



TEXAS A&M UNIVERSITY
SAN ANTONIO

MGMT 4311:900, Project Management, Spring 2022, CRN: 23491
Department of Management and Marketing, College of Business

Course Syllabus

Class Meeting Day & Time: Lecture Class, Hall Bldg, Rm 305, Thurs, 5:30 PM to 6:45 PM.

Class Duration: 01/10/2022-05/14/2022

Instructor: Nonie C. Cabana, DML
Office: Adjunct; By Virtual Appointment— Mon-Fri, 9 am to 5 pm (can see me after class)
Tel: 808 277-3033
E-Mail: ncabana@tamusa.edu
Student emails and/or Blackboard messages will receive a reply within 2 business days. Take Minutes/hours to respond if you use text: 808 277-3033

Course Website: <https://tamusa.blackboard.com/>

Office Hours: **Adjunct Faculty:** Available by virtual appointment

Catalog Course Description: This course examines the concepts, principles, and applications of project management in the business environment, including the study of project management procedures, project management tools, organizational structure, management of project team members, and the planning, organizing, and control activities necessary for good project. There will be an emphasis of information technology (IT) in the course lectures; however, projects do not have to include an IT component. Cross-listed with CISA 4311.
Prerequisite: Successful completion of the business prerequisites.

Course Objectives: This objective of the course is to provide a basic overview of project management as a tool for implementing and attaining an organization's strategic goals. Also, this course reviews the concepts and skills used by project managers to propose, plan, implement, monitor/control, and close projects in order to offer an organization a competitive advantage. In addition, this course outlines the most critical topics found in the Project Management Institute's Project Management Body of Knowledge (PMBOK), and offers insights into the significant knowledge areas and the process groups in this PMBOK.

Prerequisites: Successful completion of the business prerequisites. Students who do not meet the pre-requisites must contact the instructor immediately.

Student Learning Outcomes:

After successful completion of this course, students will be able to:

- Learn the concepts, tools and techniques, methods available to project managers,
- Understand the importance of work breakdown structures and networks for planning, scheduling, and controlling projects,
- Develop an awareness of potential conflicts and problems that can occur in the execution of projects,

- Identify appropriate approaches for successfully managing projects, and
- Formulate a framework for a complete computer-based information system for managing projects.

AACSB Assessment:

The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery of the above course outcomes.

Required Materials:

Textbook: E. W. Laron and C. F. Gray; Project Management: The Managerial Process, 8th Edition, 2020, ISBN 978-1-260-736151 You can purchase the ebook/hard copy using TAMUSA Bookstore, online resources or other resources that gives the best deal. You can rent or buy.

Blackboard: Connect to <http://tamusa.blackboard.com>. User ID is the J or K Number (K00001234). Password is the Date of Birth (MMDDYY). You will have Announcements, PowerPoint presentations, and other supplementary materials in Blackboard. All class communications will be primarily through Blackboard messages and secondarily via Texas A&M University email messages, and students should monitor these several times a day.

Other Recommended / Reading Materials: Additional reading materials are available on specific websites, as may from time to time be recommended by the Instructor. See the Recommended Outside Reading section of this syllabus.

Course Requirements Every Student Must Fulfill in Order to Succeed in This Course:

1. Students should check the Course Calendar, Announcements, and Messages (email) systems in Blackboard on a regular basis.
2. Students should keep current with all course assignments and examinations.
3. Students should ask questions and communicate with the Instructor either in class, online, off-line, or by appointment before or after class.
4. For all classwork, exams, quizzes, etc., if students are completing them off-campus, then they are responsible for availability of Internet connectivity. Extensions will not be granted for lack of availability of Internet connections.

Grading Policy: The final course grade will be based on the student’s performance on the attendance and class participation, examinations, class project, and end of chapter cases using the following weights:

Class Participation	10%
Discussion Boards (Take Away)	20%
Exams 1-4 (25 Questions)	20%
Class Project	30%
TOTAL	100%

The final letter grades will be assigned as follows: Above 90+% ⇒ A; 80 – 89% ⇒ B; 70 – 79% ⇒ C; 60 – 69% ⇒ D; Below 60% ⇒ F.

Class Participation: This is a face-to-face class. Students are expected to attend and be on time for all class meeting sessions, consistent with the usual and customary practice for all classes, including Hybrid classes. A vital part of every student's education is regular attendance of class sessions. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class as well as Chapter text and PowerPoint presentations. This class covers a lot of material, and most students find at least some parts of it difficult. Class participation is highly encouraged, as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask probing questions, enthusiastically participate in class discussions and problem solving, and visit/contact the instructor by appointment before or after class in case of questions or concerns. Good attendance and participation will enhance the student's learning experience. Failure to attend and be on time for all class sessions will negatively impact the grade for this part of the class. Moreover, the absence of active participation in class discussions also will adversely affect this grade.

This course is intensive and challenging, and students are expected to master the materials presented in class. The structure of the class makes the student's individual study and preparation outside of class extremely important, and such preparation may vary considerably based on each student's background. However, a MINIMUM of two (2) hours of work outside the class is expected for every one (1) hour of class period per week. Time spent may be longer when assignment/exams are due. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

Discussion Board (DB)s: DBs consist of key take away from assigned chapters. Each week, students are responsible to answering questions from Discussion Boards with two threads. Use of source required. Minimum words: 300-word essay. Each DB weekly answers carry 10 points. It is imperative you address each DB question posted weekly for it carries 20% of your grade.

Class Project:

Class would have four teams (4 per team), two would be assigned as team observers and professor assistants (done by raffles). Each team would select a project that is topical and relevant to this day's society. Example can include how PM is conducted on the following:

- 1) Amazon's Blue Origins
- 2) Tesla Trucks
- 3) Tesla Gigafactory
- 4) Black Riffle Coffee
- 5) USAF KC 46
- 6) Virgin Galactic Space
- 7) Key Stone XL Pipeline
- 8) Hyper Loop Link
- 9) Ghana's first satellite launched To Space

Each student would complete Peer Evaluation Form to ensure each student carries equal share and equity of the project. This arrangement prevents other students for relying too much on others. This project carries 30% of your final grade. So high expectations are set for this project as this class is also a senior class.

Examinations 1-4 would-be multiple-choice format: Students are expected to master the materials for Week Four **Exam One** covering chapters 1-4; Week Eight **Exam Two** covering chapters 5-8; Week 12, **Exam Three** covering chapters 10-12; and week 16 **Exam Four** covering chapters 14-15. The focus of the questions centers on the take away of the chapters. There would be a review a week prior to the Exam. **Note: Three questions from each Team Project Presentations would be included on Exam 4 (a total of 12 questions).**

As a general rule, NO make-ups will be offered for any missed exams. Make-ups may be administered only in unusual circumstances, such as an excused official university activity, a severe illness, or a dire emergency. However, students must provide comprehensive documentation within a few days of the missed exam. (See Specific Class Policies) After discussing the opportunity for a make-up examination with the Instructor, an alternate date and time may be identified for taking the exam at an approved Proctoring location. Exams not taken at the scheduled class time may be penalized due to lateness.

Recommended Outside Reading: The following are some recommended outside reading sources that will give the student a better understanding of Project Management principles and practices. These are:

Project Management Institute (<https://www.pmi.org/>),

Google Project Management (<https://www.projectmanager.com/google>),

What is Project Management? (<https://www.apm.org.uk/resources/what-is-project-management/>),

Project Management Journal (<https://www.pmi.org/learning/publications/project-management-journal>),

Journal of Modern Project Management (<https://www.pmi.org/learning/publications/project-management-journal>), and

CIO (<https://www.cio.com/category/project-management/>),

Class Expectations:

The Instructor's expectations for this class are as follows:

- Students should read and understand the Spring 2022 Class Schedule on the last pages of this syllabus, and ask any virtual questions of the Instructor that will assure their understanding of the provisions and information set forth in this schedule.
- Students are expected to complete their weekly due diligence posted on the Discussion Boards (DBs). Possible exceptions are stated in the Participation and Specific Class Policies sections of this syllabus.
- Students should read the assigned textbook chapter(s) as well as PowerPoint material as weekly assigned and adhered to a minimum of three (3) threads on the DBs. Moreover, students should ask the Instructor any questions concerning this material.
- Students are expected to complete four exams—Exam 1 thru Exam 4 occurring on Week 4, Week 8, Week 12 and Week 16. They should devote the necessary preparation time in order to achieve a good grade for each exam.
- Students should make every effort to communicate effectively (i.e., clearly, confidently, and convincingly) whether verbally in class participation or in writing in submittal of the inputs on the DBs. They should practice the art of reading critically, thinking logically (yet creatively), and writing compellingly and coherently. Good written communication also means writing free of common grammar, syntax, and diction errors, implying that the writer takes the time to draft, edit, and revise his/her work.

- Students should, as adult learners, engage in active listening and interactive learning to strengthen their critical thinking, analytical, and problem- solving skills.

Specific Class Policies:

Class Absences and Late Submittal of Weekly Due Diligence and Exams:

All students should recognize that it is unfair to their fellow students to not fully participate in class activities and to submit assignments on time. Therefore, all assignments are expected to be completed by due dates set for this class. There will be absolutely **NO** opportunity for extra work as a means of improving the course grade. There will be **NO** exception to this policy.

In addition, the following also will apply.

- Except for a personal medical emergency without any prior indication, the student is expected to work ahead and complete all assignments and anticipate or accommodate possible/potential crises.
- A personal Medical Emergency or Serious Acute Illness: All medical emergencies and illnesses must be verified by a note on letterhead by an M.D., D.O., P.A., or R.N. The Instructor usually will not accept a note from other health professionals (e.g., Ph.D., MSW, D.C., Physical Therapist) because their professional functions rarely involve medical emergencies or acute illnesses.
- A personal Accident or Police Emergency: The Instructor will require an accident report or note on letterhead from an appropriate law enforcement officer to accept late work due to accidents or police emergencies (e.g., assault on student, student taken hostage, detained witness of a crime).
- A personal Unforeseen Jury or Witness Duty: The Instructor will require a note on letterhead from a judge or attorney stating you had no advance notice of duty to accept late work due to jury or witness duty.
- A personal Unforeseen Military Deployment or Activation: The Instructor will require a note on official letterhead from the student's commanding officer stating he/she had no advance notice of deployment or activation.
- Funerals for Immediate Family Member (e.g., parents, siblings, children, grandparents): The Instructor will require a copy of the obituary or a note from a minister or funeral director.

Please note even the above is acceptable only at the discretion of the Instructor.

Class Conduct and Civility Code:

Everyone in class is expected to follow all rules in the Student Handbook, as well as common courtesy during classroom lectures and discussions, including the following:

- Attendance will be taken at the beginning of the class. Students are expected to be in class on time and to remain until the end of the class.
- It is the students' responsibility to obtain and be able to use the required materials and software for this class.
- Students must retain submitted copies of all assignments and graded work, if provided by the Instructor, for verification purposes, and they should provide it to the Instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.
- Talking while the Instructor is lecturing or a student is speaking is extremely disruptive and discourteous to the Instructor and other students.

- Using computers or cell phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All such phones and other electronic devices should be turned **OFF** and headphones removed.
- For any questions about the exams and assignments, a student should contact the Instructor, well in advance of the day they are due, so the Instructor may have enough time to provide feedback.
- All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The Instructor will reply to a student e-mail messages and voice messages within two (2) business days (Monday–Friday).
- All assignment submissions must be uploaded to Blackboard by the due date and time. The submission window may close or marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

The provisions and information set forth in this syllabus are intended to be informational and not contractual in nature. The Instructor reserves the right to amend, alter, change, or delete, provisions of this syllabus. All the changes to this syllabus and the following Class Schedule will be announced in class, and students are responsible for all announcements made in class or via the Blackboard for this class.

University Policies:

Drop Policy

You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at www.tamusa.edu. The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website (www.tamusa.edu). If you wish to drop the class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the university catalog.

Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which includes class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

Jaguar Writing Center

The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center can be contacted by email at: Student.Success@tamusa.edu or by phone at (210) 784-1307, or by visiting its web page from www.tamusa.edu.

Jaguar Tutoring Center

The Tutoring Center at Texas A&M University–San Antonio provides academic assistance to students in TAMU-SA’s schools of Business, Education, and Arts and Sciences. Literacy tutors help students develop reading skills, prepare oral presentations, and plan, draft, and revise their papers. Business tutors provide individual assistance in statistics, accounting, and math. The goal of TAMU-SA tutors is to empower students to succeed academically. The tutoring center can be contacted by email at: Tutoring@tamusa.edu or by phone at: (210) 784-1332, or by visiting its web page from www.tamusa.edu.

University Email Policy and Course Communications

All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357. **However, for this class students will communicate with the Instructor via the Blackboard platform. Use only text for immediate response to get clarity.**

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

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 accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

Academic Misconduct Policy

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the Office of Student Rights and Responsibilities. Academic dishonesty is a violation of the Student Code of Conduct; therefore, the instructor **SHALL** report any form of academic dishonesty to the Office of Student Rights and Responsibilities. Please review the Student Handbook for a complete description of the process. Penalties for academic

dishonesty may range from a grade of F on the particular paper or in the course to expulsion from the University.

Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work or discussion on publicly accessible forums or on social media is not permissible.

Key Dates:

The complete academic calendar is available online.

<http://www.tamusa.edu/provost/academicresources/FallSpringSummerCalendars/fall.html>

COVID-19 Policy:

COVID-19 protocol

If you have COVID-19 symptoms, had exposure to COVID-19, and/or are confirmed to have COVID-19, refrain from coming to campus and self-report in the online COVID-19 Reporting Portal found at: https://redcap.link/TAMUS_COVID_PORTAL for further guidance.

Hybrid Class—Face-to-Face and Online Assignments

Week	Dates	Chapter and Topic	
1	Jan 13	<p>No Class: In lieu thereof, google Ted Talk on this topic/subject and write a 200-word essay on the BB Discussion Boards Homework: Read Introductions & Course General Overview Before Class: Read the text and View PowerPoint Slides for Ch. 1 Modern Project Management BB Discussion Boards: Chap 1 Relevance and Application (300 Word Essay) Due Jan 16.</p>	Access E-Text Do Discussion Boards Due Diligence (DDBDD)
2	Jan 20	<p>Before Class: Read the text and View PowerPoint Slides for Ch. 2 Organizational Strategy and Project Selection. BB Discussion Boards: Chap 2 Relevance and Application (300 Word Essay) Due: Jan 23. Assign a Team Project (4 Teams). Review for Exam (Focus on Chap 1-4 Learning Objectives. Team Huddle</p>	DDBDD
3	Jan 27	<p>BB Discussion Boards: Chap 3 Organization Structure and Culture. DD Boards: Chap 3 Relevance and Application (300 Word Essay) Due: Jan 30 Exam One Review (focus on the learning objectives of Chaps 1-4) for 80% of the exams emanate from them and 20% from discussions. Review for Exam One Team Huddle</p>	Holiday, Review Chap 3 and do DDBDD
4	Feb 3	<p>Exam One (25 Questions). Chap 4: Defining Projects BB Discussion Boards: Chap 4 Relevance and Application (300 Word Essay) Due: Feb 6</p>	DDBDD Review for Exam 1, Exam 1
5	Feb 10	<p>Post Exam One Review, Chap 5: Estimating Project Times and Costs. Team huddle. BB Discussion Boards: Chap 5 Learning Objectives (300 Word Essay) Due: Feb 13 Team Huddle</p>	DDBDD Post Exam Review
6	Feb 17	<p>Before Class: Read the text and View PowerPoint Slides for Ch. 6 Developing a Project Plan. Team huddle. BB Discussion Boards: Chap 6 Relevance and Application (300 Word Essay) Due: Feb 20 Team Huddle Note: For Field Experience Observation due on Week 10, March 24, begin the process of setting an appointment with Project Managers you would find</p>	

		in Engineering/Architectural offices in San Antonio. You can do it sooner.	
7	Feb 24	Before Class: Read the text and View PowerPoint Slides for Ch. 7 Managing Risks. Team Huddle Exam Two (Mid Term Exam) Review (focus on the learning objectives of Chaps 5-8) for 80% of the exams emanate from them and 20% from discussions. BB Discussion Boards: Chap 6 Relevance and Application (300 Word Essay) Due: Feb 27. Team Huddle	Mid Term Review DDBDD
8	March 3	Mid Term Exam (Exam 2) BB Discussion Boards: Chap 8 Scheduling Resources and Costs Discussion Boards: Chap 8 Relevance and Application (300 Word Essay) Due: March 6	Exam 2 DDBDD
	March 7-13	Spring Break	DDBDD
9	March 17	Post Mid Term Exam Review. In Progress Review of your Team Project Presentations Read the text and View PowerPoint Slides for Ch. 10: Being and Effective PM BB Discussion Boards: Chap 10 Relevance and Application (300 Word Essay) Due: March 20	
10	March 24	Field Experience Observation. Each student presents a 3-minute “aha” finding of your observations. Visit places like Architecture/Engineering Offices in the local area and schedule an appointment with the Project Manager. Do it early on.	Hands On Training/Observation
11	March 31	Exam Three Review Before Class: Read the text and View PowerPoint Slides for Ch. 11 Managing Project Teams. Brief Review of Exam 3 (focus on Chaps 10-12 Learning Objectives (LOs). 80% of the exams come from LOs and 20% from discussions. Team huddle BB Discussion Boards: Chap 11 Relevance and Application (300 Word Essay). Due: Apr 3 Team Huddle	Exam 3 Review DDBDD
12	Apr 7	Exam 3 (25 Questions) Chap 12: Outsourcing: Managing Interorganizational Relations BB Discussion Boards: Chap 12 Relevance and Application (300 Word Essay) Due: Apr 10	DDBDD, Exam 3
13	Apr 14	Before Class: Post Exam 3. Review Read the text and View PowerPoint Slides for Ch. 14 Lean Supply Chains and Chap 15, Logistics, Transportation and Distribution. Team huddle. Dry Run Team Project Presentations.	Post Exam Review DDBDD

		BB Discussion Boards: Chap 14 Relevance and Application (300 Word Essay) Due: Apr 17 Complete Peer Evaluation, Final Exam Review (Focus on Chap 14 and 15 Learning Objectives) and discussions. Team Huddle	
14	Apr 21	Class Project Presentations. Each team has 10 minutes and 2 minutes Qs and As. Timer assigned.	DDBDD
15	Apr 28	Continue Class Project Presentations. Each team has 10 minutes and 2 minutes Qs and As. Timer assigned. Final Exam Review	Class Project Presentations Final Exam Review
15	May 5 to 6	Reading Days	No class.
16	May 12	Final Exam, (Exam 4), See Calendar Schedule	Final Exam

Key Dates:

Jan 26: Census due.

Apr 15: Last day to drop with Withdrawal "W".

Apr 29: Last day to withdraw.

IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Persons with Disabilities: The Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for individuals with disabilities. Title II of the ADA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodations of their disability. If you have a disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dss@tamusa.edu.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Student's access Navigate through Jagwire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

Counseling Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8 a.m. and 5 p.m., Monday – Friday. After-hours crisis support is available by calling 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent. All mental health services provided by the SCC are free, confidential (to the extent permitted by law), and are not part of a student's academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff, and faculty who are registered in JagE Alert, will have the option to receive a text message, email, and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing Center: The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can schedule appointments with the Writing Center in JagWire under the student services tab. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at www.tamusa.edu/Writing-Center. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. In addition, you may notify the instructor if you are comfortable doing so.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, about special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person, Room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under A&M System policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity: We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the classroom, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.

- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about an incident of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

Students' Rights and Responsibilities: The purpose of the following statement is to enumerate the essential provisions of students' freedoms and responsibilities to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System, including the A&M-San Antonio Student Code of Conduct.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

2. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, genetic information, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.
2. A student has the responsibility to be fully acquainted and compliant with the University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and in the University Catalog.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official University notifications.
6. We expect that students 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.