PSYC 4303 - Advanced Abnormal Psychology: Advanced Abnormal Psychology (F13-Feb 05 to May 14)

Spring 2026 Syllabus, Section 280, CRN 28481

Instructor Information

Adriana Blasco-Rubio
Email: adriana.blasco-rubio@tamiu.edu
Office Hours:
Request virtual meeting Mondays 12:30pm-3pm and Wednesdays 11:30am-3pm

Times and Location

Does Not Meet Face-to-Face

Course Description

This course introduces upper-level undergraduate students to an overview of (a) the standard nomenclature and organization of the Diagnostic and Statistical Manual, 5th edition (DSM 5); (b) the empirical and theoretical framework for modern classifications of psychopathology; and (c) ethical, cultural, spiritual, and social justice considerations of psychopathology and abnormal psychology expression in science as well as classical and historical literature, including writings in the areas by nonconformist thinkers. This course includes an introduction of symptoms, descriptions, etiology, and treatment of major mental disorders such as mood, anxiety, substance-related, psychotic, childhood, eating, and personality disorders. This course is interactive and is designed to initiate development of students' recognition of psychopathological symptoms. This course is required for admittance into the Master of Counseling Psychology program. Prerequisite: PSYC 2301 or SOCI 1301 or CRIJ 1301.
Psychology & Communication Department, College of Arts & Sciences

Student Learning Outcomes

Course Objectives:

Upon completion of this course, students should be able to:

1. Discuss historical antecedents to modern understandings of abnormal psychology.
2. Identify and describe the major classes and characteristics of psychological disorders as presented in the Diagnostic and Statistical Manual (DSM).
3. Describe factors and theoretical perspectives related to the development and maintenance of different psychological disorders.
4. Develop an understanding of how social and cultural factors impact the expression of psychological disorders.
5. Examine the impact of biological factors on the development of psychological disorders.
6. Demonstrate knowledge about primary treatments for psychological disorders and discuss their effectiveness.
7. Discuss the legal and ethical issues associated with the treatment of and research related to abnormal behavior.

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	Abnormal Psychology: Clinical perspectives on psychological disorders (10th Ed.)	S. K. Whitbourne	9781266566486
Required	McGraw Hill Connect to Access the Textbook and All Assignments		

Other Course Materials

McGraw Hill Connect is required and will be integrated on blackboard for access to the required course textbook, assignments, and exams.

View the Connect Student Registration Video with Blackboard at:

- http://video.mhhe.com/watch/UZnyThhiZgbh3pKQFBiQUZ

If you need immediate help contact McGraw Hill Connect CXG Team Tech Support at:

- Phone Number: 1-800-331-5094
- Chat or Email: https://mhedu.force.com/CXG/s/ContactUs (https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmhedu.force.com%2FCXG%2Fs%2FContactUs&data=05%7C01%7Cadriana.blasco-rubio%40tamiu.edu%7C31e1fccdad464275d5b408db9dbfdae0%7Ce6e9982505da4869bf49e63a0e04d314%7C0%7C0%7C638277219573920869%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=G%2FUqBlB%2BjHP3mLnPYh4hvAwkewlHNxr%2FxiMBagegwis%3D&reserved=0)

This course will also **require Proctorio** a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments within some of your Connect assignments. Pricing for Proctorio is $17.50 per course. View the Proctorio Student Orientation Video Here: Proctorio Student Orientation (mhhe.com). (https://video.mhhe.com/watch/xxVL4YJgjw2jyjSE8aqWvT) See more information for Proctorio under the Technology Requirements section below.

Grading Criteria

GRADE	PERCENTAGE
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	Below 60

Open Boilerplate

Course Assignments, Quizzes and Exams:

1. **Syllabus and Policies, Connect Orientation, SmartBook Overview and Proctorio Orientation:** Completion of the following five (5) tasks is required to proceed with the rest of the course: 1) Acknowledgement of Syllabus and Policies 2) Connect Orientation Video 3) SmartBook Overview 4) Proctorio Student Orientation and 5) Proctorio Practice Exam. These tasks are accessible through blackboard utilizing **McGraw Hill Connect**. These tasks are worth 5% of the overall course grade.
2. **SmartBook Assignments:** SmartBook Assignment submissions are required for each chapter reading. All SmartBook assignments have due dates, therefore please ensure you review deadlines. All SmartBook assignments are accessible through blackboard and utilize **McGraw Hill Connect.** SmartBook assignments are worth 15% of the overall course grade.
3. **Chapter Quizzes:** Quiz submissions are required for each chapter. Quizzes consist of twenty (20) multiple choice and true/false items. Quizzes are timed (60 minutes) and have a due date, therefore please ensure you review deadlines. Quizzes are designed to measure comprehension of assigned material presented in each chapter. All quizzes are accessible through blackboard and utilize **McGraw Hill Connect** and **Proctorio**. Quizzes are worth 15% of the overall course grade.

4. **Unit Assignments:** Unit Assignment submissions are required for each unit. Unit assignments have due dates, therefore please ensure you review deadlines. All Unit Assignments are accessible through blackboard and utilize **McGraw Hill Connect.** Unit Assignments are worth 15% of the overall course grade.
5. **Exams:** Three (3) exam submissions are required for this course. Exams cover all chapters presented in a designated unit. Exams consist of sixty (60) multiple choice and true/false items. Exams are timed (90 minutes) and have due dates, therefore please ensure you review deadlines. Exams are designed to measure comprehension of assigned material. All exams are accessible through blackboard and will utilize **McGraw Hill Connect** and **Proctorio**. Exams are worth 25% of the overall course grade.
6. **Final Comprehensive Exam:** The final comprehensive exam covers all material presented throughout the semester. The final comprehensive exam consists of multiple choice and true/false questions, as well as an essay writing component. The Final Comprehensive Exam is timed (3 hours) and will be accessible through blackboard and utilize **McGraw Hill Connect** and **Proctorio**. The Final Comprehensive Exam is worth 25% of the overall course grade.

Late Submission or Missed Deadline Policy:

All deadlines for SmartBook Assignments, Quizzes, Unit Assignments and Exams are clearly identified at the start of the semester. Students should review all deadlines and plan accordingly to ensure all deadlines are met. Late submissions will not be accepted, except for legitimate unforeseen circumstances (e.g., medical emergency, illness, death of a loved one, etc.). Documentation to support the missed deadline must be submitted in order to avoid a 20% penalty or grant an extension. Please contact the instructor immediately if a missed deadline needs to be discussed and know it is ultimately the instructor's discretion to allow an extension.

Grading:

You can earn up to 100% in this course as follows:

ASSIGNMENT	VALUE
Syllabus & Policies, Connect, SmartBook, Proctorio Orientation, Practice Exam	5%
SmartBook Assignments	10%
Unit Assignments	15%
Quizzes	20%
Exams	25%
Final Comprehensive Exam	25%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
2/2	Overview to Understanding Abnormal Behavior	- Read Chapter 1 - Review Lesson 1	Due Sun., Feb. 15th by 11:59pm: - Syllabus & Policies Acknowledgment - Connect Orientation - SmartBook Overview - Proctorio Student Orientation - Proctorio Practice Exam - Meet and Greet Discussion - Smart Book Assignment 1 - Quiz 1
2/9	Diagnosis and Treatment	- Read Chapter 2 - Review Lesson 2	Due Sun., March 1st by 11:59pm: - Smart Book Assignment 2 - Quiz 2
2/16	Assessment	- Read Chapter 3 - Review Lesson 3	Due Sun., March 1st by 11:59pm: - Smart Book Assignment 3 - Quiz 3
2/23	Theoretical Perspectives	- Read Chapter 4 - Review Lesson 4 - Review Chapters and Lessons 1-4	Due Sun., March 1st by 11:59pm: - Smart Book Assignment 4 - Quiz 4 - Unit 1 Assignment - Exam 1 (Timed 90 minutes)
3/2	Neurodevelopment Disorders	- Read Chapter 5 - Review Lesson 5	Due Sun., March 29th by 11:59pm: - Smart Book Assignment 5 - Quiz 5
3/9	Schizophrenia Spectrum and Psychotic Disorders	- Read Chapter 6 - Review Lesson 6	Due Sun., March 29th by 11:59pm: - Smart Book Assignment 6 - Quiz 6
3/16	Depressive and Bipolar Disorders	- Read Chapter 7 - Review Lesson 7	Due Sun., March 29th by 11:59pm: - Smart Book Assignment 7 - Quiz 7

3/23	Anxiety, Obsessive- Compulsive, and Trauma- and Stressor- Related Disorders	- Read Chapter 8 - Review Lesson 8 - Review Chapters and Lessons 5-8	Due Sun., March 29th by 11:59pm: - Smart Book Assignment 8 - Quiz 8 - Unit 2 Assignment - Exam 2 (Timed 90 minutes)
3/30	Dissociative and Somatic Symptom Disorders	- Read Chapter 9 - Review Lesson 9	Due Sun., April 19th by 11:59pm: - Smart Book Assignment 9 - Quiz 9
4/6	Eating Disorders, Sleep-Wake Disorders, Impulse Control and Conduct Disorders Paraphilic Disorders, Sexual Dysfunctions, Gender Dysphoria	- Read Chapter 10 - Review Lesson 10 - Read Chapter 11 - Review Lesson 11	Due Sun., April 19th by 11:59pm: - Smart Book Assignment 10 - Quiz 10 Due Sun., April 19th by 11:59pm: - Smart Book Assignment 11 - Quiz 11
4/13	Substance-Related and Addictive Disorders	- Read Chapter 12 - Review Lesson 12 - Review Chapters and Lessons 9-12	Due Sun., April 19th by 11:59pm: - Smart Book Assignment 12 - Quiz 12 - Unit 3 Assignment - Exam 3 (Timed 90 minutes)
4/20	Neurocognitive Disorders	- Read Chapter 13 - Review Lesson 13	Due Sun., May 3rd by 11:59pm: - Smart Book Assignment 13 - Quiz 13
4/27	Personality Disorders Ethical and Legal Issues	- Read Chapter 14 - Review Lesson 14 - Read Chapter 15 - Review Lesson 15	Due Sun., May 3rd by 11:59pm: - Smart Book Assignment 14, Quiz 14 - Smart Book Assignment 15, Quiz 15 - Unit 4 Assignment
5/4	Tues., May 5th Comprehensive Final Exam	Read Final Exam Guidelines - Review and Study Course Materials - Work on Final Exam Essay	Final Exam Part 1 (3hr Timed Exam) Opens Tues., May 5th at 8am Closes Tues., May 5th at 11:59pm - Final Exam Part 2 (Essay) Submit Essay at blackboard dropbox by Tues., May 5th at 11:59pm

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

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

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

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not

agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

TAMIU Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

TAMIU has penalties for plagiarism and cheating.

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

of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.

- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

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

AI Policies

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

TAMIU E-Mail and SafeZone

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

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

Copyright Restrictions

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

Students with Disabilities

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

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

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: Student Handbook (https://www.tamiu.edu/handbook/index.shtml)).

Pregnant and Parenting Students

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

You can also report it on TAMIU's anonymous electronic reporting site, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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

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

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

Anti-Discrimination/Title IX

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

Incompletes

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

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

WIN Contracts

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

Student Responsibility for Dropping a Course

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

Independent Study Course

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

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of

the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

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

Mental Health and Well-Being

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

Distance Education Courses

Method of Communication: The Blackboard course message system will be the primary method of communication. Students should expect a response to Blackboard course messages within 48 hours (2 regular business days). Messages sent close to the weekend may take longer to receive a response.

Feedback and Other Methods of Communication: Students will receive feedback for assignments and assessments via Blackboard in the "feedback to learner" text box. Students can schedule an online meeting via the "Virtual Meeting Space" tab on the course menu. Students may also visit the professor during scheduled office hours or by appointment.

Course Structure and Requirements:

This course is designed as a web-based undergraduate course via Blackboard. Your success in this course depends on completing assigned readings, reviewing lessons and submitting assignments and exams. Measurements will be based on your ability to synthesize knowledge gained from the readings and lessons. Students will need to complete four (4) Units. Every unit includes chapter readings, lessons, assignments, quizzes and an exam. All course tasks will have assigned deadlines.

This course is taught entirely online and it is the student's responsibility to ensure consistent access to Blackboard. Problems with personal computers are the responsibility of the student and are not acceptable excuses for missing any of the course requirements. Learning at a distance may be a different environment for many of you. You will generally set your own schedules, participate in class activities at your convenience, and work at your own pace. You may require some additional time online during the first few weeks while you become acclimated to the online format. 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 (http://www.tamiu.edu/distance/students/knowledge-and-skills.shtml) Technology and Distance Education Services' webpage. (http://www.tamiu.edu/distance/students/knowledge-and-skills.shtml) Additional skills required for this course include knowing how to use **McGraw Hill Connect and Proctorio**.

Technology Requirements:

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection. It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (http://www.tamiu.edu/distance/students/technology-requirements.shtml) when using the learning management system (LMS) of the University.

Additional Hardware

For this course, you will need the following additional hardware: a webcam and microphone for assignments and exams utilizing Proctorio (see info on Proctorio below). Recently purchased laptops may have 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.

Additional Software

You will need the following additional software: Adobe reader and Microsoft PowerPoint for viewing lessons and course documents. TAMIU Students may access online versions of these softwares through their Dusty Office 365 account at https://dusty.tamiu.edu/. This site https://www.tamiu.edu/distance/technology/personal-software-resources.shtml also provides students with software resources for educational use.

Note: Students if you do not own the required hardware, software or do not have access to internet, it will be highly challenging for you to make any progress in this class. However, most of these requirements can be found at TAMIU's library, computer labs, or classrooms. In addition, you may also purchase any of these items at any electronic store.

Learning Management System

Students are provided with guides on how to use the Blackboard LMS. Guides may be available at the Instructional Technology and Distance Education Services Page (https://www.tamiu.edu/students/elearning-orientation.shtml) or by contacting the eLearning team at elearning@tamiu.edu

Technical Support Services

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

Proctorio:

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments within some of your Connect assignments. Pricing for Proctorio is $17.50 per course. View the Proctorio Student Orientation Video Here Proctorio Student Orientation (mhhe.com). (https://video.mhhe.com/watch/xxVL4YJgjw2jyjSE8aqWvT)

Assignments with Proctorio

You'll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with "Proctoring Enabled" in the assignment title. The settings used may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

Proctorio Minimum System Requirements

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity. The Proctorio system requirements (https://proctorio.com/system-requirements) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machine3s and proxy connections will not work.

Equity and Fairness

The reason Proctorio settings have been enabled for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses single sign-on through Connect, and approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties.

Read more about Proctorio's approach to privacy. (https://proctorio.com/about/privacy)

Security

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources. Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored assignment. All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about Proctorio security (https://proctorio.com/about/data-security).

Getting Started

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in Proctorio's Quick Start Test (https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) Taker Guide (https://

cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment. If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.