COMM 1311 - Fundamentals of Comm: Fundamentals of Comm-WIN

Spring 2026 Syllabus, Section 280, CRN 28103

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

Does Not Meet Face-to-Face

Course Description

The course acquaints students with theories of communication and applications thereof in various social, professional, and educational settings. Students study the core contexts within the discipline including but not limited to: intrapersonal, interpersonal, small group, organizational, public speaking, mass media, and digital media.
Psychology & Communication Department, College of Arts & Sciences

WIN-Designation

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

Additional Course Information

Course runs from Jan. 20 to April 30 with Final Exam on May 8.

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.

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.

Exams:

There will be two exams—the Midterm and the Final Exam. See the course calendar in this syllabus for additional information. The final 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 College of Arts and Sciences.

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).

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 more clear (through examples, visuals, and context) and further the ideas established in those readings.

Announcements/Course Messages/Emails:

The instructor will frequently use announcements during the regular course week (Mondays-Fridays), 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 (late 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.

Additional Hardware. For this class, you will need the following additional hardware: **Webcam (for the Midterm and Final Exams).** 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.

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 Grammarly, to help check the language quality of your written assignments. If you do use the approved AI options in your coursework, please put a notation as such as the bottom of your written paper. 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 AI is not allowed —students must write their papers themselves. 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.

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.

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.

Proctoring:

Please see the section titled "Exams:" up above. This course's Midterm and Final Exams 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, various news media websites (through Google Chrome browser), and possibly 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 Objectives (SLOs):
Upon completion of this course, the student will have learned the following:

1. Factual Knowledge: includes facts, terminology, details or elements students need to know regarding the overall communication field.
2. Conceptual Knowledge: includes knowledge of classifications, principles, generalizations, theories, models, or structures pertinent to the discipline of communication.
3. Procedural Knowledge: includes information and knowledge that helps students do something specific in the field of communication, very specific or finite skills, techniques, and/or particular methodologies.
4. Metacognitive Knowledge: includes awareness of one's own cognition and particular cognitive processes. Strategic/reflective knowledge about how to go about solving problems, cognitive tasks, to include contextual and conditional knowledge and knowledge of self.

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	Communication Mosaics, 8th Edition	Julia T. Wood	978-1305403581

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—

Written Work:
All out-of-class assignments must be typed unless stated otherwise. Assignments will be submitted electronically through our class Blackboard. Nearly 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.

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. NO assignments will be accepted via e-mail. Please use Turnitin on Blackboard for writing assignments or Blackboard Dropbox for activities.
This course includes three written assignments that make up a significant portion of the grade:
1. **Writing Assignment 1: Personal Reflection** Write a first-person viewpoint paper about communication topics discussion in class so far (350 words). Upload the final draft to Turnitin. Please see rubric and complete assignment instructions on Blackboard.
2. **Writing Assignment 2: Rhetorical Criticism**
MLA OR APA style paper in the communication research area called Rhetorical Criticism. Examine a text to see how it works communicatively. Third-person perspective.
(500 words). Upload the final draft to Turnitin. Please see rubric and complete assignment instructions
on Blackboard.
3. **Writing Assignment 3: Speech Outline**
Write a speech outline (300 words). Upload the final draft to Turnitin. Please see rubric and complete assignment instructions on Blackboard.

Speech Presentation
Students present a speech based on their Writing Assignment 3: Speech Outline. The speech will be recorded on video with Voice Thread. It must contain a PowerPoint and a video feed of the student's face and nonverbal communication (gestures and body language).

Note: 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) Writing Assignment 1	100
(Primary) Writing Assignment 2	200
(Primary) Writing Assignment 3	100
(Primary) Speech Presentation	100
(Secondary) Syllabus Quiz	20
(Secondary) Activities 1-2	80 (40 each)
(Secondary) Quizzes 1-10	200 (20 pts each)
(Primary) Midterm Exam	100
(Primary) Final Exam	100
TOTAL PRIMARY	700
TOTAL SECONDARY	300
GRAND TOTAL	1,000

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/19	Jan. 20: First Day of Classes VIDEO: Welcome to the Comm Field VIDEO: Instructor Introduction VIDEO: Intro to Course/Syllabus/Syllabus Quiz LECTURE (PowerPoint): Value of Studying Comm	Chapter 1: Value of Studying Comm	Friday: Syllabus Quiz Friday: Quiz 1
1/26	LECTURE (PowerPoint): The Field of Comm Parts 1 and 2 BEGIN Writing Assignment 1	Chapter 2: The Field of Comm Instructions for Writing Assignment 1	Friday: Quiz 2
2/2	LECTURE (PowerPoint): Perceiving & Understanding	Chapter 3: Perceiving & Understanding	Friday: Quiz 3
2/9	LECTURE (PowerPoint): Engaging in Verbal Comm Parts 1 & 2	Chapter 4: Engaging in Verbal Comm	Friday: Activity 1
2/16	LECTURE (PowerPoint): Engaging in Nonverbal Comm Parts 1 & 2	Chapter 5: Engaging in Nonverbal Comm	Friday: Quiz 4

2/23	LECTURE (PowerPoint): Listening & Responding to Others LECTURE (PowerPoint): Creating Comm Climates	Chapter 6: Listening & Responding to Others Chapter 7: Creating Comm Climates	Friday: Quiz 5 Friday: Writing Assignment 1
3/2	REVIEW: Midterm Review March 8: Midterm Grades DUE EXAM: ONLINE MIDTERM EXAM (covers Chapters 1-7, and lectures)	Prepare for Midterm Review Prepare for Midterm Exam	MIDTERM EXAM (online)
3/9	SPRING BREAK: NO CLASSES		
3/16	LECTURE (PowerPoint): Adapting Comm to Culture & Social Communities Parts 1 & 2 BEGIN Writing Assignment 2 March 21: Discover TAMIU	Chapter 8: Adapting Comm to Culture & Social Communities Instructions for Writing Assignment 2	Friday: Quiz 6
3/23	LECTURE (PowerPoint): Comm in Personal Relationships	Chapter 10: Comm in Personal Relationships	Friday: Activity 2
3/30	LECTURE (PowerPoint): Comm in Groups & Teams Parts 1 & 2 April 3-4: Reading Day, Easter Holiday, No Classes	Chapter 11: Comm in Groups & Teams	Friday: Quiz 7
4/6	LECTURE (PowerPoint): Comm in Organizations	Chapter 12: Comm in Organizations	Friday: Quiz 8 Friday: Writing Assignment 2
4/13	LECTURE (PowerPoint): Public Comm Parts 1 & 2 BEGIN Writing Assignment 3 & Speaking Presentations	Chapter 13: Public Comm	Friday: Quiz 9
4/20	Course Evaluations LECTURE (PowerPoint): Mass Media Parts 1 & 2	Chapter 14: Mass Media	Friday: Quiz 10
4/27	LECTURE (PowerPoint): Digital Media & the Online World REVIEW: Final Exam May 2: Last Day of Classes	Chapter 15: Digital Media & the Online World Prepare for Final Exam Review Prepare for Final Exam	Friday: Writing Assignment 3 Friday: Speaking Presentations
5/4	May 4: Reading Day EXAM: ONLINE FINAL EXAM (comprehensive, covers all assigned chapters from textbooks (Chapters 1-8, 10-15) and lectures) (Friday)		FRIDAY: ONLINE FINAL EXAM
5/11	May 12: Final Grades for Graduating Candidates by noon May 12-13: Pre-Commencement Ceremonies May 14: Spring 2025 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.

Distance Education Courses

*[The ITALICIZED INFORMATION BELOW is where you are to ADD your course information. **Please don't forget to remove these instructions and all ITALICIZED content.**]*

Regular and Substantive Interaction (Note to Instructors):
The U.S. Department of Education (ED) has issued Regular and Substantive Interaction: Background, Concerns, and Guiding Principles which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

1. *Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)*
2. *Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)*

Be sure to add clear statements on your syllabi about these instructor-to-student expectations.

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

Online Courses and On-Campus Meetings

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

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

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

Course Structure

[Description of how students should approach the course regularly. A description of course menu items and their contents may be found here. The description may also describe how students should approach the materials per lesson/module/week. It should include what type of materials students may encounter, the types of activities and assessments they may see, and other expectations from the students in each module. This section should help the student understand how to navigate the course.]

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

[The instructor must provide information on the type of communication that will be provided to students on a regular basis, including the frequency of this communication (such as "Announcements will be posted regularly on Mondays."). Also, information on the turnaround time for communication from course messages or emails sent to the instructor.]

Assignments and Assessments

[The instructor must list the turnaround time ***for providing feedback to students on their submissions of an assignment or assessment.*** *Expectations on how students will receive feedback should be listed for each type of assignment.]*

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

[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course:]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (https://www.tamiu.edu/distance/students/technology-requirements.shtml) when using the learning management system (LMS) of the University.

Additional Hardware. For this class, you will need the following additional hardware: ***[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]*** 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.

Additional Software. You will need the following additional software: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]* TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.edu/**. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite**.

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

Learning Management System (Blackboard)

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

Minimum Technical Skills Expected

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]
When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

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

Web Conferences/Synchronous sessions

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

Rubrics (may be included here and in the Syllabus and Overview in the course)

[The inclusion of rubrics in the syllabus is usually up to the instructor. If rubrics are not included in the syllabus, this area should convey to students that rubrics are included in the course and will provide an understanding of how they will be assessed on the course's assignments.]

Late Work Policy

Instructors should include the policy stating what may or may not be acceptable for late assignments.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

Turnitin Policy Or Other Types of Assignments in Other Systems

[Instructor's policy on assignments held within the Turnitin system.]

Proctoring

[Respondus LockDown Browser/Monitor OR Examity. Contact elearning@tamiu.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMIU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. Customize technologies to include those that pertain to your course:]

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: [insert the technologies here].