ARTS 3365 - Intermediate Photography

Spring 2026 Syllabus, Section 201, CRN 28324

Instructor Information

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Office Hours:
2-5 p.m. Tuesdays/Thursdays or virtually by appointment.
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Times and Location

MW 4:25pm-7:25pm in Fine/Performing Arts Center 227

Course Description

A continuation of ARTS 2356, with attention to broadening and deepening the topics covered in Photography I, as well as increased emphasis on critical thinking. Student effort will be directed toward the production of a coherent individual project. Prerequisite: ARTS 2356 or equivalent or consent of instructor.
Fine&Performing Arts Department, College of Arts & Sciences

Additional Course Information

Course runs from Jan. 21 to April 29 with Final Exam (Presentations) on Wednesday, May 6.

PARTICIPATION:

Class online participation is graded, encouraged, and expected. However, participation does not mean being disruptive or rude in class. Please be considerate of your classmates and instructor.

—COURSE ASSIGNMENTS OVERVIEW—

Written Work:

All out-of-class assignments must be typed unless stated otherwise. Assignments will be submitted electronically through our class Blackboard. All online assignments are due at 11:59 p.m. on the day indicated on your class schedule, unless otherwise noted in the syllabus schedule and/or on Blackboard. The instructor will post a Blackboard announcement for any due date adjustments, though we will do our best to stick to the schedule as summer courses are on a tight schedule.

Assignments which do not adhere to assignment guidelines will be rejected. For example, handwritten papers will not be accepted. It is the student's responsibility to submit assignments as directed, either online or in class. Please use Turnitin on Blackboard for writing assignments or Blackboard Dropbox for activities or Flickr for digital photography assignments. Photographic prints and proof sheets will need to be handed in directly to the professor.

PRONOUNS:

Please let me know how you would like to be addressed. You may email me or talk to me in private before or after class. I use the *he*, *him*, and *his* pronouns for myself and you may call me "Mr. Brown" or "Professor Brown."

INSTRUCTOR BIOGRAPHY:

Mr. Thomas R. Brown, who publishes as "T. Rob Brown," is a photographer and writer who began his career in 1993. In addition to more than 20 years as a full-time daily newspaper photojournalist, where he served as photographer, writer, editor, copyeditor, and page designer for numerous daily Midwest newspapers, he also served as a freelance writer for Marvel Comics and Star Wars on four published books from 2009 to 2012, including the Origins award-winning *Marvel Heroic Roleplaying: Civil War*, *Marvel Heroic Roleplaying: Civil War: Young Avengers and Runaways*, Star Wars: *Galaxy of Intrigue*, and Silver Ennie-winning Star Wars: *Clone Wars Campaign Guide*.

Twice nominated for the Pulitzer Prize, Brown earned more than 40 national, regional and state awards for photography and writing during his journalism career. Following a return to schooling to pursue his master's degree in 2014, Brown began freelancing for *The Kansas City Star* as a photographer. He continues work on his fantasy and science fiction novels, screenplays, and photography books. Currently, he is working on *Literally Breathtaking*—a photography book about Cusco and Machu Picchu, Peru, along with Chile's Santiago region.

Brown earned his bachelor's (1993) from Missouri Southern State University in Joplin and his master's (2015) from Pittsburg State University in Pittsburg, Kansas. He is originally from the Kansas City, Missouri, area.

He began teaching at Texas A&M International University in Fall 2017.

Exam:

There will be one exam—the Midterm. See the course calendar in this syllabus for additional information. The exam will cover all reading materials and lectures (it's comprehensive). We will still attend during the scheduled Final Exam time period because this is when your Photo Story with Written Component is due. That exam time will be used for Photo Story presentations. The exam will be taken online via Respondus Monitor. This year (2026), Respondus Monitor is free for students to use.

Respondus Monitor is part of the LockDown Browser and requires a webcam for online exams. If you need assistance with Respondus Monitor, you may contact OIT or click the Student Support tab on Blackboard and search for Instructional Technologies section and select Respondus LockDown Browser. The download itself is free.

If you do not have access to a computer with a webcam, you may be able to check one out from OIT. Please contact OIT for additional information on borrowing a laptop.

Reading Assignments:

Reading assignments for the course are to be completed before the online lecture for which they are assigned. The reading assignments will prepare you for the content of the lectures, for the activities and writing assignments, as well as for the exam.

Make-up Work:

Make-ups for the Midterm Exam and other course assignments are at the discretion of the instructor and must be discussed and scheduled. Make-up exams may be in essay format. You must contact the instructor within one week of the missed exam for instructions on how to complete your make-up. There is **NO** make-up option for the Final Exam/Presentations.

Obviously, the best plan is to turn assignments in on time (the deadline) so they may be graded in a reasonable amount of time to give students necessary feedback. Assignments received late receive reduced grades for each day past the deadline (see Late assignments below). Late work **MUST** be made up within a week of the due date or by the day of the Final Exam/Presentations, whichever comes first. Depending on the circumstances, the point loss will be decided upon by the instructor. Typically, the following rules will affect point deduction for late assignments, though the instructor may take special situations into consideration:

- For each class period an assignment is late, the work will take a 20-percent grade reduction (this amount is cumulative).
- Students are required to contact the instructor about make-up work. The instructor will NOT make an effort to contact a student about make-up work. A student's ability to turn in late work will be decided at the discretion of the instructor. Reasons for the lateness of the work will be taken into account, especially in the case of medical emergencies and other University-approved absence excuses.

Blackboard Gradebook:

This is a great tool for your reference while in the course. I will do my best to keep it fairly updated with course information and resources. It may also be used as a place to ask questions (class discussions too), which I will try to monitor and respond to at my first availability. I strongly suggest everyone keep a running record of their grades as assignments/evaluations are returned. I also recommend keeping a copy of all of your papers/assignments up until final grades are posted.

Late assignments:

Late assignments will receive a grade reduction of 20% (two letter grades lost) for every class day they are late. If you do not have a verifiable and accepted excuse, the late assignment grade reduction will be applied. A "verifiable excuse" is determined on a case-by-case situation by the instructor but normally includes things such as a doctor's excuse, military service, etc., in accordance with the policies of the University.

Expectations:

In this class, I expect you will: attend class prepared and on time, complete assignments on time, participate in class discussions and respect your peers, and uphold academic integrity.
In this class, you can expect I will: attend class excited to engage with you as students, learn from your own perspectives and work with you as partners in the learning process, help you make sense of topics that don't yet make sense and be helpful in office hours, create an inclusive classroom environment, and report any plagiarism and act accordingly (see plagiarism policies).

ATTENDANCE:

Students are expected to attend all classes. Five (5) points will be deducted from your final grade (1,000 possible points) at the end of the semester for EACH unexcused absence you accumulate. During lecture-only dates, you may attend the course online during live broadcast and be counted present; however, some days may require physical attendance.
• In the event of an emergency that prevents you from attending class, please contact the instructor as soon as possible.
• Excused absences will be decided by the instructor based on individual circumstances, in accordance with the policy of the College of Arts and Sciences (see that section for full details).

TARDY POLICY:

As a general rule, you are expected to be to class on time (this includes in person and online classes). The instructor will not reduce points for an occasional short tardiness. If you have an excessive amount of tardiness, we will need to have a discussion after class to decide what is the problem; points will likely be deducted from your participation grade. When tardiness becomes a trend, it becomes a classroom disruption and is often a sign of other problems. If you have a scheduling difficulty which prevents you from being to class on time, please see the instructor after class so we can discuss a possible solution. If you are coming in late, please see Common Courtesy, below.

PARTICIPATION:

Your overall class participation grade is determined by the discretion of the instructor. These points are factored based on participation, attendance, and the following list of expectations:

- Adoption of an "I can do" attitude
- Being punctual and prepared for each class
- Positive participation in class discussions as well as professional behavior in all communication with other students and the instructor
- Being attentive and respectful during lecture and any student presentations
- Compliance with all Academic Policies & Requirements of Texas A&M International University and the College of Arts and Sciences

Your Grade Discussions:

If a student wishes to discuss their grade, please make a virtual appointment with the instructor. The instructor will not discuss grades of any form during class or lab time, or in front of other students. The student must work with the instructor to schedule a time when both are available.

Common Courtesy:

Please use common courtesy during classes. For many, getting up in front of a group of people for presentations can be extremely stressful. It is vital that the classroom atmosphere be kept light and enjoyable for all. Discourteous behavior will be penalized in participation points (see Expectations, above).

- If you are late to class or leave during class, do not interrupt fellow students if they are giving a presentation. In such an event, you will be asked to leave, and participation points may be removed. Please look and listen outside the classroom door to check before entering.
- Do not chew gum if you are presenting in front of the class.
- DO NOT interrupt a fellow student during their presentation. If you have questions, wait until the end of their allotted time (or for a question-and-answers session, if applicable).
- Vulgar language and inappropriate statements have no place in the classroom.
- In the interest of diversity, please remember that campus society includes a variety of cultures. Students are expected to respect other students' cultural background. In other words, treat others as you would like to be treated.

Course Structure:

Students are expected to log into Blackboard regularly, read course materials each week, follow each Blackboard Module in the order it's presented within the timeframe for each module, starting with the PowerPoints/lectures, then proceeding to online discussions (if present), then proceeding

to a weekly activity (if present) and then finally to each week's main assignment. Writing assignments are turned in via Blackboard Turnitin, unless otherwise noted. Activities are turned in via Blackboard Dropbox, unless otherwise noted.

To get the most out of this course, it's best for students to complete things in the order they're presented. Each reading assignment prepares students for the PowerPoints/lectures, which hopefully make the reading assignments clearer (through examples, visuals, and context) and further the ideas established in those readings.

Mac Lab Rules:

1. NO FOOD or DRINK in the Mac Lab (227) at all. You may have food and drink in the classroom across the hall (228). Also, no food or drink in the darkroom itself (attached to 228).

2. DO NOT prop open the doors.

3. No one is allowed in the lab who is not enrolled in one of the ARTS/COMM classes scheduled for the lab without instructor permission.

AI Policy:

The TAMIU Honor Council will treat cases of AI-generated language in papers, projects, exams, and assignments as plagiarism unless such use of AI text has been expressly approved by the faculty member in the course syllabus (please review the University Plagiarism Policy later in this syllabus). By copying and pasting AI-generated text into a university-level assignment for a grade without approval, students are using text not written by them in order to progress their university career. Students may not use unapproved AI-generated text in university coursework; such usage will be reported as plagiarism to the TAMIU Honor Council, investigated as such and subject to grade penalty. This violation includes the usage of AI software, such as ChatGPT, to generate your work for you.

Approved usage of AI for this course: You MAY use AI software, such as Topaz Labs' Photo AI and Video AI, as well as Aurora HDR, to assist in properly editing and sharpening photos that you turn in for a grade for this course. You may use AI software, such as Grammarly, to help check the language quality of your written assignments or your photo captions. If you do use the approved AI options in your coursework, please put a notation as such as the bottom of your written paper or at the end of the caption for your photograph. Other AI usages may be approved in a case-by-case situation, but you must speak to the course instructor PRIOR to using the AI in the course. The instructor is fully aware that some usage of AI can be a tool to help expedite work, to decrease workload, and to help improve quality of the final work. Generative photography AI is not allowed, except in the Advertising photo assignment—ONLY for generating backgrounds or effects in that assignment—students must photograph the main subject themselves. No generative AI is allowed for written assignments. Any usage of AI outside of the professor's permission constitutes a violation of the TAMIU Honor Code and will be reported to the Honor Council.

Announcements/Course Messages/Emails:

The instructor will frequently use announcements during the regular course week (Mondays-Thursdays), or otherwise, as needed.

The instructor and students may also communicate via course discussions. Students may post to general discussion topics to ask questions (not graded) about activities, assignments, etc.

If a student is in need of a faster response, I recommend they email me directly to thomas.brown@tamiu.edu rather than use course messages. I check my emails much more frequently than I do course messages.

I do my best to respond to messages as soon as possible, but my schedule and yours may not match up in some respects. Please be patient, especially if you email over the weekend (Friday through Sunday).

Course Communication Guidelines (Netiquette):

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml)** for further instruction.

Accommodations/Accessibility Policy:

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. 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:

In order to be successful in this course, in terms of its technology requirements, students will need access to a computer with Internet access sufficient enough to watch online videos. Students should have access to a word processing program, such as Microsoft Word, for their writing assignments and their activities. Students optionally may use Adobe Acrobat. All writing and activity assignments should be turned in as either .DOC, .DOCX, or as .PDF.

Students will also need Adobe Photoshop (provided in the Mac Lab) save as a .JPG file. This is the file the student will turn in for a grade for each photo assignment and their final project.

Additional Hardware. For this class, you will need the following additional hardware: **Webcam (for the Midterm Exam).** Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

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

TAMIU Students may access online versions of Microsoft Word and PowerPoint software through their Dusty Office 365 account at **https://dusty.tamiu.edu/**. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite**.

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

Learning Management System (Blackboard):

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

Minimum Technical Skills Expected:

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

An understanding of how computers process data is useful, as is an understanding of file types, and a minimal knowledge of computer graphics requirements. Some of this will be covered in the course.

Technical Support Services:

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

Web Conferences/Synchronous sessions:

If you need to discuss your grades or get help from the instructor and you cannot meet during my office hours, you may schedule a virtual meeting. These virtual meetings will be held through Blackboard Collaborate. You must request a meeting via email (thomas.brown@tamiu.edu) at least 24 business hours in advance and offer suggested times when you are available. I will do my best to accommodate your schedule, within reason, and I will email you a link to the Collaborate virtual meeting. Meetings should be scheduled for Mondays through Fridays.

Grading Scale/Schema:

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

- *900+ = A*
- *800-899 = B*
- *700-799 = C*
- *600-699 = D*

- *599 or below = F*

Rubrics:

Rubrics are available online in the course content in the Resources course module. Note: for the most part, I use the standard WIN Rubric for writing assignments. Photography assignments have other Rubrics, available on Blackboard.

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 on Blackboard.

Turnitin Policy Or Other Types of Assignments in Other Systems:

Students may turn in Turnitin or Drop Box assignments in DOC, DOCX, or PDF formats. Do NOT use Pages format.

Photographs should be turned in on Flickr.com into our digital class in .JPG format.

Proctoring:

Please see the section titled "Exam:" up above. This course's Midterm Exam will be through Respondus LockDown Browser with Monitor (web cam required).

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**.

In this class, we will utilize: Microsoft Word, PowerPoint, Blackboard, Adobe Photoshop, Flickr online, and possibly Adobe Photoshop Lightroom, Adobe Premiere, Adobe Audition, Adobe Acrobat.

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.

Program Learning Outcomes

PLO 1. Students will develop critical thinking skills to evaluate theories and approaches to selected media and communication problems.

PLO 2. Students will effectively communicate oral, written, and audiovisual messages addressing communication-related issues and/or problems.

PLO 3. Students will apply communication knowledge and skills in professional settings to improve communication processes and outcomes.

Student Learning Outcomes

STUDENT LEARNING OUTCOMES (SLOs):

Upon successful completion of this course, students will be able to:

1. identify major and minor works in various decades by artistic or publication photographers (PLO 3);
2. analyze the cultural, social, and historical aspects of photography/photojournalism and documentary work (PLO 1);
3. evaluate photographs studied and turned in by students (PLO 2);
4. make connections between images, technology, aesthetics, themes, and perception of images (PLO 1); and
5. make photographs that demonstrate creativity, effective arrangement of visual elements, technical competence, documentary style, and active participation in critique (PLOs 2 and 3).

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	Photography, 13th Edition	Barbara London	9780137988679

Other Course Materials

Students need to provide their own 35mm DSLR or mirrorless photographic digital camera. Digital photography is preferred but if you choose to shoot film, you may—but you must provide your own black-and-white film and black-and-white paper. It is best to use DSLRs or equivalent-level mirrorless cameras (a digital camera with interchangeable lenses), as well as Adobe Photoshop. The University only has one digital camera for checkout. A new entry-level setup costs around $500-$600 for a DSLR or somewhat more for a mirrorless setup. Some entry-level low-cost DSLRs include: Canon EOS Rebel T6 or T7, Canon EOS Rebel T100, Nikon D3500, Nikon D5500, or other models (speak to instructor if you have questions). Entry-level low-cost mirrorless options include: Nikon Z30, Nikon Z50, Canon R100, Canon R50, Sony Alpha 6000, Sony Alpha 6100. One lens (standard 50mm or a zoom that includes 50mm) is required. Two lenses are preferred (a standard or wide-angle zoom and a telephoto zoom) for more versatility.

The instructor will be happy to assist you during office hours in locating a camera, should you wish to purchase one from an online seller. You may email a link to the instructor for verification. Don't purchase anything listed as "As Is" or "For Parts" or with any rating below "Good"—those typically aren't fully functional cameras.

EQUIPMENT CHECKOUT:
The University has a limited number of film cameras, a couple tripods and a single DSLR available for checkout. All cameras, lenses, and other photo accessories may be checked-out by students from the Department of Psychology and Communication for no more than two consecutive days (or over the weekend if checked out on Thursday). Failure to return equipment by the due date will result in forfeiture of checkout privileges. In order to checkout equipment, please contact the instructor for film cameras. If you do not already own or have access to an applicable camera, I would recommend you either purchase an entry-level DSLR (such as a Canon EOS Rebel or a Nikon D3500) or borrow an applicable digital camera from relatives for the course.
IMPORTANT: All checked-out equipment must be returned to the Department of Psychology and Communication before the final exam is taken. Failure to return equipment on this date will result in a failing grade.

Grading Criteria

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

Open Boilerplate

—Methods and Criteria for Evaluation—

1. You will be expected to turn in for a grade a total of 7 photography assignments. All projects should be shot with a 35 mm Single Lens Reflex (SLR) style camera with interchangeable lenses. You may use a DSLR (Digital Single Lens Reflex camera) or a modern mirrorless, such as a Canon R series, Nikon Z series, or Sony Alpha series (If you're not certain, check with the instructor.).
Photography Assignments:
ARTS Project 1: Documentation
Document life, an event, or anything going on in your community. Do not "stage" this photo. It should not be posed. Focus: Capture a slice of life as it happens. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*
COMM Project 1: General News
You've been teamed up with a reporter who is covering a general news assignment. Most likely this will be an event, a press conference, construction, or something else. Go with the reporter and cover the subject. Look for a variety of angles. Get the "bread-and-butter shot," but don't be afraid to look for something more creative or different. It must include a caption identifying everyone in the photograph, answering all of the journalistic questions. Do not "stage" this photo. Focus: news value. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*
ARTS Project 2: Magazine Portrait

A portrait should tell us a little more about your subject than just what they look like—it should give us a glimpse into who they are as a person or in relation to their job, whichever helps best tell the story. This photo may be staged. Focus: creative, expression/emotion, human interest. Please see rubric and complete assignment instructions on Blackboard. For this assignment, you will be assigned a specific subject for TAMIU's *DustyNation* magazine. *Total point value: 50.*

COMM Project 2: Environmental Portrait for Magazine

You've been teamed up with a reporter who is writing a feature story on an individual. Photograph that person in their environment. Preferably, avoid "the guy at his desk," "me and my prop," or an "execution at dawn" image unless you can do so in a completely new and innovative way. The environmental portrait should tells us a little more about your subject than just what they look like—it should give us a glimpse into who they are as a person or in relation to their job, whichever helps best tell the story. It must include a caption identifying everyone in the photograph, answering all of the journalistic questions. This photo may be staged. Focus: creative, human interest. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 50.*

ARTS Project 3: Perspective Play

Play with Perspective and Point of View from Chapter 15 of the book. You can take an image that either utilizes the perspective-altering effects of a super wide-angle or a super telephoto. You may also use other tricks of perspective with standard lenses, using distance and depth. To incorporate Point of View, you can position the camera in in extremely high or low places in order to create dramatic angles. Focus: creative images, interesting angles, focus, depth of field. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*

COMM Project 3: Feature

You've been teamed up with a reporter who is writing a feature story. Most likely, this will be something interesting, entertaining, educational, or for historical review. It must include a caption identifying everyone in the photograph, answering all of the journalistic questions. Do not "stage" this photo. Focus: creative images, interesting angles, and/or human emotion. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*

ARTS Project 4: Wild Art

Capture an interesting, artistic image on a regular individual in the community at play, cleaning their yard, dealing with weather issues, or just everyday life. We will have some class time to photograph this on campus. Sometimes these images might be animals dealing with the human world and might have an underlying environmental message. Sometimes these images just show something beautiful in our community, in a new way, a new light, and/or a new angle. Do not "stage" this photo. Focus: creative image, interesting angle, and/or human emotion; unexpected, unplanned, spontaneous photography. Please see rubric and complete assignment instructions on Blackboard.

*NOTE: If you are taking this course as **Advanced Photography**, you may substitute this assignment for another of your own choosing. Please consult with the instructor for possible photographic categories. Total point value: 100.*

COMM Project 4: Stand-alone Feature (Wild Art)

You're driving around and you see an interesting and artistic image to feature a regular individual in the community at play, cleaning their yard, dealing with weather issues, or just everyday life. Sometimes these images might be animals dealing with the human world and might have an underlying environmental message. Sometimes these images just show something beautiful in our community, in a new way, a new light, and/or a new angle. It must include a caption identifying everyone in the photograph, answering all of the journalistic questions. Do not "stage" this photo. Focus: creative image, interesting angle, and/or human emotion; unexpected, unplanned feature coverage. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*

ARTS Project 5: Dramatic Lighting

Make use of the techniques from Chapter 12 of the book, employing harsh light, soft light, and other dramatic lighting techniques. You may use available light, artificial light. Consider your main light source, fill lighting, backlighting, use of flash, etc. Focus: lighting. Please see rubric and complete assignment instructions on Blackboard. *NOTE: If you are taking this course as **Advanced Photography**, you may substitute this assignment for another of your own choosing. Please consult with the instructor for possible photographic categories. Total point value: 100.*

COMM Project 5: Spot News

You're driving around and you see a traffic accident, a house fire, some type of police action, a protest, or other form of immediate spot news. This might be a stand-alone photo or it might go with a story, written by a reporter. Do your best to identify everyone in the photograph; sometimes this is difficult with spot news. It must include a caption, answering all of the journalistic questions. Do not "stage" this photo. Focus: unexpected, unplanned news coverage. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 100.*

ARTS Project 6: Action

Photograph an event that involves action. This could be a sports moment (peak action) but also look for artistic, creative images; don't be afraid to think outside of the standard sports image. Don't forget the rule of action and reaction. Sports isn't just about the action. This doesn't have to be sports, though; it could be dance, choreography, or sports-related such as cheerleaders, marching band performance. Consider creative options, such as panning. Do not "stage" this photo. Focus: peak action, emotion, telling the story of the action. Please see rubric and complete assignment instructions on Blackboard.

*NOTE: If you are taking this course as **Advanced Photography**, you may substitute this assignment for another of your own choosing. Please consult with the instructor for possible photographic categories. Total point value: 50.*

Project 6: Sports

You've been teamed up with a sports reporter who is covering a campus sporting event. Go with them and photograph the event. Depending on the sport, look for the standard "bread-and-butter" sports moments (peak action) but also look for artistic, creative images; don't be afraid to think outside of the standard sports image. Don't forget the rule of action and reaction. Sports isn't just about the action. It must include a caption identifying everyone in the photograph (don't forget to get a roster from the game with jersey numbers), answering all of the journalistic questions. Do not "stage"

this photo. Focus: peak action, emotion, telling the story of the game (in other words, if they lost, don't turn in a cheering (jube) photo). Please see rubric and complete assignment instructions on Blackboard. *Total point value: 50.*

ARTS Project 7: Photographic Expression

Create an image to illustrate a thought or idea that could not otherwise be taken as a standard photograph. Think of a way to use either traditional photographic special effects techniques (experimental) or digital photography manipulation techniques in Adobe Photoshop to create your own photographic expression. This could include extending the image with multiple images. This photo may be staged. Focus: creativity, telling a visual story in an unconventional way. Please see rubric and complete assignment instructions on Blackboard.

*NOTE: If you are taking this course as **Advanced Photography**, you may substitute this assignment for another of your own choosing. Please consult with the instructor for possible photographic categories. Total point value: 50.*

COMM Project 7: Photo Illustration

You've been teamed up with a reporter for a special section who needs an image to illustrate a story that could not otherwise be taken with a regular type of photograph. Think of a way to use either traditional photographic special effects techniques or digital photography manipulation techniques in Adobe Photoshop to create a photo illustration. It must include a caption identifying everyone in the photograph, answering all of the journalistic questions, and MUST be labeled as a "Photo Illustration" so the readers understand it was staged and/or digitally altered. This photo may be staged. Focus: creativity, telling a visual story in an unconventional way. Please see rubric and complete assignment instructions on Blackboard. *Total point value: 50.*

2. Midterm exam will include fill-in-the-blank, multiple choice, true/false, and an essay question worth at least 20% of the grade.
Total point value: 100. (CCOs 1 and 2)

3. The final exam, a photo story, should demonstrate your understanding of the material covered during the entire semester; it should be the best work turned in. For ARTS, the photo story needs to be accompanied by an artist's statement (typed); for COMM it's a journalistic article. Please see rubric and complete assignment details on Blackboard.
Total point value: 250 (10 for Milestone 1, 20 for Milestone 2, 170 for the photo story and 50 for the written portion).

- ARTS Final project: Photo Story with written component (CCOs 1 and 2)
  Turn in a series of photographs that together tell a visual story or are connected in some way. Your Final Photo Story should consist of at least 8 photographs (12 maximum) and an artist's statement (at least 300 words).
- COMM Final project: Photo Story with written component (CCOs 1 and 2)
  Turn in a series of photographs that together tell a visual story. Your Final Photo Story should consist of at least 8 photographs (12 maximum) and a related, typed journalistic story (at least 300 words). Each of your photographs must also be accompanied by Associated Press-style captions (cutlines). Please see caption guidelines on Blackboard.

4. There will also be two in-class activities for evaluation.

*NOTE: If you are taking this course as **Advanced Photography**, in lieu of Activity 2 on famous photographers, you will instead read about a professional photographer you admire and give a short, informal 5-minute presentation in class about that photographer and why they inspire you, showing at least three photographs of that photographer's work. This presentation will be given on the day of Activity 2.*

ALL primary assignments must be completed to pass the course. This includes three individual writing assignments and two exams. Students may not choose to take a zero for any primary assignment. Note: the final exam will be comprehensive.

ASSIGNMENT	VALUE
(Primary) Photo Assignment 1: Documentation/General News	100
(Primary) Photo Assignment 2: Magazine Portrait	50
(Primary) Photo Assignment 3: Perspective Play/Feature	100
(Primary) Photo Assignment 4: Wild Art	100
(Primary) Photo Assignment 5: Dramatic Lighting/Spot News	100
(Primary) Photo Assignment 6: Action/Sports	50
(Primary) Photo Assignment 7: Photographic Expression/Photo Illustration	50
(Secondary) Syllabus Quiz	10
(Secondary) Activities 1-2	20 (10 each)
(Secondary) Classroom Participation	65
(Secondary) Peer Review	5

(Primary) Midterm Exam	100
(Primary) Photo Story with Written Component	250 (10 for Milestone 1, 20 for Milestone 2, 170 for photo story, 50 for Written Portion)
TOTAL PRIMARY	900
TOTAL SECONDARY	100
GRAND TOTAL	1,000

Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Wed	1/21	First Day of this Class Instructor Introduction Intro to Course Examples of Film and Digital Cameras and Lenses	(ARTS) Chapters on lens and camera (refresher) (COMM) Chapter 1 (Photojournalism): Assignment and Chapter 1 (AP Guide): Introduction for next class	
Mon	1/26	LECTURE: Documentary Photography, Chapter 1 (Photojournalism): Assignment and Chapter 1 (AP Guide): Introduction REFRESHER: The Camera	(ARTS) Chapter on Exposure (refresher) (COMM) Chapter 2 (Photojournalism): News and Chapter 2 (AP Guide): News: Sensitivity, Thinking, Instinct and Curiosity for next class	
Wed	1/28	LECTURE: Documentary Photography (continued), Chapter 2 (Photojournalism): News and Chapter 2 (AP Guide): News: Sensitivity, Thinking, Instinct and Curiosity NOTE: Bring your cameras to class, if you have them.	(COMM) Chapter 5 (Photojournalism): Portraits for next class	Syllabus Quiz
Mon	2/2	LECTURE: Portrait Photography, Chapter 5 (Photojournalism): Portraits DISCUSSION: Photo Assignment 2: Magazine Portrait NOTE: Bring your cameras to class, if you have them.	(COMM) AP Guide: The Look: Composition, Style, Cropping for next class	
Wed	2/4	LECTURE: The Look and Style of Photographs, AP Guide: The Look: Composition, Style, Cropping REFRESHER: COMPOSITION (PowerPoint) FRIDAY: Final Deadline for February issue of The Bridge student newspaper, in case you have any extra-credit photos for publication.	(ARTS) Chapter 15 (London): Seeing Photographs for next class (COMM) Chapter 4 (Photojournalism): Features for next class	ACTIVITY 1: Visual Checklist, Page 46 (AP Guide)
Mon	2/9	LECTURE: Feature Photography, AP Guide: Features & Portraits: Seeing the World Around Us, Chapter 15 (London): Seeing Photographs, and Chapter 4 (Photojournalism): Features DISCUSSION: Photo Assignment 3: Prospective Play (ARTS) and Feature (COMM) DISCUSSION: Photo Assignment 4: Wild Art (ARTS) and Stand-Alone Feature (COMM) LAB: Create Flickr accounts, if needed, and join digital classroom		
Wed	2/11	LAB: ADOBE PHOTOSHOP, OPEN	(ARTS) Chapter 12 (London): Lighting for next class (COMM) Chapter 3 (Photojournalism): General News for next class	Photo Assignment 2: Magazine Portrait DUE

Mon	2/16	LECTURE: Lighting & General News, Chapter 12 (London): Lighting, Chapter 3 (Photojournalism): General News DISCUSSION: Photo Assignment 1: Documentation (ARTS) and General News (COMM) DISCUSSION: Photo Assignment 5: Dramatic Lighting (ARTS) and Spot News (COMM)		
Wed	2/18	Bring your cameras to campus--we will meet out by the statue outside the FPA. We will walk around campus taking our Wild Art (ARTS) and Stand-Alone Feature (COMM) images for Photo Assignment 4. NOTE: Wear appropriate clothing for the weather.	(COMM) Chapter 11 (Photojournalism): Photo Story for next class	
Mon	2/23	LAB: ADOBE PHOTOSHOP, OPEN FRIDAY: Final deadline for March issue of The Bridge student newspaper, in case you have any extra-credit photos for publication.	Prep for midterm review	Photo Assignment 1: Documentation (ARTS) and General News (COMM) DUE
Wed	2/25	REVIEW: Midterm Review FEEDBACK: Photography Assignments 1-2 will be shown to students for feedback (Participation) after the midterm review	Prep for midterm exam	Photo Assignment 4: Wild Art (ARTS) and Stand-Alone Feature (COMM) DUE
Mon	3/2	EXAM: ONLINE MIDTERM EXAM (covers Chapters 1-6, 11 (Photojournalism), Chapters 12 and 15 (London), and all AP Guide chapters and lectures)	(COMM) Chapter 6 (Photojournalism): Sports and AP Guide: Sports: Peak Action & Telling Reaction for next class	MIDTERM EXAM (online)
Wed	3/4	LECTURE: Action & Sports Photography, Chapter 6 (Photojournalism): Sports, AP Guide: Sports: Peak Action & Telling Reaction DISCUSSION: Photo Assignment 6: Action (ARTS) and Sports (COMM) MARCH 8: Midterm Grades DUE		
Mon	3/9	SPRING BREAK - NO CLASSES		
Wed	3/11	SPRING BREAK - NO CLASSES		
Mon	3/16	LAB: ADOBE PHOTOSHOP, OPEN FRIDAY: Final deadline for April issue of The Bridge student newspaper, in case you have any extra-credit photos for publication	(ARTS) Chapter 13 (London): Extending the Image for next class (COMM) Chapter 14 (Photojournalism): Illustration for next class	Photo Assignment 3: Perspective Play (ARTS) and Feature (COMM) DUE
Wed	3/18	LECTURE: Photo Illustration Techniques, Chapter 13 (London): Extending the Image, Chapter 14 (Photojournalism): Illustration DISCUSSION: Photo Assignment 7: Artistic Expression (ARTS) and Photo Illustration (COMM) March 21: Discover TAMIU		Photo Assignment 5: Dramatic Lighting (ARTS) and Spot News (COMM) DUE
Mon	3/23	FEEDBACK: Photography Assignments 3-5 shown to students for feedback (Participation)		
Wed	3/25	LAB: ADOBE PHOTOSHOP, OPEN		Photo Assignment 6: Action (ARTS) and Sports (COMM) DUE
Mon	3/30	DISCUSSION: Photo Stories, selecting images FEEDBACK: Photography Assignment 6 shown to students for feedback (Participation)	(ARTS) Chapter 16 (London): History of Photography for next class	

Wed	4/1	Famous Photographers, Pulitzers, POY LECTURE: History of Photography (Chapter 6, London) April 3-4 Reading Day, Easter Holiday, No Classes	ACTIVITY 2: The Photographers/The Photojournalists, Advanced Photography students will each present about their favorite professional photographer (5 minutes, 3 photos)
Mon	4/6	LAB: ADOBE PHOTOSHOP, OPEN (Begin prepping your Milestone 1)	
Wed	4/8	FEEDBACK: MILESTONE 1 for Photo Story (review your best 20 unedited images one-on-one with instructor) LAB: ADOBE PHOTOSHOP, OPEN	Photo Story (MILESTONE 1) Photo Assignment 7: Artistic Expression (ARTS) and Photo Illustration (COMM) DUE
Mon	4/13	FEEDBACK: Photo Assignment 7 shown to students for feedback (Participation) THURSDAY: Final deadline for May issue of The Bridge student newspaper, in case you have any extra-credit photos for publication.	
Wed	4/15	LAB: Photoshop Lab Day to work on written portion of photo story	Photo Story Written Component (rough draft)
Mon	4/20	LAB: Photoshop Lab Day to work on photo story FEEDBACK: MILESTONE 2 (bring your best edited 10-15 images for your photo story for one-on-one review with instructor). Select the best 8-12 images. Course Evaluations BEGIN	Photo Story Written Component (peer review) Photo Story (MILESTONE 2)
Wed	4/22	LAB: ADOBE PHOTOSHOP, OPEN Course Evaluations End	
Mon	4/27	LAB: Photoshop Lab Day to work on photo story	
Wed	4/29	LAB: Photoshop Lab Day to work on photo story; Select for best photo for enlargement printing on the classroom printer May 2: Last Day of Classes	
Mon	5/4	READING DAY: NO CLASSES	
Wed	5/6	FINAL PRESENTATIONS during final exam time period	Photo Story (presentation) -- total 250 points (200 for images and 50 for written portion--25% of total grade) Photo Story Written Portion (final draft) (minimum 300 words) Due before the start of the final exam time period
Mon	5/11	May 12: Final Grades for Graduating Candidates by noon May 12-13: Pre-Commencement Ceremonies	
Wed	5/13	May 14: Commencement May 15: Final Grades by noon May 19: Final Grades posted on Uconnect for students to view	

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where

an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not

suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

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

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

Student Attendance and Leave of Absence (LOA) Policy

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

Pregnant and Parenting Students

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

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

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

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

Anti-Discrimination/Title IX

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

Incompletes

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

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

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

Final Examination

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

Mental Health and Well-Being

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