



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

BUAD 1301.901 Business Principles CRN 24732  
Department of Management and Marketing, College of Business

### **Course Syllabus**

**Class Meeting Time and Place:** Hybrid-Blended  
**Class Duration:** Jan 21, 2025—May 13, 2025  
**Instructor:** Mr. Nonie C. Cabana  
Tel: 808 277 -3033 (text gets a quick reply).  
E-Mail: [ncabana@tamusa.edu](mailto:ncabana@tamusa.edu)  
Student emails will receive a reply within two business days  
**Course Website:** <https://tamusa.blackboard.com/>  
**Class Hours:** **5:30 pm to 6:45 pm W** Business Library Hall, Rm 152A  
**Office Hours:** Virtual Office hours: Mon - Fri 9:30 am to 5:30 pm and by appointment

**Catalog Course Description:** A survey of the functional areas of business. Major topics include: the economic, legal, social and global environment in which modern businesses operate; social responsibilities of business; forms of business ownership; functions and responsibilities of managers; and fundamental concepts of marketing, accounting, finance, information management, and labor relations and human resource management.

**Prerequisites:** None

#### **Student Learning Outcomes:**

**After completing BUAD 1301, the student will be able to:**

- Correctly define and use a variety of business-related terms.
- Conduct basic research on business topics using the Internet and other resources and clearly communicate the results of that research in written form.
- Describe the key elements of the business environment.
- Identify the major stakeholders in a business enterprise.
- Describe the advantages and disadvantages of the four major forms of business ownership.
- Discuss how securities markets meet the needs of both businesses and investors
- Explain the significance of accounting for the internal and external stakeholders of a company.
- Describe the way a firm can finance its operations.
- Describe the key elements involved in marketing a company's goods and services.
- Explain the role of operations management in producing and distributing a company's goods and services.
- Describe the basic functions performed by managers.

### Required Materials:

- ***Understanding Business: The Core, Third Edition***, by Nickels/McHugh/McHugh ISBN: The Connect Code is required to complete assignments/quizzes & exams. It comes with an eBook and if you decide, you want a loose-leaf copy of the book you can get one for \$25 with the Connect Code.
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. You will have SmartBook (readings+integrated quizzes), written assignments, PowerPoint slides, recorded Zoom chapter lectures, and other supplementary materials in Connect. Check announcements, emails, and class communications through Blackboard and Connect daily.
- **Computer Hardware:** In order to participate in the tutoring sessions you will need a computer with an internet connection, a microphone and speakers/headphones.
- **Time Expectations for coursework:** You are expected to spend 4-8 hours per week for the course. Based on the background, some students may require more time. Time spent may be longer when assignment/exams are due.

**Other Recommended / Reading Materials:** Additional reading materials are available on the course website as recommended by the instructor.

### ***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 with all course assignments, quizzes, and examinations.
3. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
4. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will not be granted for lack of availability of internet connections.
5. Students should remember that online and hybrid courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
6. ***The College of Business has scheduled a series of activities designed to enrich your undergraduate learning experience. A detailed schedule of the activities, including dates and times, will be provided.***
7. ***Participation in one activity is a mandatory component of this course and contributes to 10% of your overall grade.***
8. ***Failure to meet the participation requirement without documentation may result in a reduction of your grade for the course. Please contact your instructor immediately if you anticipate challenges with fulfilling this requirement so accommodation can be discussed.***

**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 Homework Assignments in Connect	30%
• Connect Orientation Videos	
• Smartbook 2.0 Student Orientation	

- Application-Based Activity Orientation Video
- Succeeding in Your Online Course
- Chapter Smartbook Assignments
- Chapter Assignments
- Manager's Hotseat Cases/Mini Cases

Weekly Quiz	28%
Ted Talk (Blackboard's Discussion Boards)	2%
<b>Mandatory Activity</b>	<b>10%</b>
Class Participation/Attendance	15
Team Project Presentations	15%
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.

**Online Homework:** Each week you will have a variety of homework assignments that highlight various topics and learning styles in each chapter. You will have seven days to cover these assignments. At the end of each week, these assignments will be closed and another set of homework assignments will be opened.

**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. However, you must provide 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 and online, including the following:

1. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
2. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
3. **Talking while the instructor is lecturing is disruptive and discourteous.**
4. 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.
5. 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 and reference the course name and number.. The instructor will reply to a student e-mail messages within 24 hours during week days (Monday-Friday).
6. **All assignment submissions must be uploaded by the due date.**

## SP2025 BUAD 1301 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 of:	Chapter/Activity
Wk 1: 01/22 – 01/26	<p>Introduction to course. Read syllabus, watch introductory/orientation videos, and complete Connect orientation Lecture Chapter 1: Exploring the Business Environment and Economics, complete your connect assignments.            Complete Quiz 1            Mystery Question            Team Huddle (use polling tools like Kahoot, Poll Everywhere or Mentimeter for live polls—apply to power point slides).</p> <p><b><i>The College of Business has scheduled a series of activities designed to enrich your undergraduate learning experience. A detailed schedule of the activities, including dates and times, will be provided.</i></b>  <b><i>Participation in one activity is a mandatory component of this course and contributes to 10% of your overall grade.</i></b>  <b><i>Failure to meet the participation requirement without documentation may result in a reduction of your grade for the course. Please contact your instructor immediately if you anticipate challenges with fulfilling this requirement so accommodation can be discussed.</i></b></p> <p>Point of Contact: Dr. Vinaja.</p>
Wk 2: 01/29 – 02/02	<p>Lecture Chapter 2-Doing Business in Global Markets- complete your connect assignments—Smart Book, Assignments, Manager’s Hot Seat Case, Quiz 1.  <b>Simulations and Role Playing: China—beneficial or detrimental US global partner.</b> Random selection of actors—CEO, COO, CFO and Chief Strategic Officer. Select two teams and present their findings to the class.            Mystery Question            Team Huddle</p>
Wk 3: 02/05- 02/09	<p>Lecture Chapter 3- Demanding Ethical and Socially Responsible Behavior-, complete your connect assignments-- Smart Book, Assignments, Manager’s Hot Seat Case, Quiz 3.  <b>Debate: Hiring Relatives—Good or Bad Practice</b> (Random selection of players—COO, HRO, Supervisor            Mystery Question            Team Huddle</p>

Wk 4: 02/12-02/16	Lecture Chapter 4: How to Form a Business, complete your connect assignments-- Smart Book, Assignments, Mini Case, and Quiz 1. Mystery Question <b>Think-Pair-Share:</b> Address topic above. Random selection of players. Two pairs. Students think individually, discuss in pairs, then share with the class. Team Huddle
Wk 5: 02/19-02/23	Lecture Chapter 5- Entrepreneurship and Starting a Small Business, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 5. <b>No Class. In lieu thereof, perform a Ted Talks on the distinctions among the CEO, COO and CFO. Post your 500-word input on the Blackboard's Discussion Boards. This is a graded assignment.</b>
Wk 6: 02/26-03/02	Lecture Chapter 6- Management and Leadership, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 6. <b>Debate: Corporate Social Responsibility (Environmental, Job Opportunities, Charities) Pros and Cons.</b> Randomly assign three pairs and present findings to the class. Mystery Question Team Huddle
Wk 7: 03/05-03/09	Lecture Chapter 7: Structuring Organizations for Today's Challenges, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 7. <b>Structuring Nimble and Effective Organization Business Plan. Select four Pairs and present findings to the class.</b> Mystery Question Team Huddle
Wk 8: 03/12-03/16	Lecture Chapter 8: Production and Operations Management, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 8. <b>Mid Semester Survey—what works and what didn't?</b> Mystery Question Team Huddle
Wk 9: 03/19-03/23	Lecture Chapter 9: Motivating Employees, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 9. <b>Simulations and Role Playing –High Attrition Rates</b> (random selections of three players—CEO, HR Director and Union Steward). Professor provides guidance to each actor. Mystery Question Team Huddle.

1Wk 03/26-03/30	Lecture Chapter 10: Human Resource Management: Finding and Keeping the Best Employees, complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz10. Mystery Question <b>Debate On Ethical Issues Hiring Relatives</b> (random selection of three students) Team Huddle
Wk 11: 04/02-04-06	Lecture Chapter 11: Marketing: Helping Buyers Buy, complete your connect assignments Smart Book, Assignments, Manager's Hot Seat Case, Quiz 11 <b>Think-Pair-Share—USMCA—will new tariff be beneficial or detrimental?</b> <b>Random selection of two pairs. Discuss in pairs, and then share with the class.</b> Mystery Question Team Huddle
Wk 12: 4/09-04/13	Lecture Chapter 12: Managing the Marketing Mix: Product, Price, Place, and Promotion, complete your connect assignments-- Smart Book, Assignments, Mini Case, Quiz 12. Complete Quiz 12 <b>Case Study: Randomly</b> select three pairs to discuss COSTCO, Buckeyes and Carvana and present findings to the class. Mystery Question Team Huddle
Wk 13: 04/16-04/20	Lecture Chapter 13: Using Technology to Manage Information, complete your connect assignments-- Smart Book, Assignments, Mini Case, Quiz 13. <b>One-Minute Papers:</b> At the end of the class, students write one thing they learned and one question they still have. Mystery Question Team Huddle
Wk 14: 04/23-04/27	<b>Study Day—Wed, Apr 23</b> <b>No Assignments!</b>
Wk 15: 04/30-05/04	<b>Team Project Presentations Review (100% complete)</b> , complete your connect assignments-- Smart Book, Assignments, Manager's Hot Seat Case, Quiz 14 <b>Reflection: Students write one of the key take aways from the class on the board.</b> Mystery Question Team Huddle
Wk 16: 05/07-05/09	Team Project Presentations Mystery Question <b>Celebrating Success:</b> Tools to operate business. Bragging Rights Individual Awards

## **Proposed Team Project Presentations Topic/Thesis:**

Starbucks: Secret Sauce for Its Vast Empire.

McDonalds: Evolution from local, state, regional, national and global.

Steve Jobs: Reveal His Secrets for the Cell Phone Revolution.

Jeff Bezos Vs. Elon Musk: Who Are Supreme?

Downfall of Sears and Roebuck: Can It be Resurrected.

Amazon: Did the Leaders Fall Behind the Wheel After COVID-19?

AI: Multipliers or Killers?

## **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](http://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](http://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.

### **COVID-19 protocol**

**<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.tamusa.edu%2Fcommunity-safety-together%2Fresources%2Findex.html&data=05%7C02%7Cncabana%40tamusa.edu%7C5c4716925a4c4e5c09b408dcc53a0572%7C5cf670c5279f45739a15033d4286fa0e%7C0%7C0%7C638602100265984822%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjojV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=2SThDN5p2G24HQO%2FoKy0EUPJ4PZB9MHaZJ2Pp6RQhtl%3D&reserved=0>**

### **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.

### **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](tel:210-784-1331) between the hours of 8:00AM and 5:00PM, Monday – Friday. All mental health services provided by the SCC are free, confidential (as the law allows), 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](http://www.tamusa.edu/studentcounseling)

In a crisis situation, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM, Monday – Friday, to be seen by a clinician. For after-hours support, please call 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent.

**Academic Learning Center 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://www.tamusa.edu/academics/>.

**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 referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

### **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.



### **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.

### **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](http://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](http://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**

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](mailto:dss@tamusa.edu).

**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 such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition 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](mailto: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, gender identity, gender expression, 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 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, 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.

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. Conduct that infringes 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 (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

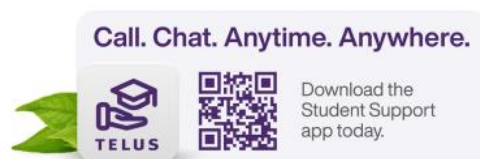
BUAD 1301-904] assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments 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.

**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, 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. For more information on SCC services visit [tamusa.edu/studentcounseling](https://tamusa.edu/studentcounseling)

*Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').*

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, 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. 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/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) 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.

**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 such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition 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](mailto: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.

### **Emergency Preparedness**

### **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*

5. A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.
6. 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.
7. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

### **Violations of Academic Conduct (Section 14.5 Student Handbook)**

As a member in an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information, please visit the Office of Student Rights & Responsibilities website <http://bit.ly/TAMUSASStudentRR>.

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. Academic misconduct includes, but is not limited to, cheating, plagiarism, prohibited use of artificial intelligence, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III: Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

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

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.

Important Dates:

Jan 21	First day of class
Jan 28	Census due
Mar 10-15	Spring Break
Apr 18	Study Day – No classes
May 5	Last day of classes and Final Exam
May 16	Final Grades Due

*The complete academic calendar is available online:*

<https://www.tamusa.edu/academics/academic-calendar/index.html>.