

# Department of

## COURSE title, number, credit value, Course delivery format

### Course meeting times, location

COURSE SYLLABUS: SEMESTER YEAR

## INSTRUCTOR INFORMATION

Instructor: (Name & Title)

Office Location:

Face-to-Face Student Support Hours:

Virtual Student Support (if applicable): (include Link and times)

Office Phone:

University Email Address:

Course Mode of Instruction: (select: Online, Hybrid, or Face to Face)

Preferred Form of Communication:

## COURSE DESCRIPTION

Include the [University Catalog](https://catalog.tamuk.edu/) description and any necessary prerequisites. You may also include a course overview (purpose, rationale).

## COURSE INFORMATION

Textbook(s) Required: (author, title, edition, ISBN, retail price new and used)

Textbooks(s) Recommended: (author, title, edition, ISBN, retail price new and used)

Technology Requirement(s):

Optional Text and/or Materials:

## STUDENT LEARNER OUTCOMES

Utilizing the guidelines below, list a minimum of three (3) Student Learner Outcomes (SLOs) in the table provided.

1. Expected Competencies/Knowledge/Skills upon successful completion
2. These should be measurable and observable.
3. Start with action verbs. Bloom’s Taxonomy Action Verb can be found [here](https://tilthighered.com/assets/pdffiles/revised_blooms_taxonomy_action_verbs.pdf).
4. Core Curriculum Objective Alignment: For each student learning outcome that teaches or reinforces one of the [core curriculum objectives](https://texas-sos.appianportalsgov.com/rules-and-meetings?$locale=en_US&interface=VIEW_TAC_SUMMARY&queryAsDate=08%2F11%2F2025&recordId=204501), add an abbreviation in the column noted. Not every student learning outcome will align, so it is okay for the cell to be empty. Abbreviations = Critical Thinking (CT), Communication (COM), Empirical and Quantitative Skills (EQS), Team Work (TW), Social Responsibility (SR), Personal Responsibility (PR). For example, if your student learning outcome is “Demonstrate the ability to synthesize information from published academic sources to answer a research question through a professionally formatted work”, you would add COM (and perhaps CT) in the Core Curriculum Alignment column.

| **Upon successful completion of this course, students will be able to:**  **NOTE: BEGIN each outcome with a VERB:** | **Core Curriculum Objective\* Alignment**  **CT, COM, EQS, TW, SR, PR** |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. [NOTE: Insert or remove row(s) as needed] |  |

\*Critical Thinking (CT), Communication (COM), Empirical and Quantitative Skills (EQS), Team Work (TW), Social Responsibility (SR), Personal Responsibility (PR).

## MARKETABLE SKILLS

List specific marketable skills that students who are successful in this course will gain. Include interpersonal, cognitive, and applied skill areas as applicable. These marketable skills may come from [NACE Competencies](https://www.tamuk.edu/careerengagement/_docs/nace-career-readiness-competencies-revised-apr-2024.pdf) and support TAMUK’s Quality Enhancement Plan (QEP).

## COURSE ASSIGNMENTS & ASSESSMENT

Describe the nature and format of course assignments.

| **Assignment Title or**  **Grade Requirement** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | [NOTE: Insert or remove row(s) as needed] |

## GRADING

Grading procedure, components of final grade and weight assigned to each component.

Final grades in this course will be based in the following manner:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or Below

## COURSE SCHEDULE

Provide specifics. This includes the sequence and topics to be covered at each class meeting, with required readings and assignments. Delivery format for each meeting if the course is offered as a hybrid class and dates of synchronous meetings for online classes (if applicable). Due dates for assignments, dates of exams (including final exam), field trips, or other events (if applicable). Last day to drop class.

*DISCLAIMER – (what aspects of the schedule may be subject to change and how changes will be announced)*

| **Week** | **Topics and Chapters** | **Assignments** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### INSTRUCTOR’S POLICIES

#### Attendance

Instructor’s policies regarding attendance, such as tardiness, unexcused and excused absences, including formal university-approved absences for sanctioned events (e.g., athletic and band travel).

#### Late/Missing Work/Extra Credit

Instructor’s policies regarding late, missing, make-up work, and extra credit.

#### Other Course Policies (if applicable)

Other policies may include class participation and decorum, academic dishonesty and misconduct, lab safety (if applicable), and cell phone and laptop (or other electronic device) use.

#### Use of AI in the Classroom

While you are not required to use one of the provided statements below, you should include a statement governing the use of these tools in your classes. Delete the two you do not select. You can also modify one to meet your instructional objectives. **Given the skills employers are demanding, prohibiting the use of AI is highly discouraged.**

Prohibited use of AI tools

AI tools (such as ChatGPT) are not permitted for any stage or phase of work in this particular class. If you use these tools, your actions will be considered a violation of the University’s academic misconduct policy and may lead to disciplinary procedures.

Limited use of AI tools

During this class, there may be opportunities to make use of AI tools (such as ChatGPT). You will be informed as to when, where, and how these tools are permitted, along with guidance for attribution. Any use outside of this permission will be considered a violation of the University’s academic misconduct policy and may lead to disciplinary procedures.

Broad use of AI tools

AI tools (such as ChatGPT) are welcome in this class, provided that you properly cite when and how you use the tool. Using an AI tool to generate content without proper attribution qualifies as a violation of the University’s academic misconduct policy and may lead to disciplinary procedures.

### UNIVERSITY POLICIES

#### Six Drop Policy

The following provision does not apply to students with Texas public college or university credits prior to Fall 2007. The Texas Senate Bill 1231 specifies the number of course drops allowed to a student without penalty. After a student has dropped six courses, a grade of QF will normally be recorded for each subsequent drop. Additional information on Senate Bill 1231 is available at the Registrar’s Office at (361) 593-2811 and at [Academic Procedure: Drop Policy](http://www.tamuk.edu/registrar/RGAD_ACADEMICPROCEDURES/Drop-Policy.html).

#### Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disability. If you believe you have a disability requiring an accommodation, please contact the Disability Resource Center (DRC) as early as possible in the term at (361) 593-3024. DRC is located in the Student Health and Wellness building at 1210 N. Retama St.

#### Classroom Conduct Expectations

Students are referred to the *Student Code of Conduct* section of the [Student Handbook](http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf). Students are expected to assume individual responsibility for maintaining a productive learning environment and conduct themselves with the highest regard for response and consideration of others. Ongoing or single behaviors considered distracting will be addressed by the faculty member initially, but if the behavior becomes excessive and the student refuses to respond to the faculty member’s efforts, the issue will be referred to the Dean of Students. In the case of serious disruptive behavior in a classroom, the instructor will first request compliance from the student, and if the student fails to comply, the instructor has the authority to ask the student to leave the classroom. The student is expected to comply with the instructor’s request and may subsequently contest this action using procedures established by the department. If the student fails to leave after being directed to do so, assistance may be obtained from other university personnel, including the University Police Department. The incident shall be handled as an academic misconduct matter using established departmental procedures for academic misconduct to determine if the student should be allowed to return to the classroom.

#### Academic Misconduct

Students are expected to adhere to the highest academic standards of behavior and personal conduct in this course and all other courses. Students who engage in academic misconduct are subject to university disciplinary procedures. Students are expected to be familiar with the current Student Handbook, especially the section on academic misconduct, which discusses conduct expectations and academic dishonesty rules. Academic dishonesty includes but is not limited to:

1. Cheating: deception in which the student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the professor on assignments or examinations.
2. Aid of academic dishonesty: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation, and/or paraphrase of someone else’s work, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the internet and submitting them as one’s own work also constitutes plagiarism. Please be aware that the University subscribes to the Turnitin plagiarism detection service. Your paper may be submitted to this service at the discretion of the instructor.
5. Lying: deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
6. Bribery: providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
7. Threat: an attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code violation.

Other forms of academic misconduct include, but are not limited to:

1. Failure to follow published departmental guidelines, professor’s syllabi, and other posted academic policies in place for the orderly and efficient instruction of classes, including laboratories, and the use of academic resources or equipment.
2. Unauthorized possession of examinations, reserved library materials, laboratory materials, or other course-related materials.
3. Failure to follow the instructor's or proctor’s test-taking instructions, including but not limited to not setting aside notes, books, or study guides while the test is in progress, failing to sit in designated locations, and/or leaving the classroom/test site without permission during a test.
4. Prevention of the convening, continuation, or orderly conduct of any class, lab, or class activity. Engaging in conduct that interferes with or disrupts university teaching, research or class activities such as making loud and distracting noises, repeatedly answering cell phones/text messaging or allowing pagers to beep, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly leaving and entering the classroom or test site without authorization, and making physical threats or verbal insults to the faculty member, or other students and staff.
5. Falsification of student transcript or other academic records; or unauthorized access to academic computer records.
6. Nondisclosure or misrepresentation in filling out applications of other university records.
7. Any action which may be deemed as unprofessional or inappropriate in the professional community of the discipline being studied.

#### Harassment/Discrimination

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law. This includes reports involving sexual harassment, sexual assault, dating violence, domestic violence, stalking based on sex, sexual exploitation, and other sex-based misconduct. Supportive measures and/or administrative processes are available for any reports involving sexual harassment, sex-based misconduct, discrimination, or related retaliation. Reports may be initiated with the Office of Compliance at (361) 593-4758, with the complainant’s immediate supervisor, a department head, a supervisory employee, any faculty or staff, or the Dean of Students at (361) 593-3606. Reports that involve crimes may also be reported to the University Police Department at (361) 539-2611 or another policing agency that has jurisdiction.

Please note that all faculty and staff are mandated reporters, except for counselors at Student Health and Wellness, who are considered confidential reporters. Confidential reporters will not disclose any identifiable information regarding an incident that is made known to them. However, they may be able to provide information on where supportive measures can be obtained and administrative processes initiated. A mandated reporter (any faculty and staff) is required to report any incident that is made known to them, while they are working within their job description, to the Office of Compliance, Lewis Hall, Suite 130, 361-593-4758, [titleix@tamuk.edu](mailto:titleix@tamuk.edu). This includes incidents that have occurred on or off campus. For those who wish to remain anonymous and are not reporting a mandated report, anonymous reporting is available at <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>.

#### Pregnant and Parenting Students

Texas A&M University-Kingsville does not tolerate discrimination of pregnant or parenting students. Students who are pregnant or parenting may not be denied access to any program or activity on the basis of their pregnant or parenting status. Any pregnant students, or students planning on becoming pregnant, should consult their health care provider to determine what, if any, accommodations are needed, based on their individual situation. Temporary leave for pregnant or parenting students due to medical necessity may also be available. It is the responsibility of the student to communicate their needs to the faculty member or the Office of Compliance as soon as possible to allow for the timely review of requests for alternative arrangements and/or accommodations. To communicate health circumstances or to request additional information (accommodations, leave, lactation rooms, pregnancy parking permits, etc.), the following individuals may be contacted:

*Pregnant Students:*

Tasha Clark, Office of Compliance, Lewis Hall, Suite 130, 361-593-4758, [TitleIX@tamuk.edu](mailto:TitleIX@tamuk.edu)

*Parenting Students:*

Jo Elda Castillo-Alaniz, Student Health and Wellness, 1210 N. Retama Street, Health & Wellness Building, 361-593-3991 or 361-593-2382. [Jo.alaniz@tamuk.edu](mailto:Jo.alaniz@tamuk.edu)

## UNIVERSITY SUPPORT SERVICES

| **Name** | **Services** | **Contact** |
| --- | --- | --- |
| **Pathways Academic Assistance Center** | * Tutoring and academic support, in-person and online * Peer Tutors help provide a solid academic foundation that enables students to become confident, capable, independent learners * Tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals | Location: Jernigan Library, 220  Phone: 361-593-5223  Email: [paactutoring@tamuk.edu](mailto:paactutoring@tamuk.edu)  Website: [PAAC Tutoring](https://www.tamuk.edu/studentsuccess/PAAC)  Appointments: [javsuccess.tamuk.edu](http://javsuccess.tamuk.edu/)  IG: tamuksuccess\_squadQRcode for PAAC Tutoring Website |
| **Writing Center** | * Writing consultation in-person and online * Writing consultants assist students with writing assignments at any stage of the writing process: understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources | Location: Jernigan Library, 217  Phone: 361-593-2744  Email: [success@tamuk.edu](https://studentstamuk-my.sharepoint.com/personal/kucg2001_tamuk_edu/Documents/Desktop/success@tamuk.edu)  Website: [Writing Center](https://www.tamuk.edu/studentsuccess/writingcenter)QR code for Writing Center Website |
| **Success Peer Mentoring** | * Mentors strive to increase students’ connections with the University & Kingsville community * Mentors refer students to resources, including experiential learning opportunities (e.g., research, internships, global study, etc.) * Mentors facilitate student success strategies (e.g., time management, motivation, organization, healthy habits, study/test-taking, etc.) | Location: Jernigan Library, 210 & 242  Phone: 361-593-5800  Email: [success@tamuk.edu](https://studentstamuk-my.sharepoint.com/personal/kucg2001_tamuk_edu/Documents/Desktop/success@tamuk.edu)  Website: [Success Mentoring](https://www.tamuk.edu/studentsuccess/mentoring)QR code for Success Mentoring Website |
| **Jernigan Library** | * Check out books, laptops, calculators, reserve materials and more. (<https://libguides.tamuk.edu/access>) * [LibGuides](https://libguides.tamuk.edu/home) provides information concerning online research help for a variety of subjects * Computer lab on the first floor * [South Texas Archives](https://archives.tamuk.edu/) on the third floor, houses archival materials documenting the rich history of both South Texas and the University | Location: 1050 N. University Blvd.  Phone: 361-593-3319  Email: [Ask Us!](https://libguides.tamuk.edu/LibraryServices/AskLibrarian)  Website: [Library](https://lib.tamuk.edu/)  QR code for Library website |
| **Mental Health & Well-Being** | * Provide students with essential knowledge and tools to understand and support mental health. * Personal counseling focuses on short-term treatment goals to facilitate adjustment, improve functioning, and address acute symptoms that may impede student success * U-Turn Program helps students identify their academic strengths and opportunities for growth * Next Steps Career Counseling Program assists students who are unsure of their major, career, or future goals/plans * After-hours crisis support through UPD 361.593.2611 * 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 for guidance and support whenever it is needed | Location: 1210 N. Retama St.  Phone: 361-593-5080  Email: [counselingservices@tamuk.edu](mailto:counselingservices@tamuk.edu)  Website: [Counseling](https://www.tamuk.edu/shw/counseling-services)  Suicide & Crisis Lifeline: call/text 988  Telus app  QR code for Telus ApplicationQR code for Counseling website |
| **Disability Resources** | * Ensure equal access and full participation in the college experience and programs for students with disabilities * Facilitate reasonable academic accommodations for students on a case-by-case basis that aid in academic success * Help students navigate barriers to access in academic and campus life * Empower students to self-advocate and understand their ADA rights and responsibilities | Location: 1210 N. Retama St.  Phone: 361-593-3024  Email: [drc.center@tamuk.edu](mailto:drc.center@tamuk.edu)  Website: [Disability Resource](https://www.tamuk.edu/shw/drc/index.html)QR code for Disability Resource website |
| **Advising** | * Advisors ensure students stay on track to meet their degree plan needs * Helps students set and reach academic and personal career goals * Assists students in finding educational opportunities & campus resources | Location: Various Locations  Phone: 361-593-3935  Email: [success@tamuk.edu](https://studentstamuk-my.sharepoint.com/personal/kucg2001_tamuk_edu/Documents/Desktop/success@tamuk.edu)  Website: [Academic Advising](https://www.tamuk.edu/studentsuccess/advising.html)QR code for Academic Advising website |
| **Career Engagement** | * Resume reviews & practice interviews * Strategic career & alumni mentoring connections * Work study & on-campus job-finding assistance * Internships & full-time jobs in Javelina Careers powered by Handshake * Career Expos | Location: Sam Fore Hall, Rm. 208  Phone: 361-593-2217  Email: [hirejavelinas@tamuk.edu](https://studentstamuk-my.sharepoint.com/personal/kucg2001_tamuk_edu/Documents/Desktop/hirejavelinas@tamuk.edu)  Website: [Career Engagement](https://www.tamuk.edu/careerengagement/)QR code for Career Engagement website |
| **Student Government Association** | * Acts as the official voice of the student body, representing students’ interests & advocating for their needs to the administration & faculty * Organizes social, cultural, and educational events that enhance student life & promote community engagement on campus * Provides students with opportunities to develop leadership skills through elected positions & involvement in committees * Ensures an open line of communication with university administration through collaboration with student organizations and clubs | Location: Jernigan Library, 3rd Floor  Phone: 361-593-3610  Email: [sga@tamuk.edu](mailto:sga@tamuk.edu)  Website: [TAMUK SGA](https://www.tamuk.edu/sga/) |