



MGT 4399 - Issues in Management: Contemporary Management -WIN (SSI- June 01 to July 02)

Summer 2026 Syllabus, Section 380, CRN 52533

Instructor Information

Eliza Rodriguez De La Garza

Email: eliza.garza@tamiu.edu

Office Hours:

by appointment, please email to set up video team's meeting

Cell Phone: 956-744-7370

Times and Location

Does Not Meet Face-to-Face

Course Description

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

Use of Artificial Intelligence (AI)

Artificial Intelligence (AI) tools, such as ChatGPT or Grammarly, may offer helpful support in brainstorming, editing, or organizing ideas. However, students are expected to complete all coursework with **academic integrity** and **original thought**.

In this course:

- Assignments, discussions, and quizzes must reflect your own understanding of the material.
- You may use AI for initial idea generation or grammar assistance, but you are responsible for verifying all facts, ensuring accuracy, and citing any ideas or sources that are not your own.
- Copying and pasting AI-generated content without meaningful revision, context, or citation is considered academic dishonesty.
- If AI tools are used inappropriately to complete entire assignments, it may result in a zero and a report of academic misconduct.

If you are ever unsure about appropriate use, please reach out to me. My goal is to support your learning while upholding academic standards.

If you are found to use AI without proper credit, you will earn an F in the course.

Program Learning Outcomes

Upon successful completion of the course, students will be able to:



1. **Apply Management Principles**
 - Analyze and apply fundamental management theories, concepts, and practices to contemporary organizational challenges.
2. **Demonstrate Critical Thinking and Problem-Solving Skills**
 - Evaluate complex business issues and develop evidence-based solutions using analytical and strategic decision-making frameworks.
3. **Examine Contemporary Management Issues**
 - Assess the impact of emerging trends such as artificial intelligence, globalization, sustainability, workforce diversity, remote work, and supply chain disruptions on organizational performance.
4. **Communicate Effectively**
 - Prepare and deliver professional written reports, presentations, and recommendations that address current management challenges.
5. **Demonstrate Ethical and Social Responsibility**
 - Evaluate managerial decisions through ethical, legal, and corporate social responsibility perspectives.
6. **Analyze Global Business Environments**
 - Examine how economic, political, technological, and cultural factors influence management practices in domestic and international organizations.
7. **Work Effectively in Teams**
 - Collaborate with diverse groups to analyze business problems, develop solutions, and achieve organizational objectives.
8. **Utilize Data for Managerial Decision-Making**
 - Interpret and apply quantitative and qualitative information to support strategic and operational management decisions.
9. **Evaluate Leadership Effectiveness**
 - Assess leadership styles and organizational behaviors that influence employee engagement, organizational culture, and business success.
10. **Develop Strategic Recommendations**
 - Formulate actionable strategies to address current and emerging management issues in a dynamic business environment.

Student Learning Outcomes

By the end of this course, students will be able to:

1. Demonstrate comprehension of key course concepts by completing quizzes, assignments, and discussions based on readings, lectures, and supplemental materials.
2. Apply theoretical knowledge to practical situations, such as case studies, workplace scenarios, or internship experiences (if applicable).
3. Analyze and synthesize information to form well-supported arguments or solutions in written assignments and discussion forums.
4. Communicate ideas effectively in written format, using appropriate grammar, structure, tone, and professional standards.
5. Engage in critical thinking and reflective practice, demonstrating awareness of diverse perspectives and ethical implications.
6. Follow academic and professional standards, including proper citation, adherence to deadlines, and personal accountability

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.

Other Course Materials

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

Because this is a current issues course, supplement textbook material with articles from:

- Harvard Business Review - https://hbr.org/?utm_
- McKinsey & Company - <https://www.mckinsey.com/featured-insights?utm>
- Supply Chain Management Review - <https://www.ascm.org/topics/supply-chain-management/>
- MIT Sloan Management Review - <https://sloanreview.mit.edu/>
- Forbes Leadership Articles - <https://www.forbes.com/leadership/?utm>

Grading Criteria

Assignments 40%

Discussions - participation 30%



Final Exam Project 30%

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

Late Work Policy - Summer Term

Due to the accelerated pace of the summer term, **late work will not be accepted** under any circumstances. The stated deadlines must submit all assignments, quizzes, and discussion posts.

• **Missed assignments will receive a grade of zero (0).**

• Extensions will not be granted, except in cases of **documented emergency** and at the instructor's discretion.

It is the student's responsibility to manage time effectively and submit all coursework on time. Please plan ahead and communicate early if unexpected issues arise.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
6/1	Module 1: Issues of Management & Leadership 1. Evolution of management 2. Functions of management 3. Leadership Rising costs and complexities. • Lack of strong data insights. • Attracting and retaining key talent. • Successful AI adoption. • Navigating economic uncertainty.	Course Introduction Review of videos: Supply Chain Trends 2026 https://www.youtube.com/watch?v=xU41poEkzyw Leadership video review Discussion board participation 1: What is the biggest challenge facing managers today? Assignment 1: Current Management Issue Analysis – Select a recent business article (published within the last 12 months) discussing a major management challenge. Write a 2–3-page analysis identifying the issue, management response, and lessons learned.	06/07/26
6/8	Module 2 - Managing Supply Chain Disruptions and Trade Dependencies Global organizations continue to face supply chain instability caused by: • Geopolitical tensions • Trade restrictions • Transportation delays • Tariffs and trade policy changes • Dependence on foreign manufacturing Module 2 - Managing Supply Chain Disruptions and Trade Dependencies Global organizations continue to face supply chain instability caused by: • Geopolitical tensions • Trade restrictions • Transportation delays • Tariffs and trade policy changes • Dependence on foreign manufacturing	Review of videos: Discussion board participation 2: What risk management do you identify? Is near shoring a solution? Is there global dependency? Assignment 2: Research into a recent supply chain disruption involving: • Semiconductors • Automotive manufacturing • Retail industry • International shipping Address the following: 1. What caused the disruption? 2. How did managers respond? 3. What operational, financial, and strategic challenges emerged? 4. What long-term management solutions should organizations adopt? Write a 2–3-page analysis to include charts, news references, or data tables if applicable with a minimum of 3 sources.	06/14/26



6/15	Module 3 - Strategic Management and Global Business Topics • Strategic planning • International management challenges • Artificial intelligence in management	Review of videos: Discussion board participation 3: Should companies bring back manufacturing to the United State? Assignment 3: Choose a multinational company currently operating in global markets. Examples include Amazon, Microsoft, Apple, Tesla, Toyota, Walmart. What is the company's mission and vision? What are its primary strategic goals? What competitive advantages contribute to its success? How does the company position itself against competitors? How has AI improved efficiency or competitiveness? What risks or ethical concerns accompany AI adoption? What future opportunities exist for AI within the organization Prepare a 3-page paper addressing 4 of the questions above. Watch video links included.	06/21/26
6/22	Module 4 - Transportation and Logistics Disruptions Why It Matters: Global shipping systems remain vulnerable to delays and rising costs. Challenges Include: • Port congestion • Shipping container shortages • Truck driver shortages • Rail and freight delays • Fuel price volatility Management Concern: Balancing inventory costs with delivery reliability. Industries Affected: Nearly all industries dependent on global movement of goods	Review of videos: Discussion participation 4: Unique commodities imported and exported from US to Mexico changing regulatory cooperation amongst US and MX governments agencies. What can be imported and what cannot? Assignment 4: Read SpaceX, Kansas City publications and watch Ringling Bros Circus video in Mexico. OPTIONAL: For extra credit, prepare a 1-page overview of what you learned about the importation/exportation process. Watch video links included. Assignment 4: Select a company or industry that has been significantly impacted by transportation and logistics disruptions. Examples include retail, automotive, manufacturing, healthcare, agriculture, e-commerce, or logistics providers. Prepare a 3–4-page paper (excluding cover page and references) addressing the following: Part 1: Understanding the Disruption Describe the transportation or logistics disruption experienced by the company or industry. Discuss at least two of the 5 challenges listed in topic 2: Business Impact Analyze how the disruption affected Customer service levels, Inventory management, Operating costs, Revenue and profitability and/or Competitive position	06/28/26
6/29	Module 5 - Final Research Project – Student group assignment (5 groups) Students will research and analyze a current issue in management such as: • AI in management • Supply chain disruptions • Tariffs and trade wars • U.S.–China trade tensions • Regional conflicts affecting shipping routes • Border and customs delays Final Exam – 07/02/26	Final Research Project: Current Issue in Management Research Paper Students select a current management issue and develop a 5–7-page research paper including analysis, managerial implications, and recommendations. APA formatting to include Minimum 3 scholarly sources. Blackboard submission during the final week. Final Exam – comprehensive exam	07/01/26 07/02/26



University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

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

Required Class Attendance

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

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

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

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

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

TAMUI Honor Code: Plagiarism and Cheating

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

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

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

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

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

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

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

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

Regular and Substantive Interaction:

This course is designed to meet federal and university standards for **regular and substantive interaction** between the instructor and students, among students, and between students and course content.



Instructor-to-Student Interaction

- **Weekly Announcements** will be posted every **Monday by 12:00 PM (noon)** to guide you through each module, highlight key concepts, and remind you of upcoming deadlines.
- I will provide **individualized feedback** on all major assignments and discussion posts within **7 days** of the due date.
- I will **participate in discussion boards** periodically to engage with your ideas and foster deeper understanding.
- You may contact me via **Blackboard Messages** or **email**, and I will respond within **24–48 hours (Monday–Friday)**. Messages sent on weekends or holidays will be answered the next business day.
- If needed, **virtual office hours** can be arranged by appointment.

Student-to-Student Interaction

- You are expected to **interact with your peers weekly** via the discussion forums by posting an initial response and replying to at least one classmate.
- Additional peer interaction may occur through **group work, peer review assignments, or collaborative activities**, depending on the module.

Student-to-Content Interaction

- Each weekly module includes **assigned readings, video lectures, and/or guided activities**.
- Students will apply learning through **quizzes, written assignments, and discussion prompts** that require critical engagement with course materials.
- All content is accessible via the **Weekly Modules** tab on the Blackboard course menu and organized by week for easy navigation.

Clear Expectations

- All expectations for communication, participation, and feedback are clearly outlined in the syllabus and reinforced in announcements and assignment instructions.
- Please log in to Blackboard regularly (at least 3 times per week) to stay updated on course activity and announcements.

This structure ensures that meaningful academic interaction occurs consistently throughout the course in accordance with the U.S. Department of Education's standards.

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 the **Instructional Technology and Distance Education Services' web page on Netiquette** for further instruction.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

Instructor Communication

To ensure you are informed and supported throughout the course, I will maintain regular and timely communication using the following methods:

Weekly Announcements

- **Announcements will be posted every Monday** by 12:00 PM (noon) to outline the week's objectives, reminders, and upcoming deadlines.
- Additional announcements may be posted as needed for updates or important notices. Please enable Blackboard notifications so you don't miss anything.

Course Messages & Email

Feel free to contact me through **Blackboard Messages** or **email**. I prefer messages within Blackboard for course-related communication, but you can also email me directly if you need to.

I will respond to **messages and emails within 24–48 hours (Monday through Friday)**.

Messages sent on weekends or holidays will receive a response by the next business day.

Assignments and Assessments

- **Assignments and discussions** will typically be graded **within 3 days** of the due date.
- **Quizzes** are usually auto graded and results are available immediately unless otherwise noted.

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 (https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage/?sl=R&app=9&p_dir&p_rloc&p_tloc&p_ploc&pg=1&p_tac&ti=19&pt=1&ch=2&rl=202), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

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

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

Web Conferences/Synchronous sessions

Teams virtual conferences are available to be scheduled with students if face to face is requested.

Computer/Technology Requirements

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

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

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

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

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Cowart Hall, Room 208, and request an available webcam.

Additional Software. You will need the following additional software: *[list any additional software required here. Additionally, and if applicable, you may use the following statement:]*

TAMU Students may access online versions of this software through their Dusty Office 365 (<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 (<https://www.tamtu.edu/oit/office365.shtml>).

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 TAMU'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.

Minimum Technical Skills Expected

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

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the Instructional Technology and Distance Education Services' webpage (<https://www.tamtu.edu/distance/students/knowledge-and-skills.shtml>).



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 email support: Technical Support Services (<https://www.tamiau.edu/distance/technical-support-services.shtml>).

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 (<https://www.tamiau.edu/distance/students/elearning-orientation.shtml>) or by contacting the eLearning team at elearning@tamiau.edu.

Turnitin Policy Or Other Types of Assignments in Other Systems

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

Proctoring

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

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 (<https://www.tamiau.edu/distance/student-resource-directory.shtml>).

Accessibility and Privacy Statements on Course Technologies

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

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

In this class, we will utilize PowerPoint, Word, Remind.

Syllabus Subject to Change

While this syllabus outlines important information, expectations, and course content, please be aware that **adjustments may be necessary**. Changes may occur due to:

- New research or developments in the subject matter
- Institutional or programmatic requirements
- Unforeseen events beyond the instructor's control

Any **substantive changes** to the syllabus—such as due dates, grading policies, or major assignments—will be communicated to students **promptly via Blackboard Announcements or course messages**. Students are responsible for staying informed of any updates by checking Blackboard regularly.