# NURS 5440 - Nurse Exec Integ Ldrship Pract: Nurse Exec Integ Ldrship Pract (Sub I-May 18 to July 03)

### Summer 2026 Syllabus, Section 680, CRN 52641

## Instructor Information

**Amanda Pena, Ph.D., RN**
Clinical Assistant Professor
Email: amanda.pena@tamiu.edu
Office Hours:
Office Hours by Appointment

## Times and Location

Does Not Meet Face-to-Face

## Course Description

This is a 180#hour practicum course focused on observation and implementation of administrative principles and competencies covered. The preceptor, faculty, and student identify areas of focus for the practicum based on these principles. Students design practice objectives with their preceptor and faculty. Students complete an administrative collaborative health project. Prerequisites: All NADM courses in Summer and Fall, Co# requisite: NURS 5341.
Nursing Department, College of Nursing&Health Sci

## Additional Course Information

**APA Course Requirements**

**All coursework will be submitted using the APA 7th edition format.** APA format is expected throughout your MSN program. Additionally, **references must be obtained from literature published and secured by TAMIU's library database** or a US government website (WHO, CDC, or similar state government websites). **No other websites, including Google, should be referenced without prior approval.** This course utilizes scholarly literature that has been scrutinized through a peer review process -most information obtained through a nongovernmental website will not be considered appropriate for this course.

## Artificial Intelligence (AI)

In this course, the use of Artificial Intelligence (AI) tools—including but not limited to ChatGPT, Grammarly AI, Quillbot, Bard, Copilot, Jasper, or any other text-generating, paraphrasing, or content-creation software—is strictly prohibited in all nursing coursework unless explicitly authorized in writing by the course faculty. Students must complete and submit all academic and clinical coursework using their own independent work, analysis, and writing.

Allowed: Students may use AI for:

- Brainstorming: Idea generation, questions to consider, themes or angles to explore.
- Outlining: Structuring your own paper, presentation, or project (e.g., headings, subheadings, sequence of points).
- Planning tasks: Milestones, timeliness, checklists for your workflow

Not Allowed: Students may not use AI for:

- Writing or generating any portion of an assignment
- Paraphrasing or rewording content
- Summarizing articles or research
- Producing discussion board posts or responses
- Writing care plans, SOAP notes, or clinical documentation
- Creating PowerPoint slides or poster content
- Submitting AI-produced text (even if "heavily edited") as your own
- Producing reference pages
- Editing grammar, APA, or formatting using AI tools

The use of automated reference or citation generators (e.g., Zotero, MyBib, Citation Machine) is not recommended and highly discouraged/prohibited to be used due to producing incorrect citations. Citations are to be formatted according to the American Psychological Association manual, following the edition specified in the course syllabus.

Students are required to include direct and clearly accessible links to all sources referenced in their written assignments. This requirement encompasses a diverse range of materials, including but not limited to journal articles, peer-reviewed studies, credible websites, and professional reports. The links should be formatted in a way that directs faculty and instructors straight to the original source, allowing for convenient verification of citations. It is essential that students take the time to double-check their links to guarantee that they lead directly to the content cited, thereby enhancing the overall quality and trustworthiness of their work.

Failure to adhere to the above policy will result in the following consequences:

Point Deductions

- Any assignments with broken or non-functional links will receive point deductions, impacting the overall grade as dictated by the lead faculty.

Exclusion of References

- References that cannot be verified due to missing or incorrect links, screenshots, or lack of URLs/DOIs will not be counted toward the assignment's reference requirements.

Reduced Academic Integrity

- Failure to properly format citations and provide verifiable sources may negatively affect the assessment of the student's work and their ability to demonstrate academic rigor.
- Repeated or serious violations of the policy will be referred to the TAMIU Honor Code for formal review. This includes, but is not limited to, submission of unverifiable sources, falsified or fabricated references, persistent use of broken or misleading links, or failure to correct issues after written notice.
- Such referrals may result in institutional sanctions in accordance with university policy, which may include a formal warning, assignment failure, course failure, or additional disciplinary actions as determined by the committee. These measures are implemented to protect the integrity of academic work and uphold professional and ethical standards expected in nursing education.

# Academic Honesty

As members in an academic community, students at TAMIU are expected to act with honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations may find themselves facing academic and disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the TAMIU Honor Code. For more information on the Honor Code, please visit the Office of Student Conduct and Community Engagement website at https://www.tamiu.edu/scce/. TAMIU Faculty has the authority to implement academic policies or impose grade penalties as appropriate. For more information, please visit the TAMIU Faculty Handbook at: http://www.tamiu.edu/senate/handbook.shtml.

**Section 7.01 - Violations of Academic Conduct**

Academic dishonesty is any act, or attempt, which gives an unfair advantage to the student. Academic dishonesty includes, but is not limited to:

1. **Plagiarism.** The act of passing off some other person's ideas, words, or works as one's own. It includes, but is not limited to, the appropriating, buying, receiving as a "gift" or obtaining, by any other means, another's work for submission as one's own academic work.
2. **Cheating.** An act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise.
3. **Lying.** Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
4. **Bribery.** Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.

5. **Collusion.** The unauthorized collaboration with another person in preparing academic assignments offered for credit and/or grade, collaborating with others on projects where such collaboration is expressly forbidden, or where the syllabus states the default as being one's own work.
6. **Flagrant Academic Misconduct.** Repeated or severe violation(s) of the academic rule.

# Accommodations/Accessibility Policy

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 Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodations. For more information, contact the Office of Disability Services for Students (DSS) via phone at 956.326.2230, online at http://www.tamiu.edu/wellness/disability.shtml, or by visiting the staff at the Senator Judith Zaffirini Student Success Center, room 138. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

# Blackboard Student Orientations

- **Online Orientations:** You can access your course(s) via Blackboard. We encourage you to view the Blackboard Student Training Videos (found below).
- **Face-to-Face Orientations:** Face-to-face Blackboard orientations are available the first two weeks of every semester. To check the Blackboard Student Orientation schedule, go to the OIT Professional Development website, log in with your student credentials, and self-register for a workshop. You can also schedule a one-on-one Blackboard orientation by contacting the OIT Helpdesk at (956) 326-2310 and asking for eLearning Coordinator's assistance.
- For accessibility on necessary course technology, visit: http://www.tamiu.edu/distance/technology/accessibility-statements.
- For statements on privacy policies on the use of third-party websites, visit http://www.tamiu.edu/distance/technology/privacy-statements.shtml to find links to the company's privacy policies.

# Course Communication Guidelines (Netiquette)

## What Is Netiquette?

By definition, etiquette is "the customary code of polite behavior in society or among members of a particular profession or group." In cyberspace, netiquette is "acceptable way of communicating and behaving on the Internet."

## Netiquette Tips

- be respectful
- Regardless of the type of communication used, you should always keep in mind the following:
- be considerate of others
- think through before responding
- write clearly and concisely
- respond in a timely manner
- use short paragraphs
- spell-check your responses

## Avoid

- CAPITAL LETTERS may be used to EMPHASIZE, but avoid typing in only capital letters as it may "sound" AS THOUGH YOU'RE SHOUTING!
- Rambling writing style; get to the point quickly.
- Screens full of text.
- There are course expectations concerning etiquette or how we should treat each other online. It is vital that we consider these values as we communicate with one another. Visit Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml) for further instruction.

# Course Communication Policy and Response Time

**1. Communication and Response Time Policy**

**Students must check their dusty email account every 24 hours** to ensure that they are able to respond to any email communication from their course faculty with 24-48 of receiving the email. Emails sent to the course faculty should be emailed to BB email address and the faculty will respond within 24-48 business hours. If the faculty has not responded within 48 business hours, the student must call or resend the email the

faculty to ensure that the original email was received. Students should read any email sent by the course faculty thoroughly to ensure that they respond within the designated time frame or within the requested time frame. This is considered a professional responsibility.

**2. Feedback and Response time to Assignments and Assessments**

The faculty will grade assignments and return assignments submitted within 7-14 business days. Exams will be graded within 72 hours. Quizzes will be graded and grades will be submitted within one week and formal paper assignments will be graded and feedback provided to students within 7-14 days.

**3. Formal Paper Policy**

**All scholarly papers are expected to be written using APA Format 7th Edition**. Please ensure that the final draft is the copy the student plans to submit. **If the copy submitted into Blackboard is found to have plagiarism, the excuse of "it was my rough draft I accidentally submitted," will NOT be a valid reason.** The student will receive a "zero" for the assignment and the matter will be forwarded to the University Honor Council and possible sanction or dismissal.

**4. Late Assignment Policy**

**Papers must be submitted by 11:59 pm on the due date**. *Late papers will not be accepted for grading and will be given a score of 0 (Zero),* unless the course faculty grants permission in advance. It is the student's responsibility to request permission to submit a late paper as soon as the student is aware that they will be late in submitting their paper. It is also the responsibility of the student to make sure that the faculty member has received the paper through blackboard or TurnItIn receipts by the due date and time.

## Assessment/Discussion Forums

The instructor will respond to student posts in the forum each week and will be in the forums reviewing all comments making additional responses to students and asking questions to promote further discussion. The instructor will review and grade all posts following the end of the week's discussion forum deadline. The discussion week begins on ***Monday mornings*** at ***12:01 a.m. CST and ends on Sunday nights at 11:59 p.m. CST.***

***Discussion Forum Submission Instructions:*** For each discussion forum, your initial post should be substantial and complete. A "substantial and complete" initial post includes a synthesis of evidence from the literature and contains a real-world example. **It is a post that is at least 250 words in length, and includes three or more peer-reviewed journals as references**, which are provided at the end of the posting, in which citations are provided in APA format. **This initial post** should be made **by the Wednesday of the week (by 11:59 pm CST).**

In addition, you are to respond to others in the class, the instructor and/or peers on at least ***three occasions with follow-up replies that are substantial*** and which promote further discussion by asking follow-up questions on three separate days of the week. A "substantial" follow-up post is at **least 150 words in length**, which is more than a simple "I agree with you" type of reply. It should be thoughtful and reflect a rationale for the statement made, and *it should pose a question to promote ongoing and further discussion on the topic.* **You are to include a peer-reviewed article to support your substantial replies to your peers**.

## Late Work

Papers must be submitted **by 11:59 p.m. CST** on the due date. **Late papers will not be accepted for grading and will be given a score of 0,** unless the course faculty grants permission in advance**. It is the student's responsibility to request permission to submit a late paper as soon as the student is aware** that they will be late in submitting their paper. It is also the responsibility of the student to make sure that the faculty member has received the paper through Blackboard or TurnItIn receipts by the due date and time.

## Instructor Feedback

The instructor will review and grade all written assignments and provide feedback within one week following the due date of the assignment. The instructor will respond to emails within 48 hours.

## HESI EXAM

Completion of the HESI Exam is required by the end of this course. There is no learning outcome associated with this assignment. The HESI is used to evaluate the NURS curriculum. See the Course Module for specified instructions and the date of the HESI exam to be taken. The student will be responsible for the HESI Exam fee of which will be paid upon registering for the exam. An average fee is between $49.00 - $75.00.

**Participation/Attendance Grade:** See information on "Discussion Forums" in this syllabus.

**New skills introduced in clinical:** To be negotiated individually between student, preceptor, and faculty

**Practicum Hours- Total practicum hours*: 180 hours face-to-face***

**Participation/Attendance: *Students must complete 180 practicum hours face-to-face alongside their approved preceptor.***

# Program Learning Outcomes

Upon completion of the MSN program, graduates will:

1. Critically analyze, interpret and utilize appropriate knowledge, research and theories to meet the health care needs of diverse client populations across the lifespan.

2. Collaboratively plan the delivery of culturally sensitive health care with organizations and the community.

3. Contribute to the advancement of nursing profession through evidenced-based research and practice.

4. Synthesize the leadership management, negotiating, teaching/coaching and consulting roles to foster continual improvement in order to meet changing societal and environmental needs.

5. Operationalize ethical, legal, political, and economic principles in application to management of healthcare delivery across the lifespan.

6. Advocate for advanced nursing practice through a commitment to lifelong learning and community service.

# Student Learning Outcomes

Upon completion of this course, the student is expected to be able to:

1. Evaluate the use of administrative principles in the practicum setting.

2. Develop practicum-specific goals and objectives that focus on administrative principles.

3. Utilize the evidence to complete an administrative collaborative health project.

# 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 | American Psychological Association (2020) | Publication manual for the American Psychological Association (7th ed.) | ISBN-13: 978-1433832161 |

---

# Grading Criteria

# CSON Grading and Grade Rounding/Schema

1. The CSON has adopted a grading scale in line with other Texas schools of nursing:

**A = 100 - 90 B = 89 – 80 C = 79 – 70 F= 69 and below**

1. Nursing students must achieve a grade of C or higher in both theory and clinical components of a course in order to pass that course and progress in the program. A grade of F in either theory or clinical components will constitute a course failure.
2. To pass a nursing course and progress in the program, a nursing student must attain an exam average (includes tests and the final) of 75% or higher.
3. To pass a nursing course and progress in the program, a nursing student must attain an overall course average of 75% or higher.
4. Read the CSON Grading and Grade Rounding Policy found in the student handbook for additional information on examinations (pg. 51).

# Course Grades

**Grading Scale**

**Discussion Forums and Topics**

Introduction Forum---0%

Organizational Assessment and Makin Improvements---3%

Identifying and Administrative Project of Interest---3%

Developing a Project Based on the Evidence---3%

Leadership Strategies and Staff Engagement---3%

Project Implementation Strategies---3%

Student Reflection---5%

**Assignments** (Rubrics for these are located in the course)

ATI Modules --- 10%

Assignment 1 – Practicum Plan---5%

Assignment 2 – Evaluating a Resume---10%

Assignment 3 – Self-Assessment of Professional Competencies---10%

Assignment 4 – Administrative Collaborative Health Project---25%

Assignment 5 – Practicum Log---5%

Assignment 6 – Preceptor Evaluation of Student---5%

Assignment 7 – HESI Exam---10%

**Total** **100%**

# Schedule of Topics and Assignments

| Week of | Agenda/Topic | Reading(s) | Due |
|---|---|---|---|
| 5/18 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Complete Syllabus Acknowledgement Forum<br>Assignment #1: Practicum Plan<br>Create a practicum log in Typhon | AONE Nurse Leader Competencies<br>Online Supplemental Articles and Videos<br>Find three evidence-based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |
| 5/25 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Assignment #2: Updated Resume<br>Assignment #3: HESI Exam<br>Input clinical practicum hours in Typhon | Online Supplemental Articles and Videos<br>Find two articles on how to write a resume<br>Find three evidence based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |
| 6/1 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Input clinical practicum hours in Typhon | Online Supplemental Articles and Videos<br>Find three evidence based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |
| 6/8 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Input clinical practicum hours in Typhon | Online Supplemental Articles and Videos<br>Find two evidence based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |

| | | | |
|---|---|---|---|
| 6/15 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Input clinical practicum hours in Typhon | Online Supplemental Articles and Videos<br>Find two evidence based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |
| 6/22 | Introduction Forum- Discussion Forum 1: Initial post due Wednesday (3) Responses due Sunday (separate days)<br>Assignment #4: AONL Self-Assessment of Professional Competencies<br>Assignment #5: Administrative Collaboration Health Project<br>Input clinical practicum hours in Typhon | Online Supplemental Articles and Videos<br>Find two evidence based articles related to practicum project | DUE: Sunday by 11:59 p.m. CST |
| 6/29 | Introduction Forum- Discussion Forum 1: Initial post due Tuesday (2) Responses due Friday (separate days)<br>Assignment #6: Preceptor Evaluation of Student<br>Assignment #7: Practicum completed log<br>Input clinical practicum hours in Typhon | AONE Nurse Executive competencies | DUE: Friday by 11:59 p.m. CST |

# 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

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

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

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

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

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

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

## Online Courses and On-Campus Meetings

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

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

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

## Course Structure

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

## Student-Instructor Communication Policy and Response Time

**Announcements/Course Messages/Emails**

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

**Assignments and Assessments**

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

## Course Communication Guidelines (Netiquette)

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

## Accommodations/Accessibility Policy

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

## Student Support Resources

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

## Computer/Technology Requirements

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

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

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

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

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

**Additional Software. You will need the following additional software:** ***[list any additional software required here. Additionally, and if applicable, you may use the following statement:]*** TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.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 TAMIU'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 **elearning@tamiu.edu**.

## Minimum Technical Skills Expected

*[The description of the minimal technology skills is linked to OIT's statement of minimal skills. Faculty are required to update statements for additional technological skills from students.]*
When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

## Technical Support Services

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

## Web Conferences/Synchronous sessions

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

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

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

## Late Work Policy

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

## Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation that will be distributed to them via email and through a course link.

## Turnitin Policy Or Other Types of Assignments in Other Systems

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

## Proctoring

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

## Accessibility and Privacy Statements on Course Technologies

*[Information on the accessibility and privacy policies of all course technologies must be provided to the students. At 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**.

***In this class, we will utilize:***

# Proctor U

In this class, the HESI will be administered remotely by an online authentication and proctoring service called ProctorU, which gives you the flexibility to schedule exams at your convenience and take them wherever you want. To prepare for taking your HESI exam, you will need to follow the following policies:

Examination Policy

1. All desks must be completely cleared off and free from any books, notes, drinks, snacks, etc.
2. The student must show their face and TAMIU ID or Government ID on camera. All test-takers, regardless of exam type and service line, will be required to present a valid government-issued photo ID at the time of their exam.
3. The webcam must be used to show a 360-degree view of the entire room, as well as under the table and chair where the student will be sitting. (The door to the room must be kept closed at all times, and any interruption to the exam by the opening of the door or someone entering the room will result in an automatic zero on the exam.)
4. Students must use a mirror to show that the monitor screen, laptop, and keyboard are free of any stickers, Post-it notes, etc. During examinations and quizzes, the use of scratch paper will not be permitted.

5. After the student uses their cell phone to sign in, it must be powered off and set face down on the table where it can be seen by the video camera.
6. No wristwatches or pendants may be worn. No long-sleeve shirts or sweaters may be worn. Arms up to the elbows must be visible.
7. No caps or hoodies, earphones, AirPods, or earbuds may be worn during the examination.
8. Absolutely no talking during the exam, either to yourself or to someone else. Absolutely no music can be played during the exam.
9. Students must not leave the exam or view of the camera until the exam is submitted.
10. All tests will require a password that will not be provided until just prior to the exam.
11. All tests will begin and end exactly at the time specified (it will automatically shut down at the end of the testing period).
12. If the proctor suspects any sharing of information during an examination, all students involved will receive a ZERO (0) on the examination or quiz and are subject to Article 7 Violations of Academic Conduct of the TAMIU Honor Code Rules. This includes:
13. Students in possession of cell phones or any other electronic device during an examination (i.e., mobile phones, smartwatches, earbuds, or tablets).
14. Students found obtaining or suspected of obtaining information from sources other than what has been allowed by the faculty or proctor
15. Student failure to follow these guidelines will result in an automatic zero on the exam

Online Calculator Only
No graphing, scientific, or other handheld calculators are allowed during the exam. The HESI platform has a built-in calculator that can be used. If an exam is set up with the option to allow any other type of calculator besides the online one that is available, the ProctorU team will remove it from the permitted resources and reach out to the instructor directly advising them of the updated policy and guidelines provided to us by Elsevier.

No Headphones
No headphones/ earplugs are to be allowed unless an accommodation is listed for the test taker prior to the test taker's scheduled appointment