

PADM 5378 - Human Resources Mgt in PADM: Human Resources Mgt in PADM (Sub II- Mar 23 to May 08)

Spring 2026 Syllabus, Section 780, CRN 27567

Instructor Information

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Times and Location

Does Not Meet Face-to-Face

Course Description

Additional Course Information

This course is delivered online via Blackboard, which will enable students to complete academic work in a flexible manner, completely online. If you are taking this course, you must be self-motivated. To be successful and effectively learn in an online class, you must be willing to communicate effectively with classmates and instructors via email and discussion forums. In this online class, my teaching approach is to encourage reflection on critical thinking and challenging issues through online discussions, peer feedback, case studies, In News posts, and the final exam. Multi-teaching methods will be used, including PowerPoint notes/slides, readings, and a general exchange of ideas through discussions. Finally, we will meet for an hour in Microsoft Teams, on the Friday of Week 2, 4/3 (6-7 pm). The purpose of the meetings is for us to meet, follow up on course progress, discuss concerns, and clarify assignments and the final exam. I will send an email with more details about the meeting.

AI Policy

To ensure all students have an equal opportunity to succeed and to preserve the integrity of the course, students are not permitted to submit text that is generated by artificial intelligence (AI) systems such as ChatGPT, Bing Chat, Claude, Google Bard, or any other automated assistance for any classwork or assessments. This includes using AI to generate answers to exams, or using AI to complete any other course-related tasks. Using AI in this way undermines your ability to develop critical thinking, writing, or research skills that are essential for this course and your academic success.

Student Learning Outcomes

1. Explain public service history
2. Discuss the changing structure and operations of Human Resources Management.
3. Describe the legal rights and responsibilities in Human Resources Management.
4. Examine recruitment and selection practices in Human Resources Management.
5. Analyze position classification and compensation in organizations.
6. Discuss employee motivation and development strategies in organizations.

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	Human Resource Management in Public Service: Paradoxes, Processes, and Problems, 7th ed	Berman, Bowman, & West	9781071848906

Grading Criteria

To determine the final course grade, the following scale will be used:

GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Assignments

Meet and Greet (Harmonize)

In the first week of class, each student will be required to introduce themselves and provide a short biography for the class. To complete this assignment successfully, you are required to create a short PowerPoint presentation (PPTX or PPT), with narration, about yourself. (If you do not have PowerPoint, you may install it for free from your Office 365 account. In this presentation, let us know a bit about your background information, your major, your interests, brief working history, and future career plans (i.e., if you have formulated any at this time), and your interest in taking this class. Finally, provide feedback (or say hello) to two (2) students regarding their introduction posting. This activity is worth **25 points**. You will receive **15 points** for completing your introduction and **10 points** for completing your replies to your peers (5 points per comment). Submit your Harmonize presentation and provide feedback (or say hello) to two (2) students regarding their introduction posting by Sunday, March 29, by 11:59 pm (Central).

If you have multiple slides, you can present and navigate to the next slide as you save your ONE comment.

Click the following links for some additional guidance on how to use Harmonize:

- Getting Started with Harmonize - Student Help Guide (<https://help.harmonizelearning.com/hc/en-us/articles/15800764408973-Getting-Started-with-Harmonize-Student-Help-Guide>)
- Screen Recording in Harmonize (<https://help.harmonizelearning.com/hc/en-us/articles/25620885453325-Screen-Recording-in-Harmonize>)
- Recording Video in Harmonize (<https://help.harmonizelearning.com/hc/en-us/articles/15800859781773-Recording-Video-in-Harmonize>)

Discussion Posts

Your work on the discussion board includes regular threaded discussions in the form of discussion questions and peer responses (PR). Students are required to engage in discussions with fellow students on the discussion board. On the weeks specified on the course schedule, discussion question prompts will be posted on Blackboard, and you are required to post the initial response and two (2) peer responses/comments to classmates. The Discussion Board is supposed to simulate class discussion, so do not wait until the last minute to post responses, as your classmates will not have time to respond. There will be a total of three (3) discussion prompts, each 15 points **[total 45 pts]**. You may use the PowerPoint notes, textbook, and readings to complete the assignments. The minimum and maximum word limit for the initial post is **300** and **500 words**, respectively. Any post on the discussion board must be well developed, meaning that it should be meaningful, relevant to the topic, show critical thinking, application of course material, and source citations (see rubric for more information).

In addition to the three (3) initial posts, you must also reply or comment on two (2) student initial posts, worth 10 points/week **[total 30 pts]**. There is no limitation on how long your answer should be for the replies to your fellow classmates; however, simple responses such as "I agree," "You are right", "Great posting", and "Thank you" will not be graded. I expect to see a more fully developed and thoughtful reply or comment. The deadline for peer

responses is the same as the corresponding discussion board deadline. However, I encourage students to craft their initial posts by Friday and to reply by Sunday. This encourages you to focus on one element at a time and encourages a natural progression to (1) address the prompt, (2) read through replies, and then (3) respond to their peers. Please note that you can only see other students' posts after you post your own. Please see the rubric for grading details and the course schedule for due dates and times.

Case Study Analyses

In some weeks, you will be presented with a Case Study activity. Case analyses are a great way for both the student and the instructor to monitor your understanding of the material and your progress in the course. There will be a total of three (3) discussion prompts, each 15 points **[total 45 pts]**. The case study analysis will have a description of the case, and after that, students will be required to answer some questions based on the case study and the reading of the week. The minimum word limit for each case analysis is **300, and the maximum is 500 words**. You may use the power point notes, textbook, etc., to complete this assignment.

In addition to the Case study analyses, you are expected to read initial student postings throughout the module and reply to at least two students' posts. Peer responses are each worth 10 points **[total 30 points]**, and the due dates are outlined in the course schedule. Please note that there is no word limit for these responses. However, certain responses will not be graded. These include responses such as "I agree," "You are right," or "I disagree". Good responses are logical, well-reasoned, and supported by evidence from readings of the week. See the course grading table and rubrics.

In News Posts

Since human resource management is a very dynamic topic, and HR issues are often noted in the news, you will be required to post two news stories during the semester about an HR issue in the news. To accomplish this, you will need to monitor the news. The stories **MUST** be from a credible news source/website (not The Daily Show, or a blog, even if the blog is part of a newspaper's website). The first **In News Post** should be any news relevant to **chapters 1, 2, 3 or 4**, and **In News Post #2** should be any news relevant to **chapters 5, 6, 7 or 8**. If you are unsure whether the news source is credible, please ask me. Once you identify the News Post/article you are required to summarize to your classmates what i) the post is about and ii) how it relates to/ its importance to HRM. The length of the In News Post should be between 150 and 200 words. Please provide the link to the post at the end of your summary. In addition to your initial News post, you will be required to reply to two of the news stories that were posted by your classmates. Please respond to their description of the story and add substantive comments. The comments/replies are due on the same day and time as the News Posts. The initial news post is worth **15 points** and replies are worth **10 points**. See the course schedule for due dates and times.

Final Exam: Literature Review on an HR Management Topic

For the final exam, students are required to write a literature review on ONE of the HR management themes covered in the course. Within the chosen theme, you will identify a specific topic or question for the literature review. The paper should not repeat the content that was covered in the course; rather, it should go above and beyond and provide an in-depth examination of a topic, concept, theory, or managerial practice of HR management in the public sector.

a) Literature Review Proposal

Identifying a researchable topic: Students are required to submit a one-page proposal approx. 400 words that identifies the HRM topical interest, find a problem to solve/current issue on the topic, states the research question(s), and discusses why this topic is important to study or why you are interested in it. The topic should be narrow enough to identify specific resources to support your research. The topic should not be too broad as to create an overwhelming amount of data causing difficulty in identifying and focusing on the problem. The proposal is worth **75 points**.

b) Literature Review

A literature review is a report that describes the "literature" (i.e., the important source material) on a particular topic. A literature review also helps you synthesize the literature on your topic because, in the process of writing a literature review, the writer learns to (1) identify various important issues/questions raised in the literature, and (2) sort and categorize experts' views according to the issues/questions identified in the literature. The purpose of this is to provide information on current publications about a particular topic related to Human Resources Management. Literature reviews are highly condensed and heavily documented. Completion of this assignment will build your skills in the following areas: critical reading, evaluation, analysis, synthesis, report organization, use and integration of sources, and reference documentation. Developing these skills will demonstrate great progress toward achieving our program goals. The literature review is worth **200 points**.

Developing a Literature Review- This includes the selection and review of scholarly articles, books, abstracts and other sources that are relevant to your topic and area of research. The Literature will contain information, ideas, data and evidence written from a particular perspective to fulfill certain aims, or express certain views on your topic. The literature review shows command of the subject and encompasses competent research, reading, interpreting and analyzing arguments, synthesizing ideas, and writing and presenting ideas in a clear and concise manner

Structure- Most literature reviews use a basic introduction-body-conclusion structure. The paper should review 8-10 academic articles, and should include the following:

Introduction

- Introduction that introduces the paper, identifies the topical area, and raise the question(s) the paper aims to answer through reviewing literature
- Potentially, a description of how you found sources and how you analyzed them for inclusion and discussion in the review

Body

- Summarize and synthesize: Give an overview of the main points of each source and combine them into a coherent whole
- Analyze and interpret: Don't just paraphrase other researchers – add your own interpretations where possible, discussing the significance of findings in relation to the literature as a whole
- Critically Evaluate: Mention the strengths and weaknesses of your sources
- Write in well-structured paragraphs: Use transition words and topic sentences to draw connections, comparisons, and contrasts.

Conclusion

- Summarize the key findings you have taken from the literature and emphasize their significance
- Connect it back to your primary research question

Formatting

The literature review should be of high quality, 8-10 pages in length, written in a clear format. The page requirement does not include the cover page and reference page. The review should be double spaced with 1-inch margins, 12-point font, and Times New Roman. Students must professionally cite all sources properly and consistently, using the American Psychological Association (APA) style. All work that is borrowed directly, paraphrased, or alluded to, must be properly cited. The written report will be graded for specificity, depth, and quality of discussion.

Examples of Academic Research Journals to Consult for Research in HRM

Academy of Management Journal; Academy of Management Review; Administrative Science Quarterly; Group and Organization Management; Human Performance; Human Resource Management; Resource Management Journal; Human Resource Management Review; Human Resource Development Quarterly; Industrial and Labor Relations Review; International Journal of Selection and Assessment; International Journal of Human Resource Management; Journal of Applied Psychology; Journal of Management; Journal of Vocational Behavior; Leadership Quarterly; Management Science; Organizational Behavior and Human Decision Processes; Personnel Psychology

Course Grading

Your final grade in this course will be determined in the following manner:

ASSIGNMENT	VALUE
Meet and Greet	5%, 25 points
Discussions	15%, 75 points
Case Studies	15%, 75 points
News Posts	10%, 50 points
Proposal- Literature Review	15%, 75 points
Final Exam	40%, 200 points
Total	100%, 500 points

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
3/23	Introduction to the course The Public Service Heritage	Review the course syllabus, familiarize yourself with the structure of the course, student expectations, course requirements, and the University Policies. Chapter 1	Acknowledgement of Syllabus and Policies of the course and University Meet and Greet Assignment Discussion #1 and PR #1 Due Mar 29, by 11:59 pm.

3/30	Legal Rights and Responsibilities	Chapter 2	Case Study #1 and PR #1: Due Apr 5, by 11:59 pm. Class Meeting- Class Collaborate: Apr 3, 6-7 pm.
4/6	Recruitment and Selection	Chapters 3 and 4	Discussion #2 and PR #2 In News Post #1 Due Apr 12, by 11:59 pm.
4/13	Position Management and Compensation	Chapters 5 and 7	Case Study and PR #2 Proposal: Literature Review Due Apr 19, by 11:59 pm
4/20	Motivating and Developing Employees, Part I	Chapters 6 and 8	Discussion #3 and PR #3 In News Post #2 Due Apr 26, by 11:59 pm.
4/27	Motivating and Developing Employees (Part II)	Chapters 9 and 10	Case Study #3 and PR #3, Due May 3, by 11:59 pm.
5/4	Final Week	Final Exam: Conduct a literature review search in HRM journal articles	Final Exam: Literature Review, Due May 8, by 11:59 pm.

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.tamui.edu/handbook/article-04.shtml>)).

TAMU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

TAMU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism:** Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
 - *Caution:* Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
 - *Caution:* Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.
- **Penalties for Cheating:** Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
 - *Caution:* Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal:** Faculty will notify students immediately via the student's TAMU e-mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMU Honor Council of their intent

to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to SafeZone (<https://www.tamiu.edu/adminis/police/safezone/index.shtml>) for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Disability Services for Students located in Student Center 124. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides

LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (<https://www.tamiu.edu/handbook/index.shtml>)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments.

The Office of Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the *TAMIU Student Handbook*.#As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOAs for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.#Both rules can be found in the *TAMIU Student Handbook*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiu.edu/reportit>) and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (<https://www.tamiu.edu/counseling/telus/>) or from the Apple App Store and Google Play.

Distance Education Courses

*[The ITALICIZED INFORMATION BELOW is where you are to ADD your course information. **Please don't forget to remove these instructions and all ITALICIZED content.**]*

Regular and Substantive Interaction (Note to Instructors):

The U.S. Department of Education (ED) has issued Regular and Substantive Interaction: Background, Concerns, and Guiding Principles which went into effect on July 1, 2021. Under the new regulations, the U.S. Department of Education requires that all online courses and programs for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and their instructors. This ruling applies to both synchronous and asynchronous courses, with the primary focus being asynchronous courses. The Department of Education has the authority to audit courses and programs at institutions, like Texas A&M International University, with online offerings.

Be sure that your course provides for regular and substantive interaction between faculty and students, students and students, and students and content. (C-RAC, OSCQR, QM, SACSCOC, SC)

- 1. Regular and substantive instructor-to-student expectations and predictable/scheduled interactions and feedback are present, appropriate for the course length and structure, and are easy to find. (OSCQR, SACSCOC, SC)*
- 2. Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interactions/communication channels. (OSCQR, SACSCOC, SC)*

Be sure to add clear statements on your syllabi about these instructor-to-student expectations.

Visit for additional guidance on including Regular and Substantive Interaction: <https://www.tamiu.edu/distance/faculty/regular-and-substantive-interaction.shtml>

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202)), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

In this online course, be sure to confirm what in-person meetings may be required of you (if applicable).

Course Structure

[Description of how students should approach the course regularly. A description of course menu items and their contents may be found here. The description may also describe how students should approach the materials per lesson/module/week. It should include what type of materials students may encounter, the types of activities and assessments they may see, and other expectations from the students in each module. This section should help the student understand how to navigate the course.]

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

[The instructor must provide information on the type of communication that will be provided to students on a regular basis, including the frequency of this communication (such as "Announcements will be posted regularly on Mondays."). Also, information on the turnaround time for communication from course messages or emails sent to the instructor.]

Assignments and Assessments

[The instructor must list the turnaround time for providing feedback to students on their submissions of an assignment or assessment. Expectations on how students will receive feedback should be listed for each type of assignment.]

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette** (<http://www.tamtu.edu/distance/students/netiquette.shtml>) for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

[Technology requirements must be listed for the course. Information on how to obtain software for purchase or download should be provided. See the following example. Customize technologies to include those that pertain to your course.]

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

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

Additional Hardware. For this class, you will need the following additional hardware: *[list any additional required hardware here. Additionally, and if applicable, you may use the following statement:]* Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. You will need the following additional software: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]* TAMTU Students may access online versions of this software through their Dusty Office 365 account at <https://dusty.tamtu.edu/>. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite.**

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMTU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at elarning@tamtu.edu.

Minimum Technical Skills Expected

[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]

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

Technical Support Services

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

Web Conferences/Synchronous sessions

[Instructors that host synchronous virtual meeting sessions should list details on how students will meet with the instructor in this section and whether these meetings are optional or required. Include the frequency of these meetings and a general explanation of the purpose for these sessions.]

Rubrics (may be included here and in the Syllabus and Overview in the course)

[The inclusion of rubrics in the syllabus is usually up to the instructor. If rubrics are not included in the syllabus, this area should convey to students that rubrics are included in the course and will provide an understanding of how they will be assessed on the course's assignments.]

Late Work Policy

Instructors should include the policy stating what may or may not be acceptable for late assignments.

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.

Turnitin Policy Or Other Types of Assignments in Other Systems

[Instructor's policy on assignments held within the Turnitin system.]

Proctoring

[Respondus LockDown Browser/Monitor OR Examity. Contact elearning@tamui.edu for the syllabus statement and other information.]

Accessibility and Privacy Statements on Course Technologies

[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At TAMU, the eLearning team has compiled a list of accessibility and privacy statement links on their website. Link to these pages and contact eLearning if any new technologies should be listed on their pages. See the following example. [Customize technologies](#) to include those that pertain to your course:]

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

In this class, we will utilize: [insert the technologies here].