

EDSE 5390 - Adv Pract Leadership in SPED: Adv Pract Leadership in SPED (Sub II- Mar 23 to May 08)

Spring 2026 Syllabus, Section 780, CRN 28206

Instructor Information

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Associate Professor

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Office: Pellegrino Hall 302H

Office Hours:

Wednesdays and Thursdays 3:00–6:00 PM

Live chats or Virtual meetings by Appointment

Office Phone: (956) 326-2685

Times and Location

Does Not Meet Face-to-Face

Course Description

Additional Course Information

Use of AI Tools in this Course

Students are encouraged to explore and responsibly use artificial intelligence (AI) tools to enhance their learning, research, and professional development. AI tools, such as ChatGPT, Grammarly, or data analysis software, may be utilized for tasks such as brainstorming ideas, drafting content, refining writing, or analyzing data. However, students must adhere to the following guidelines:

- **Transparency:** Any use of AI must be disclosed in assignments, stating what tools were used and how they contributed to the final product.
- **Academic Integrity:** Students are responsible for ensuring that all work submitted reflects their own understanding and original thought. AI-generated content must be critically reviewed, edited, and appropriately cited if integrated into assignments.
- **Limitations:** AI tools should not replace essential learning processes, such as developing critical thinking skills, engaging in discussions, or conducting original research.
- **Ethical Use:** Students must use AI tools ethically and comply with academic policies, including avoiding plagiarism or misrepresentation of AI outputs as solely their own work.

The instructor reserves the right to request documentation of how AI tools were used in assignments. Misuse of AI in violation of these guidelines will result in appropriate academic consequences.

Program Learning Outcomes

PLO 1: Graduates will analyze, interpret, and apply assessment data to make informed educational decisions, determine eligibility, and design individualized programs and services for individuals with exceptionalities.

PLO 2: Graduates will design and implement evidence-based instructional strategies and interventions that address the diverse academic, behavioral, and social-emotional needs of individuals with exceptionalities.

PLO 3: Graduates will collaborate effectively with families, educators, related service providers, and community partners to support the educational and developmental outcomes of individuals with exceptionalities.

PLO 4: Graduates will demonstrate leadership and advocacy skills that support inclusive practices, ethical decision-making, and the rights of individuals with exceptionalities.

Student Learning Outcomes

Course Learning Outcomes (CO)

Upon successful completion of this course, students are able to:

CO1: Trends and Issues in Special Education – Analyze current trends and issues in special education, focusing on the impact of policy, legislation, and research on practice.

CO2: Policy and Legislation in Special Education – Evaluate the impact of policy and legislation on special education practices, identifying strengths and weaknesses in current policies.

CO3: Strategies for Supporting Diverse Learners – Develop effective strategies for supporting diverse learners in special education settings.

CO4: Research-Based Practices in Special Education – Apply research-based practices to real-world scenarios through the analysis of research articles and their application in special education.

CO5: Innovative Solutions in Special Education – Design innovative solutions to address current issues in special education, including the integration of technology and assistive technology.

CO6: Leadership and Advocacy in Special Education – Demonstrate leadership and advocacy skills to promote the rights and needs of students with exceptionalities, culminating in a final project addressing a current issue in special education.

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
Optional	Current trends and legal issues in special education (1st ed.)	Bateman, D. & Yell, M. L. (2019)	978-1-5443-0200-3
Optional	Educational Research: Planning, Conducting, and Evaluating Quantitative and Qualitative Research	Creswell, J. W., & Guetterman, T. C. (2019)	9780138173784

Other Course Materials

Digital copies of articles and course materials are provided within each module.

Grading Criteria

A: 900+ points; B: 800-899 points; C: 700-799 points; D: 600-699; F Below 600

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

In this course, each week begins on **Monday**, making **Day 1** Monday and **Day 7** Sunday. Each module opens on **Monday (Day 1) at 12:00 a.m.**, and all assignments are due by **11:00 p.m. Central Time** on the designated due date.

Discussion Board Posts:

- Initial post: **Day 4**;
- Two substantive responses: **Day 7**

Action Research Project:

- Progress report due: Day 7 of **Module III**
- Final project due: Day 3 of **Module VII**

Module Tests and Final Exam

- Each module includes a test to assess your understanding of the covered topics, due **Sunday (Day 7)**.
- The **final exam** is scheduled for Wednesday, **May 6, from 4:00 to 10:00 p.m.**

All **assignment descriptions, lecture materials, rubrics, and supplemental resources** are available within each module throughout the course.

ASSIGNMENT	VALUE
Professionalism	50 points
Module Quizzes (Total 5)	80 points x 5 = 400 points
Action Research Plan	50 points
Action Research Project Progress Report	100 points
Final Action Research Project	200 points
Comprehensive Final Exam	200
Grading Breakdown	A: 900-1,000; B: 800-899; C:700-799; D:600-699; F: Below 600

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
3/23	Module 1. Foundations of Special Education and Educational Research	Course syllabus review; Artiles et al. (2011) Inclusive education; Zirkel (2017). Legal boundaries for special education: Past, present, and future; OSEP-IDEA: The progress and the promise; CEC policy and advocacy resources; Creswell & Guetterman (2019). Educational Research: Planning, conducting and evaluating quantitative and qualitative research	Syllabus acknowledgement (Day 3); Meet & Greet Forum (Day 3); Module 1 Discussion Activity (Day 7); Module 1 Test (Day 7)
3/30	Module 2. Collaborative Leadership & Interdisciplinary Practice	Friend & Barron (2021). CO-teaching revisited; Billingsley et al (2018). Leadership for effective inclusive schools; Trainor (2016). Culturally and linguistically diverse families' involvement in the special education process	Action Research Plan (Day 7); Module 2 Discussion Activity (Day 7); Module 2 Test (Day 7)
4/6	Module 3. Evidence-based Practices & High-Leverage Instructional Strategies	McLesky et al. (2019) High-Leverage practices in special education; Evidence-based practices and implementation science in special education; CAST. Universal design for learning guidelines	Module 3 Discussion Activity (Day 7); Module 3 Test (Day 7)

4/13	Module 4. Data-based Decision Making & Assessment Leadership	Fuchs & Vaughn (2012). Response to Intervention and MTSS; Hospital & Ardoin (2020). Progress monitoring in reading; TEA. Data-based decision-making guidance for special education	Action Research Progress Report (Day 7); Module 4 Discussion Activity (Day 7); Module 4 Test (Day 7)
4/20	Module 5. Policy, Advocacy, and Ethical Leadership	Bateman & Cline (2019). A Principal's guide to special education; OSEP. Special education policy and dispute resolution resources; CEC Ethical Principles and Professional Practice Standards	Module 5 Discussion Activity (Day 7); Module 5 Test (Day 7)
4/27	Module 6. Advanced Technology & Contemporary Issues in Special Education	Holmes et al (2022). AI in education: Promises and implications for teaching and learning; UNESCO. AI and inclusion in education; CAST. UDL and digital learning resources	Module 6 Discussion Activity (Day 7); Module 6 Test (Day 7)
5/4	Module 7. Capstone Integration & Professional Presentation	U.S. Department of Education. Special education leadership competencies framework; Review for the final exam	Final Exam (Day 3); Action Research Project (Day 5)

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

TAMU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

TAMU 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 TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU 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 TAMU 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.

TAMU E-Mail and SafeZone

Personal Announcements sent to students through TAMU 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 TAMU e-mail accounts regularly, if not daily. Not having seen an important TAMU 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, TAMU 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 TAMU 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 TAMU 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 TAMU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

TAMU 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

Course Structure

This course comprises seven distinct modules, each featuring specific learning objectives and tasks such as assigned readings, discussion forums, related activities, assignments, and comprehension checks. For each module, students must (a) complete designated readings, (b) actively engage in discussion forums by initiating posts and responding to peers, (c) fulfill assigned tasks, and (d) address quiz questions.

To remain informed of class updates and essential announcements, daily logins are expected. Engaging in an online class presents both challenges and opportunities. To excel in this course, dedication and active participation are crucial, ensuring tasks are completed punctually.

Student-Instructor Communication Policy and Response Time

Email is the main and preferred method of contact to communicate with the instructor, Dr. Kim (won.kim@tamiu.edu). To communicate with the instructor effectively and professionally via email, you are required to:

1. Use your university email (if you use an email from outside of the University, I might not be able to receive it). Do **not** use course messages as I cannot respond to your message.
2. Make sure the emails begin by addressing "To whom" and display your full name in the "From" field (If you do not indicate "to whom" and "from whom" in the email, I will not be able to respond to your email).
3. Use a descriptive subject line to help me quickly identify the purpose of your email.
4. Allow up to 24 hours for a response on weekdays, and longer on weekends or holidays.

Assignments and Assessments

Assignments are due by Sunday at the end of each school week. The instructor will provide feedback within a week after the assignment deadlines. If the instructor is unable to do so, the instructor will provide an announcement or email to inform the students of the change for that week.

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

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.tamui.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: **a webcam and microphone.** 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. TAMIU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamui.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at 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 elarning@tamui.edu.

Minimum Technical Skills Expected

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

Technical Support Services

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

Web Conferences/Synchronous sessions

Synchronous Virtual Meeting Sessions: Three synchronous virtual meeting sessions are scheduled for Week 1, Week 3, and Week 6, each held on Thursday from 4:30 to 5:30 p.m. through the Blackboard Collaborate virtual classroom. These live sessions are required and are designed to check for students' understanding and progress in conducting their research projects. Each session will provide opportunities for clarification, feedback, and collaborative discussion to support students' success throughout the course. A reminder will be sent out on the first day of each scheduled week.

Rubrics

Please refer to the Blackboard course website for all assignment descriptions, readings, rubrics, and supplementary course materials

Late Work Policy

Late or missing assignments will not be accepted unless extenuating circumstances, as outlined in University policy, apply. In such cases, students must promptly contact the instructor to discuss the situation. Any homework submitted late without the instructor's approval will receive no credit. Assignment due dates are listed in the Tentative Course Schedule, and to be considered on time, work must be submitted by 11:00 PM Central Standard Time on the due date.

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.

Proctoring

Respondus LockDown Browser (Free) and Monitor Requirement

This course requires the use of LockDown Browser and Respondus Monitor (webcam) for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Watch this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of LockDown Browser and Respondus Monitor (the webcam feature). A student Quick Start Guide (PDF) (<http://www.respondus.com/products/monitor/guides.shtml>) is also available.

Download Instructions are also available on the course Website under the final exam folder.

Webcam Checkout for Personal Computer

If students are unable to use personal or borrowed computers and equipment, students may stop by the Instructional Technology and Distance Education Services office to check out webcams (with built-in microphones). The office is located at Killam Library 259 (down the hall from the HelpDesk) and is open Monday through Friday from 8 a.m. to 7 p.m. Checkout for a webcam is on a first-come, first-service basis. Speak with an eLearning staff member to checkout a camera. Students will sign an Equipment Loaner Agreement, making them responsible for the care of the camera. Webcams checked out must be returned within five business days of the checkout date.

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal technology opportunities in the classroom. These technologies/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.