

# PSCI 3345 - Intro to Public Administration: Intro to Public Admin-WIN

## Spring 2026 Syllabus, Section 202, CRN 27913

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### Instructor Information

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### Times and Location

TR 1:15pm-2:35pm in Bullock Hall 201

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### Course Description

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### WIN-Designation

This course is designated as a writing-intensive (WIN) course. In this course, writing will not only be the subject of study, but it will also serve as a method of learning. Students will learn how communication in written, oral, and visual forms change according to purpose and genre. Brainstorming, drafting, revising, and peer-workshopping are integrated into the course curriculum and are the required components of this writing-intensive course. The final Research Paper is the designated assignment for WIN assessment.

### Additional Course Information

The general format of this course includes reviews of class material, short lectures, and class discussions. Students should come prepared to participate in class discussions. Please refer to the course calendar in Blackboard often. Appropriate teaching technology will be used to promote learning, including powerpoint slides, video, electronic submissions of assignments, grading, and feedback, etc. All assignments will be submitted through Blackboard Ultra. Please familiarize yourself with Blackboard technology.

#### 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

This course will provide an overview of the major sub-fields in public administration and will serve as basis for further study in the field. After completing this course students will be able to:

1. Discuss the history of public administration.
2. Explain the evolution of the public service.
3. Discuss the social, political, economic, and cultural factors that influence public administration.
4. Explain the key concepts and theories in the field of public administration.

5. Analyze critical issues in public administration using case studies.

## Important Dates

Visit the Academic Calendar ([tamui.edu](https://www.tamui.edu)) (<https://www.tamui.edu/academiccalendar/>) page to view the term's important dates.

## Textbooks

Group	Title	Author	ISBN
	Introducing Public Administration	Jay M. Shafritz, E.W. Russell, Christopher P. Borick, Albert C. Hyde (2023).	13: 9781032042893.

## Grading Criteria

In determining the final course grade, the following scale is used:

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

## Assignments

### Attendance and Participation

Attendance, punctuality, and participation are expected for all class sessions and have a significant impact on your final grade. All students are expected to actively participate in the course and engage in critical thinking and the learning process. If an absence is essential, the student is responsible for notifying the instructor, as well as for ensuring the timely submission of any assignments that are due during their absence. Excused absences include TAMUI approved events, signed medical excuses, familial deaths, and others at the instructor's discretion.

### Quizzes

Chapter quizzes will be administered regularly to assess students' grasp of fundamental concepts and encourage consistent textbook reading. There are 13 graded chapter/module quizzes throughout the course, with each one covering the material for that specific week. Quizzes will be open for 7 days (Tuesday 8.00 am through Monday 11.59 pm). You will have 20 minutes to complete a 10-question quiz. DO NOT wait until the last minute to take the quiz. The quizzes will allow one attempt, so you will need to complete them in one sitting. The quiz submission dates are outlined in the course schedule, located at the end of this document, so you will know when each quiz is due. Please note that the final grade will drop the 3 lowest scores. If you do not have access to a computer at home, you can go to one of the computer labs on campus or the library. There is NO make-up for the quizzes, unless the inability to take a quiz is due to a university approved student absence (see list of qualifying reasons in the COAS Policies).

Reviewing Completed Quizzes: After the quiz closes you will be able to review your answers, which includes the correct answers to all the questions through "My Grades."

### Journal Article Reviews

Students are required to critically review two (2) specified articles and submit written reports. Reviews should be based on reading, reflecting, and reacting (the 3 R's). JARs should be well written, well-cited, and turned in as indicated in the course schedule. Please see the rubric to understand how the assignment will be graded. All Rubrics are posted on BB

### Mid-Term Exam

The mid-term exam will require students to respond to broad-based questions about public administration. Students are required to demonstrate critical thinking about controversial issues in public administration and take a position on which course of action would be the best approach for public administrators. For the midterm exam, students are responsible for all subject matter covered during the lectures and in the assigned readings up to the point of the mid-term exam. Make-up will not be permitted. The exam will consist of multiple choice questions and short answer type

questions and will require the use of Respondus Lockdown Browser. See course calendar for exam dates. E-mail notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse.

### Final Exam

The final exam will require students to respond to broad-based questions about public administration. Students are required to demonstrate critical thinking about controversial issues in public administration and take a position on which course of action would be the best approach for public administrators. The final exam will cover all subject matter presented after the mid-term and up to the point of the final exam. Make-up will not be permitted. The exam will consist of multiple choice questions, and short answer type questions and will require the use of Respondus Lockdown Browser. See course calendar for exam dates. E-mail notices of illness without appropriate documentation of such illness will not constitute an acceptable excuse.

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

Attendance and Participation	10%, 100 points
Weekly Quizzes	15%, 100 points
Journal Article Reviews	20%, 100 points
Mid Term Exam	25%, 100 points
Final Exam	30%, 100 points
<b>Total</b>	<b>500 points, 100%</b>

## Schedule of Topics and Assignments

Day	Date	Agenda/Topic	Reading(s)	Due
Tue	1/20	Course Overview and Introduction Defining Public Administration	Chapter 1	Acknowledgement of Syllabus and Policies of the course and University.
Thu	1/22	Defining Public Administration	Chapter 1 Case Study: Privatizing Police forces	Quiz # 1: Due 01/26, 11:59 pm.
Tue	1/27	The Political and Cultural Environment of Public Policy and its Administration	Chapter 2	
Thu	1/29	The Political and Cultural Environment of Public Policy and its Administration	Case Study: Housing Ready, Housing First, Housing Not Available- What Comes Next?	Quiz #2: Due 02/02, 11:59 pm
Tue	2/3	The Social Equity Imperative in Public Administration	Chapter 3	
Thu	2/5	The Social Equity Imperative in Public Administration	Case Study: Defunding the Police? What Happened in Minneapolis	Quiz #3: Due 02/09, 11:59 pm
Tue	2/10	The Architecture and Institutions of Government	Chapter 4	
Thu	2/12	The Architecture and Institutions of Government	Case Study: Transforming the US Postal Service	Quiz #4: Due 02/16, 11:59 pm
Tue	2/17	Intergovernmental Relations	Chapter 5	
Thu	2/19	Intergovernmental Relations	Case Study: It's Raining Money	JAR #1: TBA Quiz # 5: Due 02/23, 11:59 pm
Tue	2/24	Honor, Ethics and Accountability	Chapter 6	
Thu	2/26	Honor, Ethics and Accountability	Case Study: The City of Flint's Water Crises	Quiz # 6: Due 03/02, 11:59 pm
Tue	3/3	Public Administration and Organizational Theory Mid Term Week	Chapter 7 Case Study: A New Organizational Chart for the County of Los Angeles? Mid Term Exam Review Mid Term Exam (Online)	
Thu	3/5	Mid Term Exam	Mid Term Exam (Online)	March 5, 8.00 am- March 6: 11:59 pm No Weekly Quiz
Tue	3/10	No Class		
Thu	3/12	No Class		
Tue	3/17	Organizational Behavior	Chapter 8	



Thu	3/19	Organizational Behavior	Case Study: Organizations and Sustainable Behavior	Quiz #8: Due, 03/23, 11:59 pm
Tue	3/24	Public Management and Information Technology	Chapter 9	
Thu	3/26	Public Management and Information Technology	Case Study: In Search of Smart Cities	Quiz #9: Due 03/30, 11:59 pm JAR #2: Due 3/30, 11:59 pm
Tue	3/31	Futuring, Planning and Government Regulations	Chapter 10	
Thu	4/2	Futuring, Planning and Government Regulations	Case Study: Do Bureaucrats Dream of Electric Cars?	Quiz #10: Due 04/06, 11:59 pm
Tue	4/7	Human Resources Management and Labor Relations	Chapter 11	
Thu	4/9	Human Resources Management and Labor Relations	Case Study: Public Pensions- Which Path Toward Reform?	Quiz #11: Due 04/13, 11:59 pm
Tue	4/14	Public Budgeting and Financial Management	Chapter 12	
Thu	4/16	Public Budgeting and Financial Management	Case Study: Is This Any Way to Run a Budget?	Quiz #12: Due 04/20, 11:59 pm
Tue	4/21	Program Evaluation and Audit	Chapter 13	
Thu	4/23	Program Evaluation and Audit	Case Study: How Would you Evaluate Oregon's Pre-K Program?	Quiz 13: Due 04/27, 11:59 pm
Tue	4/28	Leadership and Followership in Public Administration	Chapter 14	
Thu	4/30	Leadership and Followership in Public Administration	Case Study: Leadership in a Time of Plague –How Would You Assess Leadership Effectiveness? Final Exam Review	Quiz #14: Due 05/03, 11:59 pm
Tue	5/5	Final Exam Week Final Exam Week	Final Exam	Available from 05/05, 8.00am- 05/06, 11:59 pm
Thu	5/7	No Class		
Tue	5/12	No Class		
Thu	5/14	No Class		

## University/College Policies

Please see the University Policies below.

### COVID-19 Related Policies

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

### Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.

- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

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

## TAMU Honor Code: Plagiarism and Cheating

As a TAMU student, you are bound by the TAMU Honor Code to conduct yourself ethically in all your activities as a TAMU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamtu.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 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](mailto: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.tamiau.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@tamiau.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.tamiau.edu/reportit> (<https://www.tamiau.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@tamiau.edu](mailto:lorissam.cortez@tamiau.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@tamiau.edu](mailto:mghernandez@tamiau.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@tamiau.edu](mailto:lorissam.cortez@tamiau.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@tamiau.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt (<https://www.tamiau.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.