



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**MGMT 3311 Section 903 Principles of Management, CRN:23544**  
**Department of Management and Marketing, College of Business**  
**Spring, 2026 - 8-Week Course Syllabus**

<b>Class Modality:</b>	<b>On Campus – BLH 262</b>
<b>Class Meeting Time and Place:</b>	<b>Thursdays, 12:30 a.m. to 3:15 p.m.</b>
<b>Class Duration:</b>	<b>January 22 to March 19, 2026</b>
<b>Instructor:</b>	<b>Dr. Josephine Sosa-Fey</b> <b>Office: BLH 341N</b> <b>Tel: 210-784-2323</b> <b>E-Mail: <a href="mailto:jfey@tamusa.edu">jfey@tamusa.edu</a></b> <b>Student emails will receive a reply within two business days.</b>
<b>Course Website:</b>	<b><a href="https://tamusa.blackboard.com/">https://tamusa.blackboard.com/</a></b>
<b>Office Hours:</b>	<b>Tuesdays: 9:00 to 11:00 a.m. &amp; 12:30 to 2:00 p.m.</b> <b>Thursdays: 10:00 a.m. to 12:00 p.m., and by appointment.</b>

**IMPORTANT POLICIES AND RESOURCES**

**Catalog Course Description**

**Introduction to the management of business organizations. The functions of management and role of the manager. Managerial decision-making, communication, social responsibility, and business ethics. How organizational power and politics affect the manager. Prerequisites: ENGL-1301 and ENGL-1302.**

**Course Objectives**

**This course will introduce students to the concept of organizational management. Among the major topics in this class, we will discuss the history and evolution of management, the various managerial activities, top management team decision-making and strategy making, corporate social responsibility, ethics, globalization, diversity, teams, and human resource management.**

**Prerequisites**

**Prerequisite: Admitted to the College of Business and have completed ENGL-1301 and ENGL-1302. Students who do not meet the pre-requisites must contact the instructor immediately.**

**Student Learning Outcomes**

**Upon successful completion of this course, students should be able to:**

- 1. Explain the concepts and principles of business management.**
- 2. Identify contemporary issues faced by managers.**

3. Apply the concepts and principles of management to business cases.
4. Recommend appropriate courses of action in management situations.

### **AACSB Accreditation Assessment**

The College of Business received AACSB accreditation in Spring 2023. As part of that ongoing 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 and retention of the above course outcomes.

### **Required Materials**

- **Textbook:** Cengage, *Management*, 14<sup>th</sup> edition by Daft, ISBN-13: 9780357700006
- **Blackboard:** Connect to <http://tamusa.blackboard.com>. User ID is the K Number (K00001234). Password is the Date of Birth (MMDDYY). All course materials, including discussion materials, quizzes, and written assignments will be delivered in class.
- **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:** You are expected to spend 4-8 hours per week for the course. Based on the background, some student may require more time. Time spent may be longer when assignment/exams are due.

### **Other Recommended Materials**

You are strongly encouraged to read the Wall Street Journal, The Economist, (Bloomberg) Business Week and other business publications.

### **Course Requirements Every Student Must Fulfill in Order to Succeed in the Course:**

1. Students should check the Course Calendar and Announcements in Blackboard on a regular basis.
  2. Students should keep current with all course assignments, quizzes, and examinations.
  3. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
  4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.
  5. 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.
  6. Students should remember that online and hybrid courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
  7. For online courses, students should keep current on class recordings, if not attending the live class (either in person or online).
  8. For online asynchronous courses, there will be no online class sessions. All materials will be made available through Blackboard or through online links.
  9. For online synchronous courses, there will be online class sessions as indicated.
- Students are expected to attend the online session at the given time. If a student is

unable to attend a session, instructor will make the recording of the session available for the student to view. All materials will be made available through Blackboard or through online links.

### **Grading Policy**

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

	<b><u>Contributions to Final Grade</u></b>	
3 Exams - 130 points each	390	78%
Team: Journal Article Reports -- Chapter current topic	55	11%
Team: Video Presentations -- Chapter current topic	55	11%
Total Points	500	100%

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

### **Assignments**

There will be a number of assignments during the course. All assignments and due dates will be included in the syllabus posted on Blackboard.

### **Examinations and Quizzes:**

There will be a mandatory midterm 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. The exams/quizzes may 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.

### **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 extraordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. 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 and online, including the following:

1. Attendance may be taken by an appropriate method by the instructor.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
3. Student must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep own copies of all computer files and e-mails till final grade is received.

4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF.
6. For any questions about the exams and assignments, a student should contact the instructor, well in advance of the day they are due, so the instructor may have enough time to provide feedback.
7. 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 2 business days (Monday-Friday).
8. All assignment submissions must be uploaded as instructed by the due date and time. Submission window may close or marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

### **Class Attendance and Participation**

A vital part of every student's education is regular attendance of class meetings (for face-to-face/hybrid classes/online synchronous classes) or regular review of class materials posted by the instructor for asynchronous classes. 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, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. Good attendance and participation will be rewarded when final grades are assigned.

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 and may vary considerably based on student background. However, a minimum of two hours of work outside the class is expected for every one hour of class period per week. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

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. Classes will be held on Thursdays 12:30 to 3:00 p.m.

***Spring, 2026 MGMT 3311, Section 903 – 8 Week Thursday Class Schedule***

<b>Date</b>	<b>Topic/Assignments, etc.</b> <b>LATE WORK IS NOT ACCEPTED</b>
<b>Week 1</b> <b>Jan. 22th</b>	Discussion of syllabus, assignments, and course expectations. Meet team members, schedule, and plan team activities. <b>Chapter 3 - The Environment and Corporate Culture</b> <b>Chapter 4 - Managing in a Global Environment</b>
<b>Week 2</b> <b>Jan. 29<sup>th</sup></b>  <i>Census Date</i>	<b>Chapter 5 Chapter 5- Managing Ethics and Social Responsibility</b> <i>Team #1—Chapter 5 Discussion - News Article presentation &amp; Video Presentation.</i> <b>Chapter 7 - Planning and Goal Setting</b> <i>Team #2 --Chapt.7—Discussion - News Article presentation &amp; Video Presentation.</i>
<b>Week 3</b> <b>Feb. 5th</b>	<b>Exam #1 over Chapters Chapter 3 &amp; 4, 5 &amp; 7 Bring Scantron sheet.</b> <b>Chapter 8 - Strategy Formulation and Execution</b> <i>Team #3 – Chapter 8 Discussion - News Article &amp; Video Presentation.</i> <b>Chapter 9 - Managerial Decision Making</b> <i>Team #4 - Chapter 9 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion - News Article presentation &amp; Video Presentation related to Chapter 9.</i>
<b>Week 4</b> <b>Feb 12th</b>	<b>Chapter 10 - Designing Organizational Structure</b> <i>Team #5 – Chapter 10 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion - News Article presentation &amp; Video Presentation related to Chapter 10.</i> <b>Chapter 11 - Managing Innovation and Change</b> <i>Team #6 - Chapter 11 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion - News Article presentation &amp; Video Presentation related to Chapter 11.</i>
<b>Week 4</b> <b>Feb. 19th</b>  <b>Midterm Grades</b>	<b>Exam #2: Chapters 8, 9, 10 &amp; 11. Bring Scantron sheet.</b> <b>Chapter 12 - Managing Human Talent</b> <i>Team #7 - Chapter 12 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion - News Article presentation &amp; Video Presentation related to Chapter 12.</i> <b>Chapter 14 - Understanding Individual Behavior</b> <i>Team #8 - Chapter 14 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion - News Article presentation &amp; Video Presentation related to Chapter 14.</i>
<b>Week 5</b> <b>Feb. 26th</b>	<b>Chapter 15 – Leadership</b> <i>Team #9 - Chapter 15 Discussion - News Article &amp; Video Presentation.</i> <i>Discussion – News Article presentation &amp; Video Presentation related to Chapter 15.</i> <b>Chapter 16 - Motivating Employees</b> <i>Team #10 - Chapter 16 Discussion - News Article &amp; Video Presentation.</i> <i>News Article presentation &amp; Video Presentation related to Chapter 16.</i>
<b>Week 6</b> <b>March 5th</b>	<b>Exam #3 - Chapters 12, 13, 14, 15. Bring Scantron sheet. In class no book/no notes, etc. Bring a scantron sheet &amp; pencil to class</b> <b>Final --Exam. Bring Scantron sheet.</b>

<b>Week 7</b> <b>March 12th</b>	<b>Spring Break – No Class</b>
<b>Week 8</b> <b>March 19th</b> <b>Wednesday</b>	<b>All Grades Due by Noon</b>

### **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](mailto: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.

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 located 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](mailto: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 accommodations 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](mailto: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.

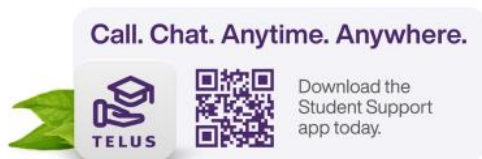
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	<b>Appointments available</b>	<b>Walk in Tutoring – No appointment needed</b>
<b>MONDAY</b>	<b>8 am – 6 pm</b>	<b>9 am – 5 pm</b>
<b>TUESDAY</b>	<b>8 am – 6 pm</b>	<b>9 am – 5 pm</b>
<b>WEDNESDAY</b>	<b>8 am – 6 pm</b>	<b>9 am – 5 pm</b>
<b>THURSDAY</b>	<b>8 am – 6 pm</b>	<b>9 am – 5 pm</b>
<b>FRIDAY</b>	<b>8 am – 5 pm</b>	<b>11 am – 4 pm</b>

**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 including 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: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). 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 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, 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. 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 realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto: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. A food pantry is available on campus; click [here](#) for hours and contact information.

**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](mailto: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 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, on the basis of 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](mailto: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 as a whole. 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](mailto: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 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. 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](mailto: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 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, 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](#) or visit the resources available in the [OSRR website](#)

**Important Spring 2026 Dates:**

Dates	Event
January 13	Tuition & Fee Payments deadline
January 19	Martin Luther King, Jr. – No Classes
January 20	First day of class
February 4	Census date
February 23-March 6	Midterm grading period
March 9-March 14	Spring Break
April 3	Study Day – No classes
April 17	Last day to drop with an automatic “W”
May 1	Last day to drop a course or withdraw from the University
May 4	Last day of classes
May 5	Study Day – No classes
May 6-May 12	Final exams
May 19	Commencement

The complete [academic calendar](#) is available online

**Option 2 – 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.

NOTE: Guidance for how to cite AI-generators, like ChatGPT, can be found here <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

