



CRIJ 4340 - Special Issues in Criminal Jus: Cybercrime (SSII - July 06 to Aug 06)

Summer 2026 Syllabus, Section 480, CRN 53091

Instructor Information

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Office Hours:

Upon request.

** e-mail is the BEST method of contact

Times and Location

Does Not Meet Face-to-Face

Course Description

An intensive examination of special topics of study in criminal justice. May be repeated for credit if topic changes. Topics may include, but are not limited to, race/ethnicity and crime, crime and the media, trafficking in women and children, quantitative research methods, terrorism, current issues in criminal justice. One or two credit arrangement must be approved by the CRIJ faculty advisor.

Social Sciences Department, College of Arts & Sciences

Additional Course Information

Statement of Accommodation and Special Needs

If you have a disability or documented condition that may influence your performance in this course, you must contact Disability Services for Students (DSS) to arrange reasonable accommodations. DSS can be reached at disabilityservices@tamiu.edu or in Student Center 124.

Students who receive an Accommodation Form should provide it to me as soon as possible so that appropriate accommodations can be discussed and implemented in a timely manner.

Course Structure

This course is an intensive five-week online course. The course runs from **July 6 to August 5**, with the *Cumulative Final Exam* scheduled for **August 6**. Since the course is compressed into a short period, students should expect regular engagement with course materials throughout each week.

The course is organized into weekly modules. Each module includes assigned textbook readings, lecture slides or other lecture materials, a Weekly Quiz, and a Weekly Journal Discussion. Some modules may also include short videos, reports, or other materials posted on Blackboard.

This course examines how computers, digital technology, and the Internet shape crime, victimization, harm, opportunity, social control, law enforcement, and criminal justice responses. This is not simply a course about computers or technology. It is a criminal justice and criminology course about how crime and justice operate in digital environments.

Blackboard and TAMIU Email Responsibility

Students are responsible for checking Blackboard and their TAMIU email regularly. Course announcements, due date reminders, assignment instructions, grades, feedback, and course changes will be posted on Blackboard and/or sent through TAMIU email.

Not checking Blackboard or TAMIU email is not an acceptable reason for missing course information.



Student Responsibility in an Intensive Online Course

This is an undergraduate college course, and students are expected to meet the responsibilities that come with that role. This includes reading instructions carefully, checking Blackboard regularly, keeping track of due dates, completing work on time, submitting readable and accessible files, and communicating professionally when questions or problems arise.

This course is short, but it is still a college-level course. If you stay engaged with the weekly modules, the course is manageable. If you fall behind, it will become difficult very quickly.

I want students to succeed in this course, and I will help when I can. At the same time, students must take responsibility for their own work, communication, and time management.

Course Engagement and Professionalism

Course Engagement and Professionalism is based on observable course behaviors. This includes checking Blackboard and TAMIU email, following assignment instructions, submitting accessible files, communicating professionally, contacting the instructor in a timely manner when issues arise, and completing course activities responsibly.

This should be an easy category to earn full credit in if you keep up with the course, follow instructions, and communicate responsibly. It is not based on whether you agree with the instructor or express a particular opinion. It is based on responsible engagement with the course.

Weekly Quizzes

This course includes five Weekly Quizzes. Weekly Quizzes are designed to help students stay engaged with the assigned materials and check their understanding of key concepts during the compressed summer schedule.

Weekly Quizzes may include multiple-choice and true/false questions. They are open-book and open-material, but students must complete them independently. Students may not work with classmates, use AI tools to answer quiz questions, share quiz questions or answers, or receive unauthorized assistance.

Weekly Journal Discussions and AI Use

Weekly Journal Discussions are designed to help students think critically about cybercrime topics, apply course concepts, and develop their own views.

AI use is allowed as part of the Weekly Journal Discussion structure when the assignment instructions permit or require it. My view of AI in this course is straightforward: AI can be useful when it helps students check their understanding and improve their own thinking. It should not replace students' judgment, effort, or engagement with the course materials.

In these discussions, students may be asked to compare their own thinking with an AI-generated response, explain what the AI response does well, identify what it misses or oversimplifies, and connect their final answer to course concepts, readings, lecture materials, or real-world cybercrime examples.

The goal is not to submit a polished AI-generated answer. The goal is to use AI carefully while still doing your own thinking. Students remain responsible for the accuracy, relevance, and integrity of any submissions. AI may produce inaccurate information, fake cases, fabricated sources, misleading summaries, or overly general responses. Students are expected to review AI-generated content critically rather than assume it is correct.

Students must also reply to at least one classmate's post unless the weekly instructions state otherwise. Specific discussion instructions, required format, word count expectations, and grading criteria will be posted on Blackboard.

Final Case Slide Deck Project

Students will complete a *Final Case Slide Deck Project* that applies course concepts to a real-world cybercrime case. Students will select one case and prepare a 10–12-slide deck explaining what happened, how the cybercrime was possible, who was harmed, the responses or prevention strategies implemented, and what the case teaches us about cybercrime prevention and response.

The project should connect the selected case to course concepts, assigned readings, lecture materials, and credible outside sources. Specific slide requirements, formatting instructions, source expectations, and grading criteria will be posted on Blackboard.

Open-Book Respondus Final Exam

This course includes a *Cumulative Final Exam* administered online through Respondus LockDown Browser and/or Respondus Monitor. The final exam will cover required materials from all weekly modules.

The final exam may include multiple-choice, true/false, and scenario-based multiple-choice questions. The exam is open-book and open-material, but this does not mean that all resources are allowed. During the exam, students may use only approved course materials, including assigned readings, lecture slides, materials posted on Blackboard, and their own course notes.



Students must complete the final exam independently. Students may not communicate with classmates, friends, family members, or any other person during the exam. Students may not use AI tools, search engines, messaging apps, email, social media, unauthorized websites, or any other outside assistance.

Late Work and Technical Responsibility

Because this is a short summer course, late work will not be accepted in most cases. The course moves quickly, and late submissions can make it difficult to keep up with the next module, assignment, or exam.

That said, unexpected situations can happen. If you experience a serious issue or emergency, contact me as soon as you become aware of the problem. If you wait until after the due date, or until several days later, there may be little or nothing I can do.

Students are responsible for verifying that submitted work is complete, readable, accessible, and successfully submitted. Technical problems, unsupported file formats, corrupted files, inaccessible links, or failure to confirm submission will not automatically excuse late, missing, or incomplete work.

Electronic Communication / Email Policy

Email (sunghwan.joo@tamiu.edu) is the best way to contact me. Students should use their TAMIU email address for course communication. Email messages should include the course name or course number in the subject line, begin with "Dr. Joo," and end with the student's first and last name.

Please write emails clearly and professionally. This does not mean your email needs to be perfect, but it should explain who you are, what course you are in, what issue you are asking about, and what you need.

No part of this course, including but not limited to lecture materials, slides, videos, online discussion posts, assignments, quizzes, or exams, may be posted to any online or offline platform without the written permission of the instructor.

Academic Integrity and AI Responsibility

Academic dishonesty and misconduct, as defined by Texas A&M International University, will not be tolerated. Students are expected to follow the TAMIU Honor Code and all university policies regarding academic integrity.

AI use is allowed only where the assignment instructions permit or require it. In this course, AI may be used for Weekly Journal Discussions when the instructions allow it, but it may not be used during quizzes or exams.

Students are responsible for the work they submit. Submitting AI-generated work as if it were your own, using fabricated sources, using fake cases, sharing answers, receiving unauthorized assistance, or using AI during quizzes or exams may be treated as academic misconduct. Depending on the nature of the violation, consequences may include a zero on the assignment or exam and referral under university academic integrity procedures.

Course Changes Policy

This syllabus serves as a general plan for the course. While every effort will be made to follow the schedule as written, the instructor reserves the right to make changes in response to circumstances that may arise or to better meet course objectives. Any changes will be communicated through Blackboard and/or TAMIU email.

Students are responsible for staying updated on course announcements and changes.

Professor's Responsibility

As your instructor, I will provide course materials, assignment instructions, rubrics, and course updates through Blackboard. I will make reasonable efforts to grade assignments in a timely manner and to respond to student questions within 48 hours, although responses may take longer during weekends, holidays, or periods of heavy grading.

Students should contact me promptly if they are confused about course requirements, assignment instructions, technical access issues, or expectations for coursework. I will work with students within the course and university policies to support their success in the course.

Student Learning Outcomes

By successfully completing this course, students will be able to:

1. Identify and describe major forms of cybercrime and digital victimization.
2. Explain how digital technology shapes crime, harm, and criminal justice responses.
3. Apply criminal justice and criminology concepts to cybercrime-related issues.



4. Analyze real-world examples of cybercrime using course materials.
5. Describe challenges involved in preventing and responding to cybercrime.

Important Dates

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

Textbooks

Group	Title	Author	ISBN
Required	Crime Online: Correlates, Causes, and Context	Thomas J. Holt, ed.	978-1-5310-2047-7
Required	Spam Nation: The Inside Story of Organized Cybercrime — From Global Epidemic to Your Front Door	Brian Krebs	978-1-4022-9561-4

Grading Criteria

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

Open Boilerplate

Grading Items	VALUE
Weekly Quizzes	30%
Weekly Journal Discussions	30%
Final Case Slide Deck Project	20%
Final Exam	15%
Course Engagement and Professionalism	5%
Total	100%

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/6	Course Introduction; What Is Cybercrime?; Cybercrime Trends	Crime Online Ch. 1; Syllabus; Blackboard materials	Weekly Quiz 1; Weekly Journal Discussion 1
7/13	Hackers, Hacking, and Social Engineering	Crime Online pp. 27–34; Crime Online Ch. 4; Spam Nation Chs. 1–3; Blackboard materials	Weekly Quiz 2; Weekly Journal Discussion 2
7/20	Data Breaches, Spam, Fraud, and Scams	Spam Nation Chs. 4–5; Spam Nation Chs. 8–9; Blackboard materials	Weekly Quiz 3; Weekly Journal Discussion 3
7/27	Cyberterrorism and Online Victimization	Crime Online Ch. 8; Crime Online Ch. 9; Blackboard materials	Weekly Quiz 4; Weekly Journal Discussion 4
8/3	Law, Enforcement, Theory, Dark Web, and the Future of Cybercrime	Blackboard materials	Weekly Quiz 5; Final Case Slide Deck Project; Cumulative Final Exam on August 6



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.

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>).



www.tamui.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 (tamui.edu) (<https://www.tamui.edu/counseling/telus/>) or from the Apple App Store and Google Play.

Distance Education Courses

Course Structure

This is a fully online asynchronous course. There are no required in-person meetings or scheduled synchronous class meetings. Students are expected to follow the weekly Blackboard modules, review assigned materials, complete weekly quizzes and discussions, and submit the final project and final exam by the posted deadlines.

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.

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

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. 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. 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

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**.

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.

Accessibility and Privacy Statements on Course Technologies

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**.