NURS 4410 - Child Health Nursing

Spring 2026 Syllabus, Section 202, CRN 27737

Instructor Information

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Office: CNS 313 B
Office Hours:
In Office: Thursdays 11:00 am to 3:00 pm
Remote via Teams: Fridays from 1:00 pm to 3:00 pm.
Please make an appointment thru the bookings link in Blackboard.
Office Phone: 956-326-2577
Cell Phone: 956-319-6019
Please e-mail me through your dusty e-mail NOT blackboard.

Amy Guerra, MSN, RN, C-P SANE
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Office Hours:
In person: Thursdays from 11:00 am to 3:00 pm
Virtual via Teams: Tuesdays from 4:00 pm to 6:00 pm
Please make an appointment thru the bookings link in blackboard.
Office Phone: 956-326-3280
Best way to reach me is via e-mail NOT blackboard message.

Times and Location

R 8:30am-10:30am in Bullock Hall 118

Course Description

This course focuses on clinical application of the nursing process in providing culturally competent care to infants, children, adolescents, and their families. Students will utilize growth and development theories in order to provide evidence based nursing care across the pediatric phase of life. This course is 2 hours of theory and 6 hours of practicum per week. 84 hours total practicum are required in this course. Prerequisites: NURS 3200, NURS 3310, NURS 3410, NURS 3412, NURS 3613, NURS 3614, and NURS 4310. Co-requisites: NURS 4010, NURS 3411, and NURS 4614.
Nursing Department, College of Nursing&Health Sci

Additional Course Information

TEACHING STRATEGIES

This course will include guided mini-lectures and in-class case studies to aid developing clinical judgement via group activities, self-study and reflection, creation of concept maps, interactive games, and other flipped classroom discussions.

COURSE STRUCTURE

All course content and assignments will be listed in Blackboard under 'Content'. The week's content such as slides, video links, and instructions for other assignments will be explained in each folder. All clinical forms, course, clinical, simulation and skills lab schedules will be available for review in Blackboard under their respective folders. The expectation is for the student to review these materials each week to organize their time wisely and complete all assignments. See week-specific learning objectives on Blackboard modules. *Tentative* course schedule on this syllabus.

The clinical portion of this course will be taught in the nursing skills lab, simulation lab, and clinical settings (acute care hospital, school setting, and daycare-learning center). Clinical experiences include instructor-supervised practice, assigned nursing preceptor supervision, and observational/ experiential learning based on experiential learning theories.

**Note that the clinical schedule may change due to unforeseen circumstances placed by our clinical partners. If any changes need to be made, faculty will send a Blackboard announcement at the time that the change is made known to the faculty*.

WRITTEN ASSIGNMENTS AND AI

All written assignments will be submitted using the specified Turnitin drop box or Blackboard drop box with enabled Safe Assign on the specified due date. **No assignments will be accepted via e-mail.**

All written assignments must comply with the 7th edition APA formatting and will include, at the minimum, a cover page and a reference page with each assignment. All written papers become the property of the school of nursing.

In 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.

FEEDBACK

Instructor will provide feedback to students on their submissions of an assignment in Blackboard within 24-48 hours of receiving the work. It is your responsibility to keep up with any feedback given by your professor to better your work. To view the feedback details, you must go back to the submitted work/ grade in Blackboard.

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, culture, history, and environment on nursing care needs.
3. Use critical thinking, clinical judgment/decision making, problem-solving, and the research process in the development of nursing knowledge and practice.
4. Assess, diagnose, plan, implement, and evaluate evidenced-based and culturally appropriate safe nursing care 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 concepts and principles form the arts, sciences, humanities, and nursing when making practice decisions for infants, children adolescents, and their families experiencing multi-system and/or complex illnesses. (PLO: 1,3,9) (DEC: IIA, IIIC, IVB, IVC) (AACN: 1,6,10) (QSEN: 1,3) (ANA 1,7) (Assessments: Exams, clinical practice, plan of care).
2. Incorporate social, cultural, ethnic, spiritual, psychological, and economic factors when providing nursing care to infants, children, adolescents and their families experiencing multi-system and/or complex illness. (PLO: 1,2,5) (DEC: IIE, IIG, IIH, IVB) (AACN: 1,2) (QSEN: 1,3,5) (ANA: 1,2,3) (Assessments: Clinical practice and plan of care).
3. Use critical thinking, evidence-based knowledge, and interdisciplinary collaboration to develop holistic plans of care for infants, children, adolescents, and their families experiencing multi-system and/or complex illnesses. (PLO: 4) (DEC: IIA, IIB, IVA) (AACN: 1,2,6) (QSEN: 1,2,3) (ANA: 1,2,4,8) (Assessments: Exams, clinical practice, case studies, and nursing plan of care).
4. Provide accurate, safe, and holistic nursing care to infants, children, adolescents, and their families experiencing multi-system and/ or complex illnesses within ethical, legal, and professional nursing boundaries. (PLO: 1,2,4,7) (DEC: IIB, IID, IVB) (AACN: 2,3,5) (QSEN:1,4,5) (ANA:1,2,3,5,6) (Assessments: Exams, clinical practice, plan of care).

5. Incorporate relevant research when providing the delivery of comprehensive nursing care among diverse populations. (PLO: 3,4,6) (DEC: IIA, IIC, IIG, IIIC) (AACN: 1,4) (QSEN:1,3) (ANA: 1,4,7) (Assessments: School teaching project and Learning Center Reflection paper).
6. Identify opportunities within the community to provide health teaching and promotion for infants, children, adolescents, and their families. (PLO: 2,4,10) (DEC: IA, IC, IVB, IVC, IVG) (AACN: 1,3,10) (QSEN:1,4) (ANA: 2.3.5.8) (Assessments: Clinical practice in local schools', community service time in partnership with local community clinical sites).

PLO: Program learning objectives; DEC: Differentiated Essential Competencies; *(*https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf*)* QSEN: Quality and Safety Education for Nurses Competencies *(*https://qsen.org/competencies/pre-licensure-ksas/*);* AACN: American Association of Colleges of Nursing Essentials *(*https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf*);* ANA: American Nurses Association Code of Ethics. *(*https://nurse.org/education/nursing-code-of-ethics/*)*

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Other Course Materials

Lippincott CoursePoint+ for Tagher's Pediatric Nursing

ISBN: 9781975233662

Author: Tagher

Publisher: Wolters Kluwer Health / Lippincott Williams & Wilkins

This platform includes the e-book, virtual simulation assignments, skills videos, case studies and weekly quizzing assignments specific for pediatrics. The e-book is included in this platform, you *do not* need to purchase a separate textbook.

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

Grading Criteria

CONHS/ CSON Grading and Rounding Criteria

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.

To pass a course, a nursing student must attain:

- An exam average (Test 1, Test 2, Test 3, and Final Exam) of 75% or higher ***-AND-*** An overall course average of 75% or higher.

The weighted exam and course average total is calculated to two decimal places and rounded mathematically as follows:

- Less than 0.45 = Rounds down to the next whole number (74.44 rounds down to a 74)
- 74.45 or greater = Rounds up to the next whole number (75.45 rounds up to a 76)

GRADE	PERCENTAGE
A	90-100
B	80-89
C	75-79
F	74 and Below

Grade Breakdown

DIDACTIC ASSESSMENTS

ASSESSMENT	GRADE
Exams (Test 1, 2, and 3)	50%
Assignments (CoursePoint+, Evolve, Attendance quizzes, Medication calculation test)	15%
HESI	10%

HESI Review packet	5%
Final Exam	20%

RUBRICS

All assessments will be graded on a 100-point scale. See all rubrics in Blackboard.

LATE WORK

In fairness to all students, late assignments will NOT be accepted. The grade for a missed assignment will be recorded as a zero "0" for didactic and an "F" for clinical assignments. Students should verify and assure a receipt after submitting any assignment in Turnitin.

EXAMS

Respondus lockdown browser is required to be used for all exams with faculty proctoring.

Respondus Webcam Monitor will be used for all exams taken remotely at the testing center or the disabilities office.

Testing guidelines are as follows:

1. All face-to-face class examinations are proctored in a designated, supervised testing area. All Exam dates and formats will be communicated.

- Students must sit in assigned or randomized seats as directed by the instructor or proctor.
- All personal belongings, including bags, watches, and phones, must be stored in a designated area away from the testing computer site.
- Students are expected to arrive at least 15 minutes before the scheduled start time. Late arrivals of more than 15 minutes without notice may not be admitted and will be considered a missed exam.
- All materials brought into an exam must be left in an area designated by the proctor. The faculty or designated proctor will provide students with a pencil and sheet of paper, if allowed.
- Students may wear coats or jackets during the examination period at the discretion of the proctor. All long sleeves should be rolled up to the forearms. The lead faculty will determine what additional aids will be allowed or used during the examination.
- No food or drinks are allowed during the examination period.
- Restroom use during testing will be documented and allowed at the faculty's discretion.
- Prohibited behaviors include:
  - Copying, sharing, or discussing the exam before, during, or after an exam.
  - Using unauthorized aids (e.g., notes, devices, online resources)
  - Impersonating another student or allowing someone else to take an examination.
  - Recording or photographing test materials.
  - Talking, note sharing, or any form of collaboration.
- Students must complete required computer system checks before the test. The use of a secure testing platform (Lockdown Browser) is mandatory. Once logged in, the student will no longer be able to leave the testing site without notifying the faculty or the proctor. Any form of communication with other students during this time will constitute a violation of the Academic Conduct of the TAMIU Honor Code Rules.
- If the proctor suspects any sharing of information during an examination, all students involved will receive a ZERO (0) on the examination or quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
  - Students in possession of cell phones or any other electronic device during an examination (i.e., mobile phones, smartwatches, earbuds, or tablets).
  - Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the faculty or proctor.

2. Professional conduct during testing.

Students are expected to:

- Demonstrate honesty, integrity, and respect.
- Follow all directions given by faculty or proctors.
- Maintain a quiet and orderly testing environment.
- Adhere to conduct and professional standards during testing.

3. All exam materials are the property of the Dr. F. M. Canseco School of Nursing.

4. A student who is removed from a quiz or examination for suspected sharing of information may be asked to leave the examination area and will receive a Zero (0).

5. Any student who must be absent from an examination must notify the lead faculty PRIOR to the examination. The lead faculty shall be notified in a written format, preferably via Blackboard Email, that includes a date and time. Students are responsible for providing satisfactory evidence to faculty members of their absence. The faculty member will decide if the excuse is valid and may provide the following option.

- The weight of the missed exam may be added to the student's final examination, ONLY upon lead faculty approval. Students who fail to notify the lead faculty before the examination period will not be allowed to carry the weight of the missed exam to their final exam; thus, they will receive a Zero (0) for the missed exam.

6. Only one exam can be missed and allowed to count toward the final exam weight. Any other missed exam(s) will be assigned a grade of ZERO (0).

7. Students who need to leave the examination area prior to completion will be requested to leave all testing materials with the proctor, and the examination is considered completed. Students may not leave the examination area without the proctors' acknowledgement.

8. After the examination period, all examination materials (exam, additional work paper) shall be submitted to the proctor. Students who leave the exam room with any examination material, as a result of their actions, will earn a grade of zero (0) for the exam.

9. Examination grades will be posted per the TAMIU student handbook or course syllabus.

10. Students requiring accommodations must contact the Office of Disability Services.

11. Course faculty may elect to establish other requirements at their discretion, but in no case will these requirements be less stringent than those in this policy.

12. No exam grade shall be dropped when determining the overall course grade.

13. Pop quizzes may be given at the discretion of the lead faculty.

14. The final exam must be taken at the time specified in the course syllabus. If a student is unable to attend the final exam, the student must notify the lead faculty BEFORE the exam takes place. This notification should be submitted in writing, ideally through Blackboard Email, and must include the date and time of the absence. If a student misses the final exam, the lead faculty may, at their discretion, arrange a makeup exam with similar content on a designated date and time

15. Any student with a conflict in exam schedule due to University business (e.g., UIL, athletics) must refer to the TAMIU catalog.

EXAM RESULTS

Faculty will perform an item analysis on all exams. Test results will be released to students within 24-48 hours after the exam day.

Students are expected to review their exam questions with feedback immediately after completion the exam. Exam view will close once the student exits the test. To conserve exam security and integrity, exams will not be re-opened during counseling meetings or reviewed during lecture. It is the student's responsibility to review errors and read feedback on incorrect responses given by professors.

Students who fail an exam must schedule a 15-minute face-to-face meeting with the faculty to complete an exam wrapper and set a remediation plan.

LEARNING CONTRACT

Any student who scores 75% or below on a periodic exam for a nursing course will receive a Learning Contract from the faculty. A Learning Contract is established to support student success in both the course and the BSN program. If a student fails to meet the requirements outlined in the Performance Improvement Plan, the student will receive an Incomplete Grade. This will prevent the student from progressing to the next academic semester.

Students will be responsible for completing and documenting a log of weekly practice questions. These questions are designed to help prepare them for the end-of-course and end-of-program standardized exams, as well as for the NCLEX. The weight of these questions will contribute towards the assignment percentage of the overall course grade.

HESI

At the end of the semester students will be required to take a proctored standardized course exam. The score on this exam will count as a grade and will count for 10% of the course grade.
Grading for this exam will be as follows:

- 850 points or greater = 100%
- 849 points and below = Will receive the conversion score assigned by HESI as the grade

HESI REVIEW PACKETS

Students will be required to complete review packets based on their performance on the HESI exam. These packets are counted as a grade for the course. Failure to complete the review packets by the due date set by the faculty will result in the student receiving an Incomplete "I" grade for the course.

CLINICAL HOUR BREAKDOWN

CLINICAL EXPERIENCE	HOURS
Direct Patient Care	60
Nursing Skills Lab (Low and medium fidelity situations: Skills Lab)	8
Simulation Experiences (High-fidelity)	8
Computer Activities (Case Studies, vSims, etc.)	8

CLINICAL ASSESSMENTS

ASSESSMENT	GRADE VALUE
Reflection paper and Denver II: Growth & Development	Pass/ Fail (Complete/ Incomplete)
Health promotion teaching plan and presentation for school-age children	Pass/ Fail (Complete/ Incomplete)
Priority care worksheet, Care map, Nurse's notes	Pass/ Fail (Complete/ Incomplete)
vSim	Pass/ Fail (Complete/ Incomplete)
Case Studies	Pass/ Fail (Complete/ Incomplete)

MEDICATION CALCULATION TEST

Prior to clinical rotations, all students must demonstrate proficiency in weight-based dosing medication calculations for children. Students must obtain a grade of 100% on the test in order to move on to attend clinical rotations where medication administration is involved. Each student will be allowed 3 opportunities to achieve 100%. If the student does not reach the goal, he or she will not be allowed to participate in clinical rotations at the school setting or hospital setting until they are fully capable of demonstrating proficiency in weight-based dosing medication calculations for children.

PRE-SIMULATION ASSIGNMENTS

All students will be assigned pre-simulation activities counting as part of their clinical hours. Pre-simulation preparation assignments must be submitted prior to beginning the assigned group simulation session. Pre-simulation work is *individual work*, each student must submit their own work. If the student does not submit a pre-simulation assignment the student will not be allowed to participate in the simulation activity and obtain a clinical F for the clinical hours.

CLINICAL "F" DAY

Unacceptable nursing practice that results in patient harm or near harm in a clinical setting (*school, learning center, hospital, simulation or skills lab)*, unprofessional behaviors (*disrespect to faculty or colleagues, tardiness, lack of proper appearance, lack of identification*), violations of HIPAA law, unexcused absence, disregarding a clinical site policy, using a cellphone in patient care areas, or being unprepared for the care of a child is grounds for receiving an "F" for the clinical day. The faculty member or clinical preceptor reserves the right to send a student home if any unacceptable situation arise.

A student who receives 3 clinical "F" grades in any clinical course in a semester will receive a final grade of "Fail" for the entire course even when the student is passing the didactic portion.

Making up a lost clinical day will be subject to clinical site and faculty's availability. The student may receive an Incomplete "I" grade for the course if he/she does not complete the amount of clinical hours required by the State of Texas.

To review the Canseco School of Nursing policies please see the **CNHS BSN Handbook (https://www.tamiu.edu/conhs/handbook-coursecycle.shtml)**.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
1/22	Class Introductions (optional) Clinical Forms SKILLS LAB Growth & Development	Syllabus Chapter 16, 17, 18, 19, and 20 CoursePoint+ skills videos Skills lab materials in Blackboard	Wednesday 1/21 - Clinical Forms for Schools, myClinical Exchange Sunday @ 11:59 pm: Academic Integrity Module Sunday @11:59 pm: Syllabus acknowledgement Sunday @ 11:59 pm: CoursePoint+ Assignments
1/29	SKILLS LAB Respiratory System	Chapter 21 and parts of Ch. 35 Skills lab materials in Blackboard	Sunday @ 11:59 pm: Medication Calculation Exam Sunday @ 11:59 pm: Course Point+ Assignments
2/5	Cardiac System Hearing, Vision, and Spinal Screenings begin Daycare/ Learning Center rotations begin	Chapter 22 and parts of Ch. 35	Sunday @ 11:59 pm: CoursePoint+ Assignments Sunday @ 11:59 pm: Evolve Case Study Sunday @ 11:59 pm: End of Module Exam on CoursePoint+
2/12	TEST 1		
2/19	Gastro and Genitourinary systems Acute Care Hospital rotations begin	Chapter 24 and 25 Recorded Lecture	Sunday @ 11:59 pm CoursePoint+ Assignments Sunday @ 11:59 pm Evolve Case Study
2/26	Neurological and Sensorial functions Cognition and Mental Health	Chapter 23 and 34 Recorded Lecture	Sunday @ 11:59 pm CoursePoint+ Assignments Sunday @ 11:59 pm Jackson Weber vSim
3/5	Neuromuscular and Musculoskeletal systems	Chapter 28 and 29	Sunday @ 11:59 pm CoursePoint+ Assignments Sunday @ 11:59 pm Evolve Case Study
3/12	SPRING BREAK - NO CLASSESS		
3/19	TEST 2		
3/26	Hematology / Oncology	Chapter 26 and 27	Sunday @ 11:59 pm: CoursePoint+ Assignments Sunday @ 11:59 pm: Evolve Case Study
4/2	Endocrine and Genetics	Chapter 32 and 33	Sunday @ 11:59 pm: Cours Point+ Assignments Sunday @ 11:59 pm: Evolve Case Study
4/9	Integumentary and Immunity	Chapter 30 and 31	Sunday @ 11:59 pm CoursePoint+ Assignments Sunday @ 11:59 pm Charlie Snow vSim
4/16	TEST 3 High-Fidelity Simulations Start		Prior to simulation: vSim pre-test, activity, and post-test. Sunday @ 11:59: DocuCare vSim activity
4/23	HESI Review		Sunday @ 11:59 pm Evolve HESI Tests
4/30	HESI EXAM		Sunday @ 11:59 HESI Remediation Packet
5/7	FINAL EXAM		Proof of 1000 Questions for Learning Contracts due Sunday @ 11:59 pm
5/14	End of Semester		

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.