Syllabi Model
Items in RED are required. Items in blue are recommended.

Course Number and Section   Name of Instructor
Class meeting time and location   Office:
Fall 2024   Office Hours:
Office Telephone: E-Mail:

Course Title

Course Description

Insert a brief description of the course. This can be copied from the course catalog.

Learning Objectives
(Student learning objectives)

- 1
- 2
- 3 and so on

Major Course Requirements

Brief description of each major course requirement – assignments, projects, quizzes and exams, etc., and associated points or weights of each.

Required or Recommended Readings

Lists of required/recommended texts and reading.

Textbook:

Recommended or Supplemental Reading:

Website: (required if on-line course)

The Website that accompanies and is coordinated with this course … www.learnthesubject.com

List of Supplies (if applicable)

Rev. 5/2/2024

State Adopted Proficiencies/TExES competencies (COE)

Course Policies

Attendance/Tardiness

Late work and Make-up Exams

Extra Credit

Cell Phone/Electronic Device Usage

Preferred methods of scholarly citations

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in (========).

AI Permission/Prohibition Statement (following are sample statements according to usage permission)

Permit AI with Conditions

- As a part of this course, students may have the opportunity to interact with AI tools, such as ChatGPT, for educational purposes. These tools can provide valuable insights and assistance in understanding course material, generating ideas, and enhancing learning experiences. However, it's important to note that while AI tools can be helpful, they are not a substitute for critical thinking, creativity, and human judgment. Students are expected to use AI tools responsibly, acknowledge their limitations, and critically evaluate the information provided by these tools. It's also crucial to consider ethical considerations, such as bias and privacy when using AI assistance in this course or any other educational context. The use of AI tools should align with the course objectives and policies, and students should always properly cite and acknowledge the use of AI tools in their work. The instructor will provide guidance and support on the responsible use of AI assistance, and students are encouraged to seek clarification or raise any concerns they may have regarding the use of AI tools.
- Generative AI: This course (will use or allows usage of) generative AI tools, such as ChatGPT or OpenAI API for instructional use, assignments, and projects. Use of shared accounts is not permitted.
- Using Generative AI Tools: Use of generative AI tools is allowed as assistive learning tools to understand and clarify concepts or simplify labor-intensive tasks; however, such tools do not replace research, use and citation of reputable original sources of work, such as books, journal articles,

patents, and other as relevant to this course; nor does use of such tools replace critical thinking, analysis and interpretation of results by the student. Students are responsible for their academic integrity when representing their knowledge and skills when using such tools and other sources.

Prohibit AI

- We recognize that various AI tools are available to assist with different tasks. It must be underlined that these are not a substitute for human knowledge, logic, and critical thinking. As our class focuses on developing a foundational understanding of computing and programming, using such tools cannot contribute positively to your skills. Therefore, using AI tools to get academic credit is prohibited in this class, and any violation will be considered a breach of TAMU-CC's Student Code of Conduct.
- The use of artificial intelligence (AI) or other automated writing tools to complete assignments is strictly prohibited in this class. Any evidence of the use of AI will be considered a violation of academic integrity and will be met with a failing grade for the assignment and may result in further disciplinary action. It is the responsibility of each student to ensure that all work submitted for this class is their own original work, written and completed without the use of AI or other automated writing tools.
- Special Note: If the instructor suspects that a student engaged in academic dishonesty, cheating, and/or plagiarism for any of the course's assessments involving the use of third party individuals, groups, or technology (e.g., unpaid outsourcing, traded goods or services, paid goods or services, artificial intelligence and related machine learning systems, programs, software, applications/apps, etc.), the student will be required to have an in-person oral defense of the subject matter, content, format, resources, etc. with the instructor and another university faculty member or administrator present to determine the veracity and reliability of the student's work and mastery of material. Based on the results of the oral defense, consequences for academic dishonesty, cheating, and plagiarism include, but are not limited to, a failing grade for an assignment, a failing grade for the course, noncredit for an assignment, additional work, and/or direct referral to university officials.
- Respect for yourself and your education: I will strongly enforce the University's academic misconduct policies (for more information see section on academic misconduct). Collaboration or discussion about individual assignments with other persons, artificial intelligence, websites, or applications other than your instructor or other persons/materials approved by your instructor is considered cheating. As part of your introduction to the course, you will complete the CITI Plagiarism Training Module— more information on this is located on the course Canvas site. Sharing of course content or materials may also result in copyright infringement and will be considered a breach of academic conduct.

· Undergraduate and Graduate

The intent of academic integrity is to present your own original work on all assignments. Examples of Academic Integrity Violations include, but are not limited to, the following:

(1) Copying and pasting from the internet, without attribution,

(2) Copying and pasting from the textbook or other sources, without attribution,

(3) Using Artificial Intelligence applications to write, enhance, or alter your exam or assignment,

(4) Using Grammarly Go to write, enhance, or alter your exam or assignment,

(5) Forwarding your exam or assignment to another person for review and/or alteration,

(6) Paying a person, organization, or website to originate, review, write, or contribute to your exam or class assignment,

(7) Using unauthorized materials while taking an exam,

(8) Discussing an individual exam or assignment with another when not permitted, and

(9) Assisting another student by any of these means.

· Undergraduate

Generative AI Tools: Students may not use ChatGPT or any other similar generative AI tool programs to write any course assignments. Assignment files uploaded to Turnitin are checked for likelihood of being written with an AI program. Any student assignment Turnitin reports to be likely prepared by an AI program will be uploaded to ZeroGPT or a similar program. If that program likewise identifies the assignment as likely prepared by an AI program, the assignment will receive a zero score.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. ***Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.*** Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.   (   ) is the last day to drop a class with an automatic grade of "W" this term.

Classroom/Professional Behavior

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Statement of Civility **(can be in place of classroom/professional behavior)**

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high-quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Canvas and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Canvas) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

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.

Student Grade Appeals*

As stated in university procedure 13.02.99.C0.03, Student Grade Appeals, a student who believes that their final grade reflects academic evaluation which is arbitrary, prejudiced, or inappropriate in view of the standards and practices outlined in the class syllabus, may appeal the final grade given for the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. Student are encouraged to first discuss their final grade with the instructor prior to filing a grade appeal. For complete details on the grade appeal process, including the timeline, please review university procedure 13.02.99.C0.03, Student Grade Appeals at https://www.tamucc.edu/governance/rules-procedures/assets/13.02.99.c0.03-student-grade-appeals.pdf. For assistance and/or guidance in the grade appeal process, students may contact the Dean's/Director's office in the college/school in which the course is taught.

Disabilities Accommodations*

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 accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Civil Rights Reporting

Texas A&M University-Corpus Christi is committed to fostering a culture of caring and respect that is free from discrimination, relationship violence and sexual misconduct, and ensuring that all affected students have access to services. For information on reporting Civil Rights complaints, options, and support resources (including pregnancy support accommodations) or university policies and procedures, please contact the University Title IX Coordinator, Rosie Ruiz, at Rosie.Ruiz@tamucc.edu ext. 5826, or visit website edcs.tamucc.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, are not able to maintain confidentiality when it conflicts with their responsibility to report alleged or suspected civil rights discrimination that is observed by or made known to an employee in the course and scope of their employment. As the instructor, I must report allegations of civil rights discrimination, including sexual assault, relationship violence, stalking, or sexual harassment to the Title IX Coordinator if you share it with me. These reports will trigger contact with you from the Civil Rights/Title IX Compliance office who will inform you of your options and resources regarding the incident that you have shared. If you would like to talk about these incidents in a confidential setting, you are encouraged to make an appointment with counselors in the University Counseling Center.

Campus Emergencies*

At TAMU-CC, your safety is a top concern. We actively prepare for natural disasters or human-caused incidents with the ultimate goal of maintaining a safe and secure campus.

- For any emergency, dial the University Police Department (UPD) at **361-825-4444** or dial 911. It's a good idea to have the UPD emergency number (and non-emergency number 361-825-4242) saved in your cell phone.
- There are nearly 200 classroom telephones throughout campus. If you feel threatened or need help and don't have a cell phone, dial 4444 (emergency) or 4242 (non-emergency) to be connected to UPD.

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- If we hear a fire alarm, we will immediately evacuate the building and proceed outside and away from the building a minimum of one hundred feet.
  - Proceed to the nearest building exit or evacuation stairway. Do not use the elevator. Persons who need help navigating stairs should proceed to a marked Area of Rescue Assistance, if possible.
  - Persons with disabilities should speak with their faculty about how to best assist them in case of an emergency.
  - Review the evacuation route (see specific Building Emergency Plan).

- TAMU-CC employs the Code Blue Emergency Notification System, an alert system which connects the campus community during emergency situations.
  - The notifications include emails, text and pre-recorded messages, as appropriate.
  - Code Blue emergencies may include severe weather warnings, threats, school closures, delays, evacuations and other incidents which disrupt regular campus activities.
  - Students can update personal contact information anytime at https://emergency.tamucc.edu/contactform/

- Shelter in Place via Code Blue.
  - "Shelter-in-place" means to take immediate shelter where you are and may be implemented for severe weather, hazardous material spills, active shooters or other dangerous situations.
  - If there is a shelter in place for a **tornado warning**, our preferred location is the bottom floor of this building, away from windows and doors.

- Active Threat Protocol. There are three things you could do that make a difference if there is an active threat: Run, Hide, and/or Fight. For more information about the Run, Hide, Fight protocol, including what to do when law enforcement arrives, visit **page 5** of the *Quick Reference Guide to Campus Emergencies* https://www.tamucc.edu/finance-and-administration/facilityadministration/ehs/emergency-management/assets/documents/finalbooklet.pdf

For the *Quick Campus Guide to Campus Emergencies* (including a list of Areas of Rescue Assistance and additional protocols on assisting persons with physical disabilities, hurricanes, bomb threats, animal bites, crime reporting, elevator entrapment, etc.), visit https://www.tamucc.edu/finance-and-administration/facility-administration/ehs/emergency-management/assets/documents/finalbooklet.pdf

*Required by SACS or HB2504

Syllabi Model

Syllabus
(course outline)

Date(s)   General description of subject or activity of class session(s)

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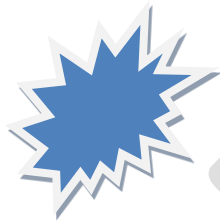Date(s)   General description of subject or activity of class session(s)

Etc.

Required   Recommended