



TEXAS A&M UNIVERSITY SAN ANTONIO

Departamento de lengua, literatura, y arte Spanish 3301, Advanced Spanish Grammar Asynchronous online, Fall 2026

Course Description

A review of the basic principles of Spanish grammar to be followed by a detailed study of the finer points of grammar and syntax. TSI Restriction(s): Reading, Math, and Writing.
Prerequisite: SPAN 2312 or 2315. (TAMUSA Catalog description)

Este curso se enfoca en una aproximación sociolingüística y descriptiva del uso de la gramática del español. El curso considera las estructuras lingüísticas del lenguaje y explora las variaciones que existen en diferentes países, incluyendo los Estados Unidos. Veremos el papel que juegan las sociedades en moldear los patrones del lenguaje para analizar el contenido del curso. En este curso estudiaremos diferentes temas gramaticales, aprenderemos la terminología para describirlos, y practicaremos cómo analizar y practicar usando estas estructuras en varias formas y al ver cómo se manifiestan en diferentes contextos sociales y regiones donde se usa el español.

Course Credits: 3 credits

Teaching Professor: Yanina Hernández

Zoom virtual office hours: Tuesday and Thursday 11:00 am - 12:00 pm, and by appointment

Email: yanina.hernandez@tamusa.edu

Required Textbook and Materials:

- Potowski, K., & Shin, N.L. (2025). *Gramática española. Variación social*. 2nd ed. London: Routledge. (REQUIRED).
- Additional readings will be assigned and made available on Blackboard.

Course Objectives

Upon successful completion of this course, you will be able to:

- Demonstrate advanced speaking and listening proficiency;
- Use accurate terminology to describe linguistic features of Spanish;
- Apply grammatical concepts studied in class to analyze written and spoken Spanish;
- Produce written texts that accurately apply the grammatical concepts studied in class;
- Describe different value judgements associated with variations of grammatical structures in the Spanish-speaking world;
- Describe the ways in which Spanish language use varies according to place, context, and among different groups;
- Use Spanish in ways that create grammatical, accurate meaning and polish production so that communication is more precise across different linguistic contexts.

Instruction and Evaluation Activities

A variety of learning activities are designed to support the course objectives, facilitate different learning styles, and build a community of learners. Learning activities for each module include the following: participation, homework, quizzes, writing assignments, and a final project.

Methods of Instruction | Readings and Multimedia

This course will use a variety of instructional materials including journal articles, reports, content from web sites, and videos on a variety of topics.

Methods of Instruction | Interaction and Discussions

This course is highly interactive. You will read, listen, review, and interact with the materials, each other, and me. Creating an interactive online community will stimulate class participation, which is an essential part of this course. You will interact with other students and me via regular discussion boards, cross-postings, and comments on material, and one-on-one feedback with me. You are expected to stay engaged in the discussion board activities. A good discussion post is:

- Substantial (relates to the course material)
- Concise (one screen may be the ideal message length)
- Provocative (encourages others to respond)

- Hermeneutical (expands concepts or connects ideas in new ways)
- Timely (occurs in a reasonable period - when the topic is under discussion)
- Logical (supports point of view with reasons and evidence)
- Grammatical (is professionally written)
- Only those comments that meet these criteria receive full credit.

Methods of Evaluation | Writing Assignments, Projects, and Assessments

- **Participation (15%).** Active, engaged participation is required in Discussion Board topics. You are required to post one original message to the current topic, as well as to reply to your classmates' postings by the deadline stated in the lesson's due dates.
- **Homework and quizzes (20%).** Specific assignments will be posted regularly to Blackboard under your weekly modules, and you can also see them under the calendar. Please check Blackboard regularly.
 - Any additional readings, along with recommended sources for further learning, will also be made available on Blackboard.
 - Quizzes will be given periodically and will be taken on Blackboard or in class.
- **Reflexiones y trabajos de aplicación (15%).** The purpose of these assignments will be to reflect on a particular topic being studied and apply different concepts in practical ways in order to reach a deeper understanding of the material. You will complete three such assignments during the semester; instructions will be provided ahead of time on Blackboard, and due dates are available on the course calendar.
- **Exams (20%).** A midterm and a final exam will be given on the dates stated in the course calendar.
- **Final project (30%).** The final project will be a group effort (2/3 members) and will be carried out in several stages. Specific instructions will be available on Blackboard by week 4. Students will prepare a project involving fieldwork and a video presentation. Questions are always welcome throughout the process and encouraged.

Due Dates

Due dates for all instructional and evaluation activities are provided in the **Course Schedule**.

Course Schedule

Module/Week	Deliverables	Reading/Activities
Week 1 25 de agosto	Course introduction Questionnaire	Capítulo 1: pp. 3-6. Hacer 1.1 y 1.2 Discussion Board

Module/Week	Deliverables	Reading/Activities
La lengua como significador social	La lengua como significador social y los estereotipos	
Week 2 1 de septiembre	Los dialectos del español Definiciones de “gramática”. El prestigio lingüístico Mira este video: Masterclass With Jonathan Rosa - Unsettling Race and Language: Toward a Raciolinguistic Perspective	Capítulo 1: pp. 2-12 Hacer 1.7, 1.10 y 1.15 Capítulo 1: Leer pp. 13-28
Week 3 8 de septiembre	El prestigio lingüístico. Resumen de las ideas centrales del Capítulo 1 Los sustantivos: el número	Lectura TBA; ver Blackboard. Capítulo 2.1 y 2.2: pp. 29-42 Reflexiones, trabajo de Aplicación 1 Entregar Tarea 1 Discussion Board
Week 4 15 de septiembre Sustantivos, pronombres y preposiciones	Los sustantivos: el género Los sustantivos: el pronombre de sujeto	Capítulo 2.1 y 2.2: pp. 29-42 Capítulo 2.3: pp. 41-55
Week 5 22 de septiembre	Los sustantivos: pronombres de objeto, leísmo Los sustantivos: las preposiciones y el dequeísmo	Capítulo 2.4: pp. 55-63
Week 6 29 de septiembre	Los sustantivos: el pronombre «ello», Las interrogativas Los sustantivos: el voseo	Capítulo 2.5: pp. 64-71 Capítulo 2.6: pp. 72-77 Entregar Tarea 2
Week 7 6 de octubre	Los verbos Los verbos: formas del pretérito	Capítulo 3.1: pp. 75-77 Capítulo 3.2: pp. 85-94 Examen parcial
Week 8 13 de octubre	Los verbos: el pretérito y el presente perfecto	Capítulo 3.3: pp. 94-103
Week 9 20 de octubre	Los verbos: la pluralización de <i>Haber</i> Los verbos: el presente de subjuntivo	Capítulo 3.4: pp. 104-110 Capítulo 3.5: pp. 110-119 Reflexiones, trabajo de Aplicación 2
Week 10 27 de octubre	Los verbos: el imperfecto de Subjuntivo Los verbos: oraciones con <i>si</i> con condiciones hipotéticas	Capítulo 3.6: pp. 119-121 Capítulo 3.7: pp. 121-126 Entregar Tarea 3

Module/Week	Deliverables	Reading/Activities
Week 11 3 de noviembre	Los verbos: ser y estar; resumen del capítulo Características del español en contacto con otras lenguas: -el pronombre objeto directo.	Capítulo 3.8 y 3.9: pp. 126-132 Capítulo 4.1: pp. 136-144
Week 12 10 de noviembre	Características del español en contacto con otras lenguas: - la «a personal» en EEUU, los posesivos dobles -la regularización verbal; el gerundio y el infinitivo	Capítulo 4.2 y 4.3: pp. 145-153 Capítulo 4.4 y 4.5: pp. 153-160 Reflexiones, trabajo de Aplicación 3
Week 13 17 de noviembre	Características del español en contacto con otras lenguas: el subjuntivo y el indicativo; el pretérito y el imperfecto (EEUU)	Capítulo 4.6 y 4.7: pp. 160-175 Entregar Tarea 4
Week 14 24 de noviembre	Características del español en contacto con otras lenguas: la alternancia de códigos; los préstamos y las extensions. Conclusiones: conexiones entre factores sociales y la gramática	Capítulo 4.8 y 4.9: pp. 175-179 Capítulo 5 (184-194) Entregar Tarea 5
Week 15 1 de diciembre	Día de conferencias	
Week 16 8 de diciembre	8 de diciembre	Examen final

Grading Policy and Scale

Final Grades in this course are determined by the following criteria:

Assignment Category	Weight of Category
Participación en clase	15%
Homework and quizzes	20%
Reflexiones, trabajo de aplicación (3)	15%
Exámenes (2)	20%
Proyecto final	30%
Total	100%

I will assign grades for this course per the following grading system and in accordance with the Academic Standards in the [Student Handbook](#).

Letter Grade	Grade Point Average (GPA)	Percentage
A	4.00	94-100%
A-	3.66	90-93%
B+	3.33	87-89%
B	3.00	84-86%
B-	2.66	80-83%
C+	2.33	77-79%
C	2.00	74-76%
C-	1.66	70-73%
D+	1.33	67-69%
D	1.00	64-66%
F	0.00	<64%

Course Expectations

Student Expectations

I expect you to log on to the course at least five days each week and spend approximately 20 hours each week reviewing assigned material, studying, and considering that material on your own, and participating in activities and assignments presented in each module. I expect you to post all assignments by the stated deadlines and exhibit significant effort and professionalism in all work. Finally, I expect you to participate in a timely and responsive manner in group projects, which may include multiple posts and exchanges prior to an assignment deadline.

Faculty Expectations

I will be online and available to answer e-mails, and other asynchronous inquiries at least five days each week and will endeavor to answer questions within 48 hours (about 2 days). If you want to speak with me over the phone or through chat, send me an e-mail, and I will

arrange a time to talk. I will provide feedback on assignments within 7 days. I will host weekly office hours via Zoom.

Attending office hours will count toward your participation grade. Cameras should remain on during Office Hours. If cameras are off, the professor will assume the student is away from the computer, and the student will not receive credit for attending Office Hours. I understand that situations may arise that require cameras to be temporarily disabled. Exercise good judgment, return to Office Hours as soon as possible and turn on your camera. If your camera is malfunctioning, please notify the professor before or at the beginning of Office Hours.

If you cannot attend Office Hours at the scheduled time due to a personal conflict, you can satisfy the Participation requirement by scheduling appointments. I will be available to answer questions about feedback on assignments during Office Hours and by appointment. I will post timely announcements as appropriate to this course, including any changes to the schedule or assignments.

Academic Policies

University Email Policy and Course Communications

All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the website or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

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 provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784- 1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

Day of the Week	Appointments Available	Walk-in Tutoring (no appointment needed)
Monday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Tuesday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Wednesday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Thursday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Friday	8:00 AM – 5:00 PM	11:00 AM – 4:00 PM

Counseling/Mental Health Resources

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.

The [TELUS Student Support App](#) provides a variety of mental health resources to include 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

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, will have the option to receive a text message, email with instructions and updates. To register or update your information visit the [Jag E Alert System website](#). You can access more information about [Emergency Operations Plan and the Emergency Action Plan on our website](#). Download the [SafeZone App](#) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

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 by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (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, Language, and Digital Composing Center (WLDCC)

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects.

The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the **Student Services tab**. Click on **Writing, Language, and Digital Composing Center** to make your appointment. Students wanting to work in real time with a tutor can schedule an **Online Appointment**. Students wishing to receive asynchronous, written feedback from a tutor can schedule an **e-Tutoring appointment**. More information about what services we offer, how to make an appointment, and how to access your appointment

can be found on the [Writing Center's website](#). 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 [submit a CARE report for support](#). Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. The [General's Store is a food pantry](#) that is available on campus as well.

Military Affairs

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances

Texas A&M University-San Antonio recognizes the wide variety 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 the policy, students are provided with an opportunity to make up any examination, study, or course 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.

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, equal 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 and the uniqueness of the individual on our campus and within our

state, nation, and world. All decisions and actions involving students and employees are to 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, based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu. Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct 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 Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodation for pregnant students as it would be provided to a student with a temporary medical condition that is related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other

student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784- 2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

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 administrative rule 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, and pregnancy/parenting 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 students' 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 administration.

2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
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.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#).

Important Fall 2026 Dates

Dates	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [Academic Calendar](#) as available on our website.

Artificial Intelligence Policy

No Use of Generative AI Permitted [SPAN 3301]

This assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Course Participation

Each module/week, you may engage in whole class and small group discussion boards. Your participation and engagement in these boards will be assessed each week based on the quality and accuracy of your answers to the assigned questions and tasks as well as your interaction and engagement with your peers (this includes responding to the initial question/task and replying to your classmates). Failure to participate in the assigned discussion forums will significantly affect your grade as it reflects your level of effort in the course's learning community. Your posts, including the accuracy, as well as your replies and comments to your peers should contribute to the overall learning community. Your participation will be assessed using the Participation Rubric.

Of note, the readings and other materials presented in this course build upon each other so it is critical that you complete the initial assignments early in the module/week so that you may proceed to the next set of materials and assignments. Also, it is imperative that you post early so that the class may benefit from your discussion and have opportunities to reply to and engage in meaningful dialogue with your peers in the discussion forums.

Please keep all modules' topical, subject-related discussions in the assigned module discussion forums.

Attendance

You are expected to participate in all course activities except where religious observance, serious illness, personal emergency, or a reason that is adequate in my judgment that prevents such participation. **Attendance means posting answers to discussion questions, participating in the online community, and submitting all assignments promptly.**

Late Work

You must complete all activities in this course by the identified deadlines in the Course Schedule. Failure to submit an assignment, complete a discussion, or participate as outlined in the Learning Modules and Course Schedule, will lead to a grade reduction. I recognize that you all have busy personal and professional lives that sometimes make meeting deadlines impossible. Early communication with me is vital if you foresee that. I want to clarify that I expect you to turn in assignments on time. You will lose 10% of the total potential points for each day that an assignment is late, down to 50% off. I will not accept an assignment more than three days after its due date.

This late policy does not apply if I have approved an extension for the requested activities because of an emergency or other extenuating circumstances. You must promptly request the extension and inform me of any extenuating personal circumstances that warrant an extension.

If you have an emergency or some other extenuating personal circumstance, you must inform me as soon as possible. Only upon this notification will I be able to discuss accommodation.

If there is a medical or family emergency or other extraordinary or extenuating circumstance, you should contact the Vice Dean for Students and me to make alternative arrangements. Again, prompt communication is key, and that is your responsibility.

Professor Comments

I will provide substantive comments on each of your deliverables. I may provide additional comments during general discussions. If you have questions or doubts about the course or assignment instructions, e-mail me to seek an answer.

Add/Drop and Incomplete Policy

Please refer to the [Student Handbook](#) to review these policies. You can find the Student Handbook on the [Student's Rights and Responsibilities page](#).

Academic Honesty

[The TAMUSA Honor Code and the Code of Ethics](#) apply to all activities, assignment submissions, and conduct in this course. You are required to be familiar with the Honor Code. Student conduct in this course may not violate the Prohibited Conduct classes of violations recognized in the Honor Code (located in the [Student Handbook](#)).

Plagiarism is a class one violation of [TAMUSA's Honor Code](#). The school uses various software programs to detect plagiarism in all forms. I will report any suspected cases of plagiarism to the Vice Dean for Students.

Netiquette

All communications in this course (email, discussion boards, and assignments) should use good netiquette. For an overview and explanation of this, visit [the Netiquette Home Page](#) and follow the core rules of netiquette.

Other Student Policies

All student handbook policies and procedures apply to this course. For more information about student academic and institutional policies, review the [Student's Right and Responsibilities](#) page.