NURN 4313 - Nursing LeadershipManagemen: Nursing LeadershipManagemen (Sub I-Jan 20 to Mar 07)

Spring 2026 Syllabus, Section 680, CRN 27792

Instructor Information

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Office Hours:
By Appointment
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Times and Location

Does Not Meet Face-to-Face

Course Description

This course provides an introduction to the theory of nursing leadership and management and emphasizes the role of nurse leader in professional nursing practice. Key concepts will include critical thinking, effective communication, ethical and legal issues, handling conflict, successful delegation, controlling resources, improving quality and safety, and leading change. Course must be taken in the final semester of the nursing curriculum.
Nursing Department, College of Nursing&Health Sci

Additional Course Information

AI Policy:

this course, the use of Artificial Intelligence (AI) tools—including but not limited to ChatGPT, Grammarly (GO/PRO) AI, Quillbot, Bard, Copilot, Jasper, or any other text-generating, paraphrasing, or content-creation software—is strictly prohibited in all nursing coursework unless explicitly authorized in writing by the course faculty. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.

Allowed: Students **may use AI** for:

- Brainstorming: Idea generation, questions to consider, themes or angles to explore.
- Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
- Planning tasks: Milestones, timeliness, checklists for your workflow

Not Allowed: Students **may not use AI** for:

- Writing or generating any portion of an assignment
- Paraphrasing or rewording content
- Summarizing articles or research
- Producing discussion board posts or responses
- Writing care plans, SOAP notes, or clinical documentation
- Creating PowerPoint slides or poster content

- Submitting AI-produced text (even if "heavily edited") as your own
- Producing reference pages

Source Verification Requirement

The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/prohibited to be used due to producing incorrect citations. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.

Students are required to include direct and clearly accessible links to all sources referenced in their written assignments. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, and professional reports. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations. It is essential that students take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.

Failure to adhere to the above policy will result in the following consequences:

Point Deductions

- Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.

Exclusion of References

- References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.

Reduced Academic Integrity

- Failure to properly format citations and provide verifiable sources may negatively affect the assessment of the student's work and their ability to demonstrate academic rigor.
- Repeated or serious violations of the policy will be referred to the TAMIU Honor Code for formal review. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
- Such referrals may result in institutional sanctions in accordance with university policy, which may include a formal warning, assignment failure, course failure, or additional disciplinary actions as determined by the committee. These measures are implemented to protect the integrity of academic work and uphold professional and ethical standards expected in nursing education.

Program Learning Outcomes

1. Synthesize knowledge from the arts, humanities, sciences, and other disciplines in developing a framework for nursing knowledge and practice.
2. Explore the effect of variations in health status, developmental processes, values, beliefs and attitudes, history, and environment on nursing care needs
3. Use critical thinking, clinical judgement/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidence-based and culturally-appropriate safe nursing car with patients, families, populations and communities.
5. Evaluate utilization of health promotion strategies in the development of nursing practice.
6. Develop professional nursing practice frameworks and roles, including the provider of patient-centered care, health care team member/collaborator, leader/manager, educator, scholar, patient-safety advocate, activist, mentor, and entrepreneur.
7. Evaluate the impact of evolving technological, socioeconomic, political and demographic changes on nursing practice and health care systems.
8. Adhere to legal and ethical principles in the development of professional nursing practice.
9. Articulate a commitment to life-long learning.
10. Participate in nursing-and health-related service opportunities

Student Learning Outcomes

1- Apply interdisciplinary principles from the arts, sciences, humanities, management, and nursing to decision-making in managing care for individuals, families, communities, or healthcare teams.

2- Analyze how social, cultural, spiritual, psychological, and economic factors influence nursing leadership and management in diverse care settings.

3- Apply critical thinking, evidence-based knowledge, and collaborative approaches to design leadership and management strategies in nursing care for individuals, families, communities, and healthcare teams.

4- Apply leadership and management skills, including delegation, in the delivery of nursing care that adheres to ethical, legal, and professional standards for individuals, families, communities, and healthcare teams.

5-Integrate relevant research to inform the development of nursing leadership and management strategies for individuals, families, communities, and healthcare teams.

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	Leadership Roles and Management Functions in Nursing: Theory and application., 11th ed	Huston, C. J., & Marquis, B. L. (2022).	13:978-1975193065

Other Course Materials

To go to the bookstore, **click here (https://www.bkstr.com/texasaminternationalstore/home)**.

Grading Criteria

Grading Scale/Schema

1. CSON Grading and Grade Rounding:
   a. The CSON has adopted a grading scale in line with other Texas schools of nursing: A = 90 - 100 B = 80 - 89 C = 75 – 79 F- 74 and below
   b. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
   c. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
   d. Read the CSON Grading and Grade Rounding Policy found in the CSON student handbook for additional information on examinations.
   e. Grade rounding: The final weighted numeric course grade is calculated to two decimal places and rounded mathematically as follows:
      i. Less than 0.45 round down to the next whole number (74.44 rounds down to a 74)
      ii. 0.45 or greater: Round up to the next whole number (75.45 rounds up to a 75)

Assignments:

Discussion Forum 25%

Case Study Assignments 25%

Final Presentation 30%

Module Quizzes 20%

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

Open Boilerplate

1. There will be a deduction of five (5) points per day for each late assignment.
2. The initial Discussion Board responses will be penalized five (5) points for every day late up until the due date and time.
3. There will be no credit given for late Discussion Board peer responses
4. No assignment will be accepted late unless prior permission has been given by the course faculty

CNHS Online examination Policy and Guidelines: (this semester all quizzes must be given online)

All online quizzes must use respondus lockdown browser and if off campus without direct faculty proctoring the student must also use the respondus webcam.

All students need to purchase a year-long license for *Respondus*. The cost is $15, and you will be able to use it in all of your classes. If you are using a Chrome book, you will need to purchase *Proctorial*.

Student instructions for purchasing and installing respondus can be found:

https://www.tamiu.edu/distance/technology/respondus (https://www.tamiu.edu/distance/technology/respondus-ldb-and-monitor.shtml/)

Process for Testing using Respondus Lockdown Browser with Monitor

1. Prior to giving any exams, the faculty must submit a sample exam with Respondus Lockdown Browser and Monitor. It is suggested that a sample exam/quiz folder be set up in the Content area of the course for this practice exam/quiz.
2. The test date and time must be specified; this includes the date and time the test begins and ends. It is suggested all exams be given during a limited period such as less than a 6-hour window.
3. All final exams, except in online courses, must be given at the date and time specified by the university (i.e.

started at exactly 9:00AM and ending exactly 11:50AM. The test must be set up in such a way that at the end of the allotted time the exam will automatically close)

1. The student's tabletop or desk, and under the computer must be covered with a dark solid background. (suggestion is black plastic type table cloth that can be reused)
2. Prior to the quiz
   a. The student must show their face and TAMIU ID on camera.
   b. The webcam must be used to show a 360-degree view of the entire room as well as under the table and chair were the student will be sitting. (The door to the room must be kept closed at all times and any interruption to the exam by opening of the door or someone entering the room will result in an automatic zero on the exam.)
   c. Student must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, post it notes, etc.
   d. After the student uses their cell phone to sign in it must be powered-off and set it face down on the table where it can be seen by the video camera.
   e. No wristwatches or pendants may be worn. No long sleeve shirts or sweaters may be worn. Arms up to elbows must be visible.
   f. No caps or hoodies, earphones or ear buds may be worn.
   g. Absolutely no talking during the exam either to yourself or to someone else. No music can be played during the exam.
   h. Students must not leave the exam or view of camera until the exam is submitted.
   i. All tests will require a password that will not be provided until just prior to the exam.
   j. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).

Student failure to follow these guidelines will result in an automatic zero on the exam

Student-Instructor Communication Policy and Response Time

- Course Messages/Emails

Students must check their dusty email account every 24 hours to ensure that they are able to respond to any email communication from their course faculty with 24-48 of receiving the email. Emails sent to the course faculty should be emailed to Bb email address and the faculty will respond within 24-48 business hours. If the faculty has not responded within 48 business hours, the student must call or resend the email to the faculty to ensure that the original email was received. Students should read any email sent by the course faculty thoroughly to ensure that they respond within the designated time frame or within the requested time frame. This is considered a professional responsibility.

- Assignments and Assessments

Assignments will be graded within 1-2 weeks, *for providing feedback to students on their submissions of an assignment or assessment*

Course Communication Guidelines (Netiquette)

Online communication is a very critical component of any online environment. There could be asynchronous communication (which means you are involved in a communication that IS NOT coordinated in time; such as discussion forums, emails, blogs, wikis, etc.) or synchronous communication (which means you are involved in a communication that IS coordinated in time; such as a LIVE chat session, LIVE office hours, web-conferences, etc.) in an online environment.

What Is Netiquette?

By definition, etiquette is "the customary code of polite behavior in society or among members of a particular profession or group." In cyberspace, netiquette is "acceptable way of communicating and behaving on the Internet."

Netiquette Tips

- be respectful
- Regardless of the type of communication used, you should always keep in mind the following:
- be considerate of others
- think through before responding
- write clearly and concisely
- respond in a timely manner
- use short paragraphs
- spell-check your responses Avoid
- CAPITAL LETTERS may be used to EMPHASIZE, but avoid typing in only capital letters as it may "sound" AS THOUGH YOU'RE SHOUTING!
- Rambling writing style; get to the point quickly.
- Screens full of text.

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 (http://www.tamiu.edu/distance/students/netiquette.shtml/) (http://www.tamiu.edu/distance/students/netiquette.shtml/) Distance Education (http://www.tamiu.edu/distance/students/netiquette.shtml/) Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml/) (http://www.tamiu.edu/distance/students/netiquette.shtml/) for further instruction.

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

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations 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/. (https://dusty.tamiu.edu/) (https://dusty.tamiu.edu/) This site also provides students access to download the Microsoft suite for educational use.

See instructions for downloading the (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf)) Microsoft Office (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) suite (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf)). (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) (http://www.tamiu.edu/distance/documents/ (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf) Microsoft-Office-2016-Download-Instructions.pdf (http://www.tamiu.edu/distance/documents/Microsoft-Office-2016-Download-Instructions.pdf))

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

Below is information regarding orientation to Bb. Additionally, students can find assistance in Bb under the "Student Support" tab of Bb, information on technology support services, academic support services, student support services, and accessibility support services may be found there. Additionally, Atomic Learning training videos may be beneficial if any students lacking technology skills.

Learning Management System

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at http://www.tamiu.edu/distance/students/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) elearning (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/)- (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning- (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) orientation.shtml/ (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/))orientation.shtml (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) (http://www.tamiu.edu/distance/students/elearning-orientation.shtml/) or by contacting the eLearning team at elearning@tamiu.edu. (elearning@tamiu.edu)

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, the OIT Help Desk, and E-mail support:

Technical (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support-services.shtml/) Support Services (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support- (http://www.tamiu.edu/distance/technical-support-services.shtml/) services.shtml/ (http://www.tamiu.edu/distance/technical-support-services.shtml/)). (http://www.tamiu.edu/distance/technical-support-services.shtml/) (http://www.tamiu.edu/distance/technical-support-services.shtml/)

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 (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/distance/students/university- (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)resources-and-services.shtml/ (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)) Services (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/). (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/) (http://www.tamiu.edu/ (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/)distance/students/university-resources-and-services.shtml/ (http://www.tamiu.edu/distance/students/university-resources-and-services.shtml/))

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/19	Critical Triad Decision Making Management and Leadership Roles and Functions in Planning	Huston, C. J. & Marquis, B. L. (2022). Chapters 1, 2, 3, 7, 8, Related PowerPoints (MO1.1 - MO1.15) Article – Emotional Intelligence: A Key for Nurse Managers' Transformational Leadership Style. (MO1.6), (MO1.10) American Organization of Nurse Executives (AONE) Nurse Manager Competencies (MO1.4) American Organization of Nurse Executives (AONE) Nurse Executive Competencies (MO1.4)	Discussion Board Assignment Case Study Module 1 Quiz

1/26	Foundation for Effective Leadership and Management Ethics, Law, and Advocacy	Huston, C. J. & Marquis, B. L. (2022). Chapters 4, 5, 6, Related PowerPoints (MO2.1 – MO2.12) National Council of State Boards of Nursing (NCSBN) https://www.ncsbn.or g/npa-toolkit.htm (MO2.7 – MO2.12) Use this toolkit to: A. Learn about the law and regulations that guide and govern nursing Practice Resolving ethical dilemma: An application of a theoretical model (MO2.1 – (MO2.6) The MORAL Decision Making Model (Crisham (1985) (MO2.1 – MO2.6)	Discussion Board Assignment Case Study Module 2 Quiz
2/2	Roles and Functions in Planning, Organizing, and staffing	Huston, C. J. & Marquis, B. L. (2022). Chapters 9, 10, 14, Related PowerPoints (MO3.1 – MO3.10)	Discussion Board Case Study Module 3 Quiz
2/9	Roles and Functions in Staffing, planning and organizing	Huston, C. J. & Marquis, B. L. (2022). Chapters 11, 12, 13, 15, 16, 17, Related PowerPoints (MO4.1 – MO4.19)	Discussion Board Case Study Module 4 Quiz
2/16	Roles and Functions in Directing Roles and Functions in Controlling	Huston, C. J. & Marquis, B. L. (2022). Chapters 18, 19, 22, 23, 24, 25, Related PowerPoints (MO5.1 – MO5.19) ** Article – To Err Is Human: Building A Safer Health System (MO5.12)	Discussion Board Assignment Case Study Module 5 Quiz
2/23	Roles and Functions in Directing	Huston, C. J. & Marquis, B. L. (2022). Chapters 20, 21, Related PowerPoints (MO6.1 – MO6.7) YouTube video Nurse Bullying: How to STOP a Bully in Their Tracks! (MO6.5 – MO6.7) https://www.youtube. com/watch?v=qO2aW MoQotQ **YouTube video The Hard Truth: Bullying and Workplace Violence in Health Care (MO6.5 – MO6.7) https://www.youtube. com/watch?v=wCiyp0 s2G0o	Final Presentation
3/2	Person Growth, Advocacy and Decision Making	Huston, C. J. & Marquis, B. L. (2022)	Final Discussion Post

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

Course Structure

This is an all online course with no required in person or synchronous meetings.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Faculty will share updates using the course announcements board. Please message the faculty member through the in classroom message area.

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

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**.

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.