



TEXAS A&M UNIVERSITY
SAN ANTONIO

BCOM 3304: 907, Business Communication, Spring 2024, CRN: 23552
Department of Management and Marketing, College of Business

Course Syllabus

Class Modality:	Lecture (In Classroom Course)
Class Meeting Time and Place:	Wed; 7:00 – 8:15 PM Classroom Hall #204
Class Duration:	01/16/24 - 05/07/24
Instructor:	Mr. Halbert Brown, Jr. Office: N/A Tel: 210-391-0819 E-Mail: hbrown@tamusa.edu Student emails will receive a reply within two business days.
Course Website:	https://tamusa.blackboard.com/
Office Hours:	N/A Adjunct Faculty: No office hours. Students may email or call professor to make an appointment for any necessary meetings on campus or on Webex.

This course is delivered in-person with online Mindtap assignments on the Blackboard platform! We will have mandatory (in-person) lectures in the assigned classroom and Blackboard chapter assignments and quizzes each week.

Important Notice:

- This is an in-person lecture-style course. (We will meet for classes on Wednesday evenings!)
- Online Assignments and Classroom Discussions are Required Each Week (will be a percentage of total grade)!

Catalog Course Description: Principles of business communication through letters and reports. Clear, accurate and forceful writing; practical psychology; and business reports with implication for international business. *Prerequisites:* ENGL 1301 and ENGL 1302.

Course Objectives: The students in this course will be able to construct multiple types of resumes, learn techniques of effective job-application approaches, write effective reports, investigate communication dynamics within the corporate structure and its public presence and mission, and demonstrate public speech and presentation competency.

Prerequisites: ENGL 1301 and ENGL 1302.

Students who do not meet the pre-requisites must contact the instructor immediately.

Student Learner Outcomes:

At the successful completion of this course, the student will be able to:

1. Communicate through good **standard English**, both written and verbal, by writing effective business letters, memos, emails, and reports and by delivering oral presentations.
2. Demonstrate proficiency in the **business writing process** by analyzing the audience and planning, organizing, composing, formatting, and revising common types of business messages.
3. Demonstrate understanding of the process of human communication in general and how that process operates in the business world, by assessing and addressing common business **communication problems**.
4. Analyze the **ethical** and **intercultural** implications of your communication choices and demonstrate respectful and appropriate business communication and effective **listening** behaviors by choosing tone, vocabulary, and messages appropriate for situations and audiences and by appropriately providing and receiving written and verbal **feedback**.
5. Conduct research on the principles of searching for **employment** by researching organizations, writing employment documents, and preparing for interviews.
6. Work effectively on assigned **team projects** ending in a **collaborative** report.

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: *Essentials of Business Communication*, 12th Edition, by Guffy, M. E., & Loewy, D. (2023). Cengage Learning. Boston, MA. ISBN: 978-0-357-71497-3

This book is available as an e-book and must be purchased by the student. (See Follett Discover)
Contact the TAMUSA Bookstore for assistance with this process.

- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard. Some class communications will be through Blackboard and students should monitor this daily.
- **Text:** Listed Cengage texts as a custom e-book available in Blackboard through CourseSmart.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. User ID is the K Number (K00001234). Password is the Date of Birth (MMDDYY). Blackboard provides the course e-book, assignment handouts, content materials, announcements, and it is used differently in online, hybrid, and face-to-face sections.
- **MINDTAP:** This Cengage program site provides a modified e-book (main text only), practice chapter testing that is not graded, quizzes (graded), and links to course supporting sites. Access instructions found in Blackboard Syllabus menu. (Check the Course Contents Tab for directions/videos/assignments, quizzes and exams.)
- **QUESTIA:** Online research library with a writing center. Use this tool to strengthen your research and writing skills.
- **Time:** You are expected to spend 3-6 hours per week for the course.

Other Recommended / Reading Materials:

American Psychological Association. *Publication Manual of the American Psychological Association*. 7th ed. Washington: Author, 2020.

Christian, D., Jacobsen, S., & Minthorn, D. (Eds.). (2012). *The Associated Press stylebook and briefing on media law* (47th ed.). New York, NY: Basic Books.

Cappon, R. (2003). *The Associated Press guide to punctuation*. New York, NY: Basic Books.

Additional reading materials are available on the course website as recommended by the instructor. I recommend you watch Bloomberg TV and CNBC. I also encourage you to read Wall Street Journal, The Economist, Business Week and other business publications. These resources will help to strengthen your business vocabulary and understanding.

Course Requirements every student must fulfill in order to succeed in course:

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current on class reading assignments.
3. Students should keep current with all course assignments, quizzes, and examinations, when assigned.
4. If the course uses remote proctoring for exams, ensure that students schedule their exam early in the semester.
5. Students should ask questions and communicate with the instructor either online or off-line
6. Students should remember that hybrid and hyflex courses assume greater responsibility by the student for their own learning outcomes.
7. Students are not required to come to class, even for proctored examinations.
 - a. The instructor can require students to physically sit for an examination in a proctored environment at the facilities of university testing services – setup of exam is responsibility of the student.
 - b. The instructor can require students to take examinations using proctoring software (such as Examity – set up through Blackboard by the instructor, but at the student’s expense).
 - c. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.

Grading Policy: The final course grade will be based on your performance on the quizzes, exams, assignments and class participation using the following weights:

Weekly Discussions/Participation	10% (Roll taken in class)
Weekly Quizzes & Oral assignments	10% (Mandatory assignments/quizzes!)
Assignments (Written Semester Papers)	20%
Mid-term Exam	20%
Final Exam (as per University Schedule)	20%
Research Paper (one)	20% (Team/Group)
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.

Examinations and Quizzes: There will be a mandatory mid-term exam and a mandatory final exam (as per university schedule). Being absent for an exam will result in a grade of zero for that exam and may result in a failing grade in the course. The exams/quizzes will consist of conceptual multiple-choice questions, problem solving questions, and short essay questions. The exam/quiz materials will come from lecture notes, the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class.

Assignments/ Research papers: There will be several written assignments and Research Projects (one) during the course. Individual assignment statements and due dates will be posted through Blackboard. Considerable points will be taken off for not following these requirements.

Individual/Group Activities: These are major parts of this course.

Artificial Intelligence (AI) Policy:

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor's permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Make up and Late Assignment/exam/quiz policy: As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency with immediate family members (including parents, children, personal severe health problem). However, you must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam.

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 in class, including the following:

1. Attendance shall be taken from each student's participation in the weekly discussions.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class. **Each student is responsible to ensure they participate in their own learning!**
3. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
4. The instructor will conduct a pre-recorded lecture each week, and it is extremely important for all students to contribute some of the lecture information to the discussions.
5. For any questions about the exams and assignments, a student should contact the instructor, before the day they are due, so the instructor may have enough time to provide feedback.
6. 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 48 hours during weekdays (Monday-Friday). Email: hbrown@tamusa.edu
7. All assignment submissions must be uploaded to Blackboard by the due date.

Anyone violating these policies may be subject results from reduced grades to disciplinary actions.

Class attendance and Participation: A vital part of every student's education is regular attendance of online class participation and/or meetings. 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. The course 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 questions and participate in class

discussions and problem solving. Good attendance and participation will be rewarded when final grades are assigned. Absences during exams may result in students receiving a failing grade.

The course is intensive and challenging and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important. Reading the assigned chapter(s), completing homework assignments, and quizzes, plus having some familiarity with topics before class will be very useful for understanding lectures. Be prepared for a quiz when entering the class each session.

Spring 2024 BCOM 3304:907 Class Schedule

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

Week	Dates	Chapter and Topic: To take responsibility for your own learning, you MUST read the assigned chapters and complete all assignments for the course!	Writing Assignments Due: Wednesdays, 11:59 PM. Quizzes due Wednesdays at 6:59 PM!
1	Jan 16 – Jan 21 (01/17)	Prior to Class: Read Chapters 13 & 14. Course Introduction, Syllabus, Group Assignments, & Current Events Directions. Writing Assignments are due NLT 11:59 PM (Wednesdays).	Note: Weekly Quizzes Due on (WED) by 6:59 PM. In-Class Lecture: Syllabus & Course Overview Writing Assignments are due NLT 11:59 PM (WED)
2	Jan 22 – Jan 28 (01/24)	Chapter #13, The Job Search and Cover Messages (Letters) Chapter #13 Quiz due by 6:59 PM	Read chapters #13 & #14. Lecture: CH #13
3	Jan 29 – Feb 04 (01/31)	Chapter #14, Interviewing and Follow Up Chapter 14 Quiz due by 6:59 PM Cover Letter & Resume due 11:59 PM. Note: Bring Journal Assignment (2) to class (Editing exercise)	Cover Letter and Resume due 11:59 PM. Read chapter #14 Lecture: CH #14
4	Feb 05 – Feb 11 (02/07)	Chapter #1, Business Communication in the Digital Age Chapter 1 Quiz due by 6:59 PM Post Research Paper Outline to Blackboard by 11:59 PM.	Read chapter #1. Lecture: Chapter 1 Outline Research Project
5	Feb 12 – Feb 18 (02/14)	Chapter #2, Planning Business Messages Chapter 2 Quiz due by 6:59 PM	Read chapter #2. Lecture: CH #2
6	Feb 19 – Feb 25 (02/21)	Chapter #3, Organizing and Drafting Business Messages Note: Turn in Complete Journal Assignment (5) by 11:59 PM. Chapter 3 Quiz due by 6:59 PM	Read chapter #3. Lecture: CH #3 Turn in Journal Assignment
7	Feb 26 – Mar 03 (02/28)	Chapter #4, Revising Business Messages Chapter 4 Quiz due by 6:59 PM Mid-term Grading Period Mid-term Examination due NLT. (20%) (Password Protected) Exam open 02/29/23 at 12:01 AM until 03/03/24, 11:59 PM.	Read chapter #4. Lecture: CH #4 Mid-term Examination due. (20%) Complete by 03/03/24
8	Mar 04 – Mar 10 (03/06)	Chapter #12, Business Presentations Chapter 12 Quiz due by 03/08/23 at 6:59 PM	Read chapter #12. Lecture: CH #12

	Mar 11 – Mar 17 Spring Break	Spring Break: No classes this week!	Spring Break: No classes this week!
9	Mar 18 - Mar 24 (03/20)	Chapter #5, Short Workplace Messages and Digital Media Chapter 5 Quiz due by 6:59 PM Job Analysis Report Due by 11:59 PM.	Read chapter #5. Job Analysis Report Due. Lecture: CH #5
10	Mar 25– Mar 31 (03/27)	Chapter #6, Positive and Neutral Messages Chapter 6 Quiz due by 6:59 PM	Read chapter #6. Lecture: CH #6
11	Apr 01 – Apr 07 (04/03)	Chapter #7, Negative Messages Chapter 7 Quiz due by 6:59 PM	Read chapter #7. Lecture: CH #7
12	Apr 08 – Apr 14 (04/10)	Chapter #8, Persuasive Messages Note: Turn in first draft of Research Paper by 11:59 PM. (Comments – Time Permitting) Chapter 8 Quiz due by 6:59 PM	Read chapter #8. Lecture: CH #8
13	Apr 15 – Apr 21 (04/17)	Chapter #9, Informal Reports Chapter 9 Quiz due by 6:59 PM	Read chapter #9. Lecture: CH #9
14	Apr 22 – Apr 28 (04/24)	Chapter #10, Proposals and Formal Reports Research Project Due by 11:59 PM. (20%) Chapter 10 Quiz due by 6:59 PM	Research Project Due (20%) Read chapter #10. Lecture: CH #10
15	Apr 2 9 – May 05 (05/01)	Chapter 11, Professionalism at Work: Business Etiquette, Ethics, Teamwork, and Meetings Chapter 11 Quiz due by 6:59 PM Final Exam – As per University Schedule Oral Presentations: Course Take-Aways	Read chapter #11 Lecture: CH #11 Final Exam: (20%) Teams 1&2 Presentations
16	May 06 – May 12 (05/08)	Complete the Final Exam by 05/04/24, 11:59 PM. Oral Presentations: Course Take-Aways	Teams 3,4&5 Presentations
****	Grades	Grades completed by noon on 05/13/24	Grades

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.

Academic Accommodations for Persons 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, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> 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 disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: 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.

Counseling/Mental Health 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 are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

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 by calling the SCC at 210-784-1331 (after-hours select option '2').

For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. 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: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf>

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 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.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and 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 eportfolios, class presentations, or other digital multimedia projects. Students can

schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. 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 <https://bit.ly/WLDCCenter>.

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. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and 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.va@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 the 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.

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 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, gender expression, or pregnancy/parenting status. 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 providing 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’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 or sexual violence, or other related 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 accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are 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.

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, sexual orientation, 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 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, University Catalog and to comply with them, as well as 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 an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

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.

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](#).

Key Dates For Spring 2024 Semester: The complete academic calendar is available online: <http://www.tamusa.edu/provost/academicresources/FallSpringSummerCalendars/spring.html>

Spring Semester (16-Week) 2024

Spring 2024: Regular 16-week Session

Date	Day	Event
January 9	Tuesday	Tuition & Fee payment deadline
January 11	Thursday	Drop for non-payment
January 12	Friday	Last day for students withdrawing to receive 100% refund and responsible for 0% of tuition
January 15	Monday	Martin Luther King Day. A&M-SA closed
January 16	Tuesday	First class day
January 23	Wednesday	Last day to register for Spring 16-week Session
January 24	Wednesday	Last day for students to apply for Spring 2024 graduation
January 24	Wednesday	Deadline for students who have applied for Spring 2024 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 31	Wednesday	Census Date
February 1	Thursday	Drop for non-payment
February 14	Wednesday	Spring 2024 Graduation Application Fee payment deadline
February 26- March 8	Monday-Friday	Midterm grading period
March 11-17	Monday-Sunday	Spring Break - no classes
March 29	Friday	Study day - No classes
April 13	Saturday	Last day to drop with an automatic "W"
April 20	Saturday	Last day to withdraw from the university
April 29	Monday	Last day of scheduled classes
April 30	Tuesday	Study day - no classes
May 1-7	Wednesday- Tuesday	Final examinations
May 7	Tuesday	End of Spring Semester
May 13	Monday	All grades for Spring 16-week session due by noon via Jagwire
May 13	Monday	Spring Commencement
May 16	Thursday	Grades available in JagWire

[Academic Calendar](#)