructions below). Microsoft Office is available to TAMIU students 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.

Web Conferences/Synchronous Sessions

This course has no required synchronous sessions. Optional student hours are held Monday through Thursday, 4:00 to 5:00 PM, on Microsoft Teams; these are drop-in and attendance is never required.

Rubrics

Where rubrics are used for graded work, they are posted in Blackboard alongside the assignments they apply to.

Late Work Policy

Late work is not accepted and receives a zero unless arrangements have been made with me in advance of the deadline or a university-approved excuse applies. Reach out before the deadline and there is almost always something we can do.

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.

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@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.

Turnitin Policy

Written work in this course may be submitted through the plagiarism-review tools available in Blackboard. By submitting work in this course, you agree that it may be checked against institutional and commercial databases for originality.

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.

Respondus LockDown Browser and Respondus Monitor Requirement

This course requires the use of LockDown Browser for online quizzes and exams. **Respondus Monitor (webcam) is additionally required for the midterm and final exams only; chapter quizzes require LockDown Browser alone, with no webcam.** 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

Visit TAMU's Respondus LockDown Browser and Respondus Monitor web page. Scroll down to the section titled "Installing the Respondus LockDown Browser on Your Device." Click the appropriate link to download the software needed.

To Access Your Test

1. First, be sure the Respondus LockDown Browser software is fully installed on your computer.
2. Open a regular web browser (Google Chrome, Mozilla Firefox, MS Edge, Safari).
3. Log into Blackboard Learn.
4. Navigate to the course and test.
5. Start your attempt.
6. This will launch the Respondus LockDown Browser software.
7. Begin your test. For the midterm and final exams, you will first complete the Respondus Monitor webcam wizard.

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. Start LockDown Browser and navigate back to the exam to continue.

Guidelines

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, and second computers) and place them outside of your reach.
- Before starting the test, know how much time is available for it, and 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, rerun the checks before 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) is 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 TAMU eLearning Team at elarning@tamiu.edu.

Webcam Checkout for Personal Computer

If students cannot use a personal or borrowed computer with a webcam, they 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, Room 208, and is open Monday through Friday from 8 a.m. to 6 p.m. Check-out for a webcam is available on a first-come, first-served 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.

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 and sites may 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 Accessibility Statements and Privacy Statements pages maintained by the eLearning team.

In this class, we will utilize: Blackboard Learn (Ultra), Respondus LockDown Browser and Respondus Monitor, Microsoft Teams, Microsoft Office 365, and the BooksIncluded digital textbook portal.

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.