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Spring 2026 Syllabus, Section , CRN

Instructor Information

Dr. Cynthia Gallardo
Assistant Professor of Educational Administration
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Office: Pellegrino Hall 313 M
Office Hours:
M-F, please email beforehand to schedule time
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Times and Location

Course Description

Program Learning Outcomes

The mission of Texas A&M International University (TAMIU) College of Education (COE) master's in Educational Administration is to prepare students to become highly effective instructional, school community, and administrative leaders in increasingly complex educational systems. The Master's in Educational Administration Program Learning Outcomes (PLO's) are:

1. Graduates of the program will be able to interpret education policy, public financing, and school accountability to develop and implement effective campus teaching and learning processes.

2. Graduates of the program will be able to evaluate research, theory, and data to facilitate the development of campus vision for learning, communication, legal and ethical interactions with a variety of stakeholders.

3. Graduates of the program will be able to assess the principles of effective leadership, management, and data-driven decision-making to ensure safe and effective learning environments.

Student Learning Outcomes

Upon successful completion of this course, each student will:

- CO1: Candidates will be able to address and resolve a significant problem/challenge in the school that influences instructional practice and student learning.
- CO2: Candidates will be able to work with colleagues to develop a prioritized list of significant professional development needs.
- CO3: Candidates will be able to analyze the effectiveness of professional development on colleagues.
- CO4: Candidates will be able to identify a team of teachers with varying experience to develop a collaborative team.

- CO5: Candidates will be able to facilitate the collaborative team's work as they implement the plan to improve instruction, student learning, and the school culture.
- CO6: Candidates will be able to facilitate colleagues' self-reflection on the collaborative team and the ability to reflect on future work in building collaborative teams in order to promote positive change in the school culture.
- CO7: Candidates will be able to create a discussion of campus issues, the process involved in solving campus issues, the development of professional development and the importance of a "feedback loop" in the professional development process.

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	Pre-paid subscription to simulated exercises by Ed Leadership Sims	You will find the SIMS by emailing bcoulson@schoolsims.com	Please be required to a pay a fee which is between $25-35
Required	Certify Teacher Subscription	https://www.certifyteacher.com	

Other Course Materials

Self-Help Resources

Contemporary Resources Related to Texas Educator Preparation:

The purpose for providing web-links to important field-related information is to ensure that TAMIU College of Education graduate students are well-informed and prepared with the latest information pertinent to their respective professional role.

- Current Academic Excellence Indicator System (TAPR & AEIS) Reports
- Current Texas Administrative Code (TEC) Policies
- Current Texas Penal Code Policies
- Current Family Code Policies

For certification programs only:

- Educator program standards- The purpose for the State Board for Educator Certification (SBEC) information is to present prospective public school educators with the latest standards for the profession.
- Certification domains/competencies- The purpose for presenting Texas Educator Testing information is to present transparent information regarding Texas law requiring that educators pass appropriate tests to become certified.
- TEKS- The purpose for presenting information about the Texas Essential Knowledge and Skills (TEKS) is to highlight the Texas standards that educators need to follow to prepare students.
- College and Career Readiness Standards- The purpose for providing information about Texas College and Career Readiness Standards is to present a synopsis of the multi-level framework that focuses on the subject matter and practices that Texas educators need to follow to ensure postsecondary readiness.

Grading Criteria

Course Points:

A = 2,235-2,012

B= 2,011-1,788

C= 1,787-1,564

D= 1,563-1,341

F= 1,340-0

The College of Education's uses the following grading scale. Final letter grades for this course are based on this grading scale.

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
S/CR/P	Satisfactory/Credit/Pass
U/NC	Unsatisfactory/No Credit

Assignments and Final Grade Breakdown

ASSIGNMENT	VALUE
Meet and Greet Discussion	10 points
Site Supervisor Training Acknowledgement Form	100 points
Professional Online Trainings (ASK, Dyslexia, Youth Mental Health First Aid, TBSI) (50 pts x 4)	200
Class Orientation Mandatory Meeting (25 pts x 1)	25
Pre & Post Conference Virtual Meetings with Dr. Gallardo for Video Modules 2 & 4 (50 pts x 4)	200 points
Professional Development Video (Must be submitted on time)	50 points
Professional Learning Committee Video (Must be turned in on time)	50 points
VoiceThreads for SIMS (25 points x 6)	150 points
Practicum Project Proposal	100 points
Site Supervisor Agreement	100 points
Practicum Letter to Supervisor & Permission to Conduct Practicum	100 points
Practicum Logs	100 points
Site Supervisor Evaluation	100 points
SIMS Completion Summaries for SIMS #63, 71, 91, 96 (50 points x 4)	200 points
TASK 1 Submission	350 points
TASK 2 Submission	350
Leadership Case Analysis	50 points
Total Points for Course	2,235 points
All Above Assignments must be completed within the 7 Week Period	

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/19	Module #1: Address and Resolve Problem/ Challenge. (CO1)	Attend the mandatory course virtual meeting via Blackboard Collaborate at 6 pm on Wednesday, January 21, 2026. Complete, email to Dr. Gallardo, and submit to Blackboard: the Site Supervisor Agreement Form, Permission to Conduct Practicum, the PASL Agreement Form, Email Dr. Gallardo the SBEC Site Supervisor's Credentials. (All above forms and SBEC credentials must be submitted to Dr. Gallardo before you begin logging in practicum hours). Meet with school administration to discuss campus problem. Develop plan to address problem. PASL TASK 1 (Please submit the PASL tasks in word format via email as well at cynthia.gallardo@tamiu.edu. First Draft Due Thursday, January 29, 2026 (Note you will have to return to Module 1 to submit your first draft). The final submission will be in Module 4). Final Draft Due Thursday, February 12, 2026. Emerging Challenge of Distributed Leadership SIM #78 and submit VoiceThread. Module 1 Proposal	The Mandatory Course Meeting is on January 21, 2026 at 6:00 pm via Blackboard Collaborate Turn in all listed forms and SBEC Site Supervisor's Credentials on Blackboard and email to Dr. Gallardo-Due Date: Friday, January 23, 2026 (Must submit this before Practicum Hours are logged in) PASL 1 First Draft Due Date- Thursday, January 29, 2026 (You will have to return to Module 1 to submit your first Draft). PASL 1 Final Draft due on Thursday, February 5, 2026 Submit Module 1 Proposal: Friday, January 23 2026
1/26	Module #2: Organize professional development CO2	Collaborate with colleagues and record a (35- minute video). Please make sure that you follow these guidelines: Record using YouTube only. All other recordings are difficult to download and it takes too long. Dress Professionally. Make sure that you state your name, title, and topic for your video recording. Ensure that all the participants are visible and heard during the video. Please view your video prior to submitting it to ensure audio quality. TEAMS Meetings for Professional Development Video with Dr. Gallardo. VoiceThread for SIM New Teacher Evaluation #72. Leadership Case Analysis (MO2.1).	Due Date Thursday, January 29, 2026 4 Virtual conferences will begin the week of February 2, 2026. Dr. Gallardo will email your times.
2/2	Module #3: Implement the Plan to Improve Instruction, Student Learning, and the School Culture (CO3).	Complete the following online/virtual trainings and submit the certificates to Dr. Gallardo through email and in Blackboard Assignment DropBox. NOTE – the trainings marked with an Asterisk are self-paced and you have until February 6th, complete them. *ASK About Suicide Training *Dyslexia Characteristics and Effective Strategies. *Texas Behavior Support Initiative *Youth Mental Health First Aid you must find this training on your own via a Texas Service Center. SIMS 89 Administrator' First Week on the Job VoiceThread (MO3.1). Begin PASL TASK 2. Turn in PASL TASK 1 Final Draft.	Online/Virtual Trainings, PASL TASK 1 Final Draft, SIM 89, and Voice Thread are due by Thursday, February 5, 2026. Please Note that PASL TASK 1 Final Draft is Due. Please return to Module 1 to submit your assignment.

2/9	Module #4: Develop a collaborative team (CO4).	Organize a PLC FTF or virtual. Please select one of the following topics: Curriculum & Assessment, End of the Year Procedures, Students' Retention and Promotion Criteria, ELL students, Special Education Students, Gifted and Talented Students or a topic of your choice – please clear your topic with Dr. Gallardo if not listed above. Lead your participants and video tape your meeting (35- Minutes) Record using YouTube only. All other recordings are difficult to download and it takes too long. Dress Professionally. Make sure that you state your name, title, and topic for your video recording. Ensure that all the participants are visible and heard during the video. Please view your video prior to submitting it to ensure audio quality. Equity: #73 Exploring Beneath the Surface SIM VoiceThread. Continue working on PASL TASK 2.	Video, SIM 73 Voice Thread, Due Date Thursday, February 12, 2026. Please continue working on PASL TASK 2.
2/16	Module #5: Facilitate an implementation process (CO5).	#63 Difficult Conversations- Race Summary Report, #71Cultural Competency Summary#Report (MO5.1) PASL TASK 2 First Draft Due	Module 5 Assignments including PASL TASK 2 First Draft Due on Thursday, February 19, 2025.
2/23	Module #6: The candidate will be able to facilitate at least one collaborative team and create a ten-minute video of the conversation to promote self-reflection on professional growth. (CO6).	View SIMS # 88 Student Support Transgender and submit VoiceThread. View SIMS #91 Community Partnership Digital Readiness and submit summary report. View SIMS#96 Disruptive Teacher and submit summary report (MO6.1).	Modul 6 Assignments due on Thursday, February 26, 2026.
3/2	Module #7: Evaluation and Analysis of the Process.	Submit Practicum Logs. Site Supervisor Evaluation. VoiceThread #90 SIMS 90 Cyberbullying.	Module 7 Assignments Due Date: Thursday, March 5, 2026.

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 School Administrative Practicum is designed to give the candidate an opportunity to gain an authentic experience in school administration. The course is organized into two 7-week modules. The initial 7-week module objectives will require the candidate to gain exposure to the administration of student discipline, to the special education process, to the evaluation of instruction, to the implementation of the RTI program, to the evaluation of curriculum, to the campus supervision process and to the campus improvement strategy. Candidates will also be required to accumulate hours toward the certification process. 80 hours of administrative experience will be required at the end of the second 7 -week module. Hours should be accumulated during both 7- week modules. In addition to gaining practical experience in the schools, the candidates will also be required to document their campus experiences, complete written tasks related to the Performance Assessment for School Leaders (PASL) certification exam, create documents and post discussion topics to Blackboard.

Additional Expectations:

Candidates will be required to video selected assignments during this Practicum. Within EDAM 5336, candidates will be required to conduct two videos. The videos are assigned during modules 2 & 4. Students should prepare accordingly. Videos are mandatory and the completion of all assignments is mandatory to pass this course, which is required to apply for Texas Principal Certification.

Participation/Attendance

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 3.24) and the Student LOA Rule (Section 3.25) which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook.

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 a leave of absence (LOA) for as long as the student's physician deems the absence medically necessary. Specifically, a pregnant/parenting student is afforded the following:

1. Submit work after a deadline that was missed because of a LOA due to pregnancy or childbirth.

2. If grading is based in part on class attendance or participation, earn the credits missed so that the student can be reinstated to the status held before the LOA.

3. At the conclusion of the LOA, return to the same academic and extracurricular status held when the LOA began.

Academic Honesty

As a member in an academic community, candidates in the COE at Texas A&M International University (TAMIU) are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, self-directed and able to manage their own affairs. Candidates who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Candidates are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. Please visit the Office of Student Conduct and Community Engagement website for the Honor Code. TAMIU faculty have the discretion to impose grade penalties for infractions of the Honor Code as deemed necessary.

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. Additional skills required for this course include knowing how to use Microsoft Teams, Google Docs, Microsoft Docs, Google Classroom, SIMS, VoiceThread and Turnitin.

Accommodations/Accessibility Policy

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 Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations. For more information, contact the online at Office of Disability Services for Students (DSS), or via phone at 956.326.2230, or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. 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 Instructional Technology and Distance Education Services' page on University Resources and Support Services.

Student-Instructor Communication Policy and Response Time

Course Messages/Emails

Student should expect the instructor to answer all Blackboard e-mails in 24 hours. Preferred communication is through email.

All communication between the professor and the student should be conducted through the course email either Blackboard or at cynthia.gallardo@tamiu.edu. If there is any problem with Blackboard please email elearning@tamiu.edu, and indicate the course and that you are taking my course and indicate the issue you are having with Blackboard, please cc'd me as well so I can follow up with Elearning as well.

Assignments and Assessments

Assignments (with appropriate feedback) will be graded within 72 hours of due date. I

Course Communication Guidelines (Netiquette)

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

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.**

Course Structure

The School Administrative Practicum is designed to give the candidate an opportunity to gain an authentic experience in school administration. The course is organized into two 7-week modules. The initial 7-week module objectives will require the candidate to gain exposure to the administration of student discipline, to the special education process, to the evaluation of instruction, to the implementation of the RTI program, to the evaluation of curriculum, to the campus supervision process and to the campus improvement strategy. Candidates will also be required to accumulate hours toward the certification process. 80 hours of administrative experience will be required at the end of the second 7 -week module. Hours should be accumulated during both 7- week modules. In addition to gaining practical experience in the schools, the candidates will also be required to document their campus experiences, complete written tasks related to the Performance Assessment for School Leaders (PASL) certification exam, create documents and post discussion topics to Blackboard.

Additional Expectations:

Candidates will be required to video selected assignments during this Practicum. Within EDAM 5336, candidates will be required to conduct two videos. The videos are assigned during modules 2 & 4. Students should prepare accordingly. Videos are mandatory and the completion of all assignments is mandatory to pass this course, which is required to apply for Texas Principal Certification.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Students will receive Blackboard Announcements every week to make sure they are up to date with assignments. Communication between the professor and the student should be conducted through the course email either Blackboard or at cynthia.gallardo@tamiu.edu. Please expect emails answering within 24 hours of receipt. In Practicum II, students will have a Mandatory Orientation Meeting at the beginning of the course and individually will have four 15 minutes meetings with Dr. Gallardo. Students wanting to meet with instructor for additional time may send an email and coordinate a time with Dr. Gallardo to meet through Microsoft Teams.

Assignments and Assessments

Students will receive feedback on assignments within 72 hours of due date. In the event that feedback is not yet available instructor will communicate with students.

Written Assignment Criteria:

Written materials should reflect candidates' knowledge of the content as well as the use of higher level thinking skills (i.e., analysis, interpretation, synthesis, and evaluation) and reflect correct spelling, punctuation, grammar, and usage. Written assignments/tasks must be word processed/typed and follow the most current addition of the American Psychological Association's Manual (APA) for style and format.

If students use A.I., please make sure to cite this in your references section. AI may not be used to complete the assignment but rather to support your learning process (e.g., brainstorming ideas, clarifying concepts, or refining grammar). All AI-assisted work must be properly acknowledged to maintain academic integrity.

Previously Submitted Work:

The COE encourages original work to be developed and submitted for each course. As such, work from one course may not be submitted for another course. Work submitted from one course to another will not be accepted for credit and will earn a grade of zero.

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

Additional Hardware. For this class, you will need the following additional hardware: For this class, you will need the following additional hardware: **a webcam and microphone for VoiceThread discussions and webcam/camera for Youtube video PLC meetings recording (2 total).** 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: *Microsoft Powerpoint for submitting and viewing lessons and Microsoft Word for viewing course files and submitting assignments.* 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

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

Mandatory Orientation meeting via Blackboard Collaborate on Wednesday, January 22, 2025 at 6 pm.

Late Work Policy

Late work is not accepted. In the event of late work submission, please make sure to email Dr. Gallardo and provide proper medical documentation/ documentation. Late work policy extension is at the instructor's discretion.

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. Course Evaluations will be held from February 26-March 3, 2025.

Turnitin Policy Or Other Types of Assignments in Other Systems

For assignments submitted through Turnitin, no more than 20% similarity rate will be acceptable. Please email Dr. Gallardo with any questions.

Proctoring

If any proctoring is needed we will utilize Respondus LockDown Browser/Monitor.

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/sites may also require user data, such as the creation of a username and password. You may find the accessibility and privacy policies of the technologies used in this class on the following pages: **Accessibility Statements and Privacy Statements**.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.