ENGL 2311 - Technical Communication-WIN

Spring 2026 Syllabus, Section 201, CRN 27920

Instructor Information

Jessica Walker, MFA
Professor
Email: jessica.walker@tamiu.edu
Office: Pellegrino 204G
Office Hours:
Tuesday: 4:15-6 PM (In-Person)
Thursday: 4:30-5:30 (Online)
OR by Appointment.

If you wish to meet during online office hours, email me and I will set up a meeting on Blackboard Collaborate.
Office Phone: 956 326 3300
Email is my preferred method of contact. Do not message me via Blackboard. I cannot reply directly to those messages and you will not receive a response.

Times and Location

TR 2:50pm-4:10pm in Academic Innovation Center 109

Course Description

This course teaches the communication skills necessary for professional settings. The focus of this course includes effectively communicating specialized knowledge, methods, or analysis with precision to varied audiences. The course emphasizes writing as an intellectual, social process, one that requires students to write multiple drafts, to understand their audience, to consider and reflect upon their purposes for writing, and to engage in collaboration with peers. Students will engage technologies to correspond, report, and present ethically. The Technical Communication course teaches students to write multiple genres common to the professional workplace from personal and professional correspondence to creating and presenting their own research. Prerequisite: Satisfactory completion of ENGL 1302 with a grade of "C" or better or equivalent course, or satisfactory completion of ENGL 1301 with a grade of “C” or better or equivalent course if enrolled in a baccalaureate program with the School of Engineering.
Humanities 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.

Program Learning Outcomes

Program Learning Outcomes

As one class in the First-Year Writing Program, students’ successful completion of this course will contribute to their overall ability to:

1. Critically *analyze* and *evaluate* the audience, purpose, and genre of a writing situation or written piece.
2. *Recognize* and *apply* the writing elements of format, structure, and grammar in a written piece.
3. *Demonstrate* an effective writing process that includes drafting, revising, editing, and respectful and ethical collaboration.
4. *Apply* reflective writing practices across different writing tasks and genres.
5. *Develop* writing-related technological skills that allow students to *locate*, *engage*, and *evaluate* writing activities and artifacts in various genres and across media formats.

Student Learning Outcomes

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

1. *Apply* genre-specific, professional writing techniques. (PLO 1)
2. *Recognize* and *apply* appropriate rhetorical means in varying writing situations. (PLO 1)
3. Effectively *apply* conventions of Standard American Academic English, including word choice, formality, grammar and mechanics, and APA formatting. (PLO 2)
4. Expertly *apply* a process of writing from invention, drafting, revising, editing, and proofreading. (PLO 3)
5. Ethically *collaborate* through such writing processes as peer-review or other teamwork activities. (PLO 3)
6. Compose written work that reflects connections between writing situations encountered in Technical Communication, other writing-intensive courses, and the work force. (PLO 4)
7. Apply various and appropriate research methods or techniques in order to synthesize multiple sources of information as a means of effectively communicating in professional settings. (PLO 5)
8. Engage a variety of technologies and media for specific audiences and purposes. (PLO 5)

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	Technical Communication, 13th edition	Mike Markel and Stuart A. Selber	978-1-319-24500-9

Other Course Materials

Additional materials and readings will be available on Blackboard.

Grading Criteria

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

Assignments & Policies

Assignments and Weight Distribution

Exercises and Activities Total: 15%

1. **Professional Correspondence Unit Total: 20%**
   a. Scenario Description: 6%
   b. Email: 7%
   c. Memo: 6%
2. **Instructions and Process Description Unit Total: 20%**
   a. Instructions: 10%
   b. Process Description: 10%
3. **Experiment-Based Research Unit Total: 25%**
   a. Experiment Proposal: 5%
   b. Annotated Bibliography: 5%
   c. IMRaD Report: 15%

Oral Presentation Unit Total: 20%

4.1 Digital Presentation: 15%

4.2 PowerPoint: 5%

Core Curriculum Learning Objectives (CCLOs)

1. Critical Thinking Skills: includes creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. (SLOs # 1, 2, 4, 5)
2. Communication Skills: includes effective written, oral, and visual communication. (SLOs # 1, 2, 3, 4, 5, 6)
3. Teamwork: includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. (SLO #3)
4. Personal Responsibility: incudes the ability to connect choices, actions, and consequences to ethical decision making. (SLO # 3, 4, 5, 6)

ENGL 2311 - Technical Communication

Coursework Description

Writing and Research Units (85% of course grade): The main writing projects for this course will require students to work in certain genres, but they also allow for students to choose their own topics and positions. The instructor will provide students with details on the assignments throughout the semester. The major projects include:

1. ***Email and Memo***—Students will create these two genres to address a professional scenario. While these genres will address the same scenario, they will communicate with different audiences and distinct purposes. This project is worth 20% of the overall course grade.

1. ***Instructions and Process Description***—Students will create a document that describes how to complete a task (instructions) and a document describing how something works (process description). While these two genres will share the same topic and address similar audiences, they will communicate with different purposes. This project is worth 20% of the overall course grade.

1. ***Experiment-Based Research***—Students will design their own experiments (experiment proposal), research what is known on their experimental topic in the relevant academic field of study (annotated bibliography), and synthesize their experimental and scholarly findings in a final scientific paper (IMRaD report). This project is worth 25% of the overall course grade.

1. ***Oral Presentation***—Students will conclude the course by producing a digital oral presentation of their experiment-based research for a group of like-minded people. This unit serves as the final exam for this course and is worth 20% of the overall course grade. **NOTE**: Eligibility to participate in the final exam period is contingent upon a student having completed all of the required coursework by the deadline.

Exercises and Activities (15% of course grade): On a nearly daily basis, students will have work due at the start of class. For each writing or research unit, rough drafts and participation in conferences, workshops, and peer review will factor into this category of the total course grade. The course asks students to participate in several specific ways:

- Reading and homework assignments that prepare students for discussion and troubleshooting with peers and the instructor. These discussions may occur in whole-class settings, in small groups, and/or via Blackboard.
- In-class participation and engagement with peers, instructor, and course contents and processes.

Exercises and activities in-class or assigned as homework are designed to help students progress successfully through each writing and research unit and produce Final Drafts for those units that earn passing grades.

ENGL 2311 - Technical Communication

Course Policies

Instructor and FYWP Policies

Overall Course Grade

Students must pass this course with a "C" (70%) or higher to receive credit for the course. Anyone receiving a D or F must retake the course until at least a "C" is earned.

Class Attendance

Students are expected to be on time and engaged in class discussions and activities. Students who miss 2.5 or more weeks of class meetings (8 days on a MWF format and 6 days on a TR format) typically fail the course, unless they have engaged in anticipatory conversations about absences due to disability accommodations or official TAMIU-events schedules and proactive about rescheduling assignment and activity deadlines with the instructor.

Turnitin & Similarity Scores

Students will submit all drafts of the unit essays and reflection essays via Turnitin on Blackboard. Only essays with a similarity index of less than 20% (i.e., SI ≤ 20%) on a Turnitin drop box will be accepted and graded.

Turnitin and Assistive Technologies

In keeping with the TAMIU Honor Code, the instructor will be using Turnitin (available via Blackboard) to evaluate the originality of all written student work. This is to ensure the integrity of student work and to forestall any attempts at plagiarism or cheating. If a student paper has been submitted *successfully*, that student should be able to return to the assignment drop box and view the submission.#Be sure to double check that files have uploaded;**failure to ensure that work has been successfully submitted is not an acceptable excuse for late or missed assignments.**

Furthermore,**all essays and assignments submitted should be students' original work (i.e., written by the individual whose name is placed at the top of the submission), produced without the aid of assistive technologies**. This includes **Grammarly** and other online resources that either produce text or make substantial, substantive changes to text that students have written. Turnitin provides faculty with an AI percentage that highlights the portions of assignments that have been written using these assistive technologies. Use of such technologies will be treated as cheating and penalties will be applied in accordance with the TAMIU policies listed below.

Reading and agreeing to the AI Policy on Blackboard, Week 1 Module, titled: MANDATORY AI POLICY ACKNOWLEDGEMENT is MANDATORY. If you do not acknowledge and agree to the policy by stating "I agree to the AI policy" in a comment beneath the thread I will not grade your work and you will receive a zero for all assignments submitted in this class until you agree to the AI policy.

The purpose of this policy is to avoid unethical use of AI in coursework and to protect students who might be falsely accused of AI plagiarism. I will make no exceptions to any aspect of this policy. Read it carefully.

The policy is as follows:

AI may not be used in composing any written material for this class. There will be a portion of Project 2 where you may generate images with AI if cited properly. Otherwise all submitted work must be your own composition.

AI includes but is not limited to ChatGPT, MS Copilot, Grammarly, DeepSeek and/or any other large language models that compose or significantly revise written content. In short, if your name is on the assignment, I want to see your words, sentences and ideas, not those of a machine

If I suspect you are using AI I will inform you of my suspicions via email. You will then have 24 business hours to prove beyond a reasonable doubt that you are not using AI in the composition of your work. If I deem that you have not effectively proved your work is your own to my satisfaction, you will receive a zero for the assignment. You may also be reported for academic misconduct to the TAMIU Office of Student Affairs. By agreeing to this policy, you agreeing to abide by my final decision in determining you work's authenticity.

To prevent AI violations and to give you an easy method of documenting the authenticity of you work, you must compose ALL of your work for major projects as MS Word Sharepoint documents with Track Changes turned on. For each stage of drafting major projects, you will submit a link to your Sharepoint doc that I must be able to access throughout the project composition. (I will provide explicit instructions on how to do this in Week 2) This will allow me to assess the timeline and authenticity of your work's composition if you are suspected of unauthorized AI usage. Failure to use this documentation process will result in a zero for your major projects.

All TAMIU students have access to Sharepoint. I will provide written instructions on how to create your document properly in Week 2 of the class. If you need further instruction on using Sharepoint or Track Changes, OR if you experience technological problems, you will seek help from TAMIU's Office of Information Technology, not from me.

TAMIU's rules for reporting academic misconduct require a meeting between the accused student and teacher. For the purposes of this class, a meeting will be defined as a verbal exchange between the student and instructor that may be in-person, over email, virtual and/or a combination of these modes. The mode of meeting will be at the discretion of the instructor.

Finally, it is EXTREMELY important that you adhere to these guidelines. Doing so will create a better learning experience for you as a student and will allow me as an instructor to give maximal attention to helping you succeed. Unauthorized use of AI will result in a failing grade for a project and could result in failing the entire class.

Formatting Style

This course will use APA format for all written assignments. Use this statement for ENGL 2311.

Extra Credit

No extra credit is given in this course. The only way to get more points in this course is to do the assigned work and submit it on time. See the COAS policy "Extra-Credit Work" below.

Late Work

Late work is not accepted in this course.

Technical Issues / Difficulties

The instructor understands that, at times, students may have difficulties with Blackboard, Turnitin, Dusty email, or Microsoft Word, which are required throughout the course. However, it is a student's responsibility to visit, call, or otherwise contact OIT if that student is having difficulties with technology. Please note that **the instructor is not tech support**, so asking the instructor about troubleshooting will simply get a student referred to OIT. OIT can be contacted by phone at (956) 326-2310, in person at Dr. Billy F. Cowart Hall, room 105, or via email at helpdesk@tamiu.edu.

If technical difficulties arise close to a due date or assignment deadline, it is *the student's* responsibility to let the instructor know **before the deadline passes**, and more importantly, to document everything – screenshots of error messages, time stamps of submission, etc. Students are made aware of all deadlines at the beginning of the semester, so make sure to complete and submit work with enough time to address any such difficulties. Leaving work until the last minute is a choice that students make, and, unless there are extenuating circumstances, students should not expect the instructor to accommodate student decisions not to work ahead.

Communication: Do not contact me using Blackboard's Course Messages platform. I will not see your message. My policy is to respond to student emails within two business days, though you will typically hear back from me much sooner.

If you opt for online office hours, email me and I will set up a meeting via Blackboard Collaborate.

If you miss class due to an excused absence, email me documentation of the excuse. If you do not have an excused absence, there is no need to email me. I will not respond to every student who misses class and I don't need to know the specifics of an unexcused absence. I have dozens of student absences a week and cannot supply individualized email responses when you have an unexcused absence.

If you miss class, it is your responsibility to determine what relevant information you missed. You have three options for catching up on missed material: ask your peers, review the learning module and/or come see me during office hours. Do not email me asking me to recount what you missed. Email is not an appropriate method of communication for this purpose.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/29	What is Technical Communication	Chapter 1 and Chapter 3	
2/5	Unit 1 Audience, Purpose, and Genre Correspondence	Chapter 5, 10, and 14	
2/12	Peer Review and Workshop/Unit one final draft due	Chapter 4	
2/19	Unit 2 Document Design	Chapters 11 and 12	
2/26	Giving Instructions	Chapter 20	
3/5	Peer Review and APA	Appendix Part B	
3/12	Describing a Process	Chapter 19	
3/19	Peer Review and APA Unit 2 final draft due		

3/26	Unit 3 Research Design	Chapters 6 and 9 Johnson-Sheehan, Chapter 10
4/2	Conducting Research	Chapter 8, Chapter 9, and Appendix Part B
4/9	Conferences/Peer Review and Workshop/ Unit 3 Annotated Bibliography	
4/16	Writing Workshops and Peer Review	
4/23	Proofreading and Editing Unit 3 final draft due	
4/30	Unit 4 Oral and Digital Presentations	Chapter 21 and Appendix B
5/7	Editing and Proofreading	

Core Curriculum Learning Outcomes

*[REMOVE the Core-Curriculum Learning Outcomes which do NOT apply to this course. **Please don't forget to remove these instructions.**]*

Core-Curriculum Learning Outcomes:

1. **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making

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.