

# **COMM 2311-001, Media Writing: 202620**

## **CRN: 23391**

Spring 2026  
Texas A&M University-San Antonio

### **MEETING TIMES AND LOCATION**

12:30-1:45 p.m. Monday, Wednesday, Room 321 of the Central Academic Building

### **INSTRUCTOR**

Teresa Talerico, clinical assistant professor of communication

**Phone:** 210-784-2810 **Office:** Room 319B of CAB **Email:** Please use [ttalerico@tamus.edu](mailto:ttalerico@tamus.edu). Don't contact me in Blackboard messages.

**Office hours:** 2-3 p.m. Tuesday-Thursday, 11 a.m.-noon Wednesday or by appointment.

**DO NOT SUBMIT PDFS UNLESS I SPECIFICALLY REQUEST THEM.**

### **DESCRIPTION**

This course teaches the fundamentals of news reporting and writing. It includes instruction in professional methods of gathering, processing and delivering content for print and online media. These methods are the foundation for journalists as well as public relations professionals. Students in 2311 learn to report and write news briefs, advance stories and event coverage for The Mesquite, our student-produced digital news site.

### **REQUIRED COURSE MATERIALS**

- **Free e-textbook.** Our textbook is “Inside Reporting: A Practical Guide to the Craft of Journalism,” 3rd Edition, Tim Harrower, McGraw Hill, ISBN: 978-0073526171. You are not required to buy the print version, but if you want a copy, you can buy one through Amazon or Chegg. Make sure to get the **3rd edition**.
- **Free Associated Press (AP) Stylebook.** Click the link for a free version offered by the University Library. If you want a print edition, you can buy one for \$34.95 at the following link. Please get the **57th edition**: <https://www.apstylebook.com/>
- **Newsroom 101: \$29.95.** This is an online series of quizzes and tests to help you learn AP Style. We will discuss how to sign up for Newsroom 101 in class.

### **OBJECTIVES**

- Learn the mechanics of news reporting such as the Five W's, interviewing and covering events.
- Develop sound news judgment and recognize news values.
- Learn to fact-check your stories to ensure accuracy.

- Write for media audiences using the conventions of journalistic expression.
- Write with clarity, brevity, precision and power. Write in simple declarative sentences.
- Use AP Style with correct spelling, punctuation and appropriate grammar.
- Understand journalistic ethics including objectivity, fairness, independence and truth seeking.

## EVALUATION

30%: Mesquite stories

20%: Homework and class exercises

15%: Final exam

15%: Quizzes

10%: Newsroom 101

10%: Online discussions

## ASSIGNMENT CATEGORIES

### Mesquite Stories

You will write or contribute to four stories for possible publication on [The Mesquite's website](#).

1. **Brief** (a short news story). Students interview a source in class about campus news or an upcoming campus event to verify time, date and place (TDP), spelling of source's name and title, and a detail about the event that's not on JagSync. Write a brief of 150-200 words. One source, no direct quotes.
2. **Competitive advance** (preview story). Teams of students interview a source about an event. Each student will write a story that includes direct quotes from the source and details about the event that cannot be found on JagSync. 300-400 words. The student who writes the best story from each group will be eligible for publication with a byline. One source, multiple direct quotes.
3. **Competitive event coverage**. Teams of students will cover virtual or in-person events, such as a speech, club meeting, ceremony, festival/fair or other activities. The event can be in-person or virtual. Each student will write their own story about the event. 400-500 words. The best submission will be eligible for a bylined story published on mesquite-news.com. Two or more sources, multiple quotes.
4. **Team stories**. We might come up with some fun and interesting stories or content to produce near the end of the semester. Each student on a team will contribute something to the story.

Please note: You must write your stories in a Google Doc so I can see the version history, the evidence of your work to craft the story in your own words. Do not copy and paste the story from Microsoft Word or another platform.

You will learn how to revise stories according to my edits. That can include correcting grammar or AP Style, fact-checking or going back to sources for more information. All first drafts and revisions will receive a grade. You must double-check names, spellings, titles, numbers, times, dates, locations and other facts in stories. Accuracy is imperative in journalism and all communication fields. Get it right or risk an F on the assignment.

## **Homework and Class Exercises**

These include in-class exercises and other non-Mesquite homework.

## **Online Discussions**

Students will contribute to discussions based on reading the textbook or reviewing other course materials.

## **Newsroom 101**

Students must buy a subscription for \$29.95. This is an online program to refresh your memory on punctuation and to learn Associated Press (AP) Style, which is used by journalists and PR practitioners. You MUST meet these deadlines throughout the semester. I will not go back and grade late Newsroom 101 work:

Pretests 1-6: Feb. 4

A1 through ABC Review: Feb. 11

D1 through DEF Review: Feb. 18

G1 through GHI Review: Feb. 25

JKL1 through JN Review: March 4

OP1 through JN Review: March 11

T1 through AP All: March 18

Punctuation/Commas: March 25

Punctuation/Apostrophes: April 1

Punctuation/Hyphens: April 8

General Punctuation Quiz: April 15

Posttests: April 22

## **Quizzes**

The weekly quiz will cover lectures, readings, PowerPoints, handouts, AP Style and current events.

## **Final Exam**

The final reviews what we learned this semester. It is an open-book test that you will take on your own time. It will be available online a few days before it's due.

## **Schedule for Each Week**

Quizzes and homework assignments are typically due **the following Sunday**.

Online discussion posts, classmate responses and Newsroom 101 sections are due **Wednesday**.

The three (possibly four) Mesquite stories are due on dates relevant to each story.

## **COURSE POLICIES**

### **GENERATIVE ARTIFICIAL INTELLIGENCE / ChatGPT**

Just don't. Writing, analytical and critical thinking skills are the backbone of our communication courses. All writing assignments must be prepared by students in

their own words. Developing strong competencies in this area will prepare you for a competitive workplace. Look at it this way: You are learning to be a professional communicator. Writing is the bedrock of this profession, whether it's a news article, photo caption, radio spot, press release, narrative of a TV story or film script. If you can't write, why should an employer hire you when they can just use ChatGPT? Therefore, submissions generated by ChatGPT or other AI composition software are not permitted in my courses. I reserve the right to ask to see evidence of your original drafts, rewrites, etc.

The bulk of your work in COMM 2311 will comprise news stories that include **original** interviews and legitimate information from human sources on campus. You will need to provide a source list with the dates and locations of your interviews. You will need to attribute other information to whatever website, news article or other source that you used in your reporting.

I also will incorporate, where appropriate, personal reflections into your non-story assignments, such as asking you to relate your own personal experience to a particular topic.

COMM 2311 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.

## **ATTENDANCE AND ETIQUETTE**

Show up to our class meetings on time and stay the whole period. Punctuality and attendance are crucial in journalism. Those arriving more than 20 minutes late are counted absent. Those who leave early are counted absent.

I will allow four absences for any reason. I drop your letter grade by 2 percent for each additional absence. I will award 2 points to your total grade at the end of the semester for perfect attendance. That means attending every class meeting, arriving on time and staying for the entire class period.

Read this course syllabus closely. You and the instructor must follow it as a legal contract. Knowing its contents will greatly enhance your likelihood of success. If you have questions or need help, contact me by email or in person. Follow assignment directions to the letter.

## **SUBMITTING ASSIGNMENTS**

**Journalism is a deadline-driven business. Meeting deadlines is extremely important. I deduct 10 points a day for late assignments.**

**For non-Mesquite homework**, use Microsoft Word or Google Docs. Upload the file or link to the Google Doc in Blackboard. **For Mesquite stories**, always use a properly slugged copy of the story template in your personal folder in our Google

Drive folder. Mesquite stories are submitted in Blackboard **AND** your personal class folder in Google Drive. Grades on assignments consider AP Style, content, accuracy, word usage, mechanics, spelling, grammar, clarity and thorough reporting. Proofread your work with care.

## **CODE OF CONDUCT**

Students should follow the Student Rights and Responsibilities and Student Code of Conduct available [here](#). I will follow procedures in the code. Do not plagiarize. Your work shows your character. Make it your own. The instructor does not allow students to:

- use cell phones/personal electronics for non-academic use in class.
- work on anything other than class material during course time.

Anyone who fails to observe these will receive a warning and an absence for the first occurrence. Further violations may result in the student being asked to leave the class and/or to drop the course.

## **TENTATIVE SCHEDULE**

**Please see the Weekly Modules in Blackboard for homework, quizzes, discussion forums, story assignments, Newsroom 101 and other exercises.**

### **WEEK 1: Jan. 21**

DAY 1: No class. Martin Luther King Jr. holiday.

DAY 2: Course Overview. Name Game. Reporter's Notebooks.

#### **HOMEWORK:**

- Movie Review: Read Chapter 1: "The story of journalism" in our free electronic textbook, "Inside Reporting." Visit the Discussion 1 forum in Discussions to see which movie I have assigned you to watch. Your discussion post and a response to at least one classmate are due Jan. 28.
- Review Newsroom 101 and the AP Stylebook, including how to sign up and use throughout the semester. Sign up for Newsroom 101 no later than Feb. 2.

### **WEEK 2: Jan. 26, 28**

DAY 1: Discuss Classmate Interview and Q&A. Learn how to check the spelling of a name and record interviews. PowerPoint: An Appearance of Honesty.

DAY 2: Seven Deadly Sins handout (pages 150-151 in our textbook) and News Values.

#### **HOMEWORK:**

- Classmate Interview & Q&A, due Sunday
- Quiz 1 in Blackboard, due Sunday. It will cover class discussions plus pages 18-25 in Chapter 2 and local briefs from the Express-News. (The briefs are included in the quiz.)
- Newsroom 101 Pretests due at 11:59 p.m. Wednesday of next week. The password is: This is a test. Make sure to capitalize the T, use the spaces and add the period.

### **WEEK 3: Feb. 2, 4**

DAY 1: Add phone and emails in our Mesquite Directory.

Fact-checking/quote-checking in Story Template. Newswriting Tips 1. Like or follow The Mesquite. Briefs/Brites

DAY 2: Review Story 1/Group 1 assignment, come up with interview questions. Do Discussion 2/TDP (time, date, place).

\*Newsroom 101 Pretests are due Wednesday night.

Word of the day: folo (pronounced "follow"): a story that follows-up on a previously published story OR a follow-up question

HOMEWORK - In-class exercise: 'Like' or follow The Mesquite on social media, due Tuesday. - In-class exercise: Discussion 2/TDP in class, due Friday. - Read 26-34 in Ch 2: Who's who. What it's called. Tools, talent and temperament. - Newsroom 101 A1-ABC Review due Wednesday of next week

### **WEEK 4: Feb. 9, 11**

DAY 1: Group 1: Conduct interview with Story 1/News Brief source.\*Reminder: Newsroom 101 AP-A1 through ABC Review is due Wednesday night.

DAY 2: Reporting 101 PowerPoint. Student Form/Contract. Group 2 brainstorms questions for interview next week.

HOMEWORK:

- Student Form/Contract, due Friday.
- Story 1: News Brief/Group 1, due Sunday
- Quiz 2 in Blackboard, due Sunday
- Newsroom 101 D1-DEF Review due Wednesday of next week.
- Read pages 36-43 of Chapter 3 for next class: Just the facts. The five W's. The inverted pyramid. Writing basic news leads.

### **WEEK 5: Feb. 16, 18**

DAY 1: AP Style: Numbers. Group 2 interviews a source for Story 1/News Brief.

DAY 2: Cinderella. Inverted Pyramid. Writing basic news ledes. People in the

Newsroom and Pages in the Newspaper/Layout. \*Read Five W's and an H tonight.

Newsroom 101 AP-D1 through DEF Review due tonight.

HOMEWORK: - Story 1: News Brief/Group 2, due Monday

- Quiz 3 due Sunday
- Newsroom 101 G1-GHI Review due Wednesday of next week
- Read pages 76-85 in Ch 4: Taking notes. Interviewing. Quotations. Attributions for next class.
- Mesquite bio and mugshot due March 1

### **WEEK 6: Feb. 23, 25**

DAY 1: Taking Notes and Interviewing. On/Off the Record. Wes Studi Interview.

Tracking Down Sources/Last Resort.

DAY 2: Recording Interviews: in person, phoners and laws. Qualities for Success.

Viewing Feedback in Classmate Q&A. Reminder: Newsroom 101 G1-GHI Review due

tonight.

#### HOMEWORK::

- Quiz 4 due Sunday
- Discussion 3: What I Learned/Classmate Q&A post and response, due Wednesday of next week
- Newsroom 101 JKL1-JN Review due Wednesday of next week.
- Read pages 68-75 in Ch 4: Where Stories Come From. Finding and Using Sources. Using the Internet. Observation.

### **WEEK 7: March 2, 4**

DAY 1: Quotations and Attributions. Quote Exercise. Reminder: Newsroom 101 JKL1-JN Review is due Wednesday night.

DAY 2: Advances. Bull-riding example. Saving a Story and Sharing Your Story in Google Drive. (View the how-to video.)

#### HOMEWORK:

- Quiz 5 due Sunday
- Newsroom 101 AP OP1-OS Review due Wednesday, March 18

### **Spring Break: March 9-14**

### **WEEK 8: March 16, 18**

DAY 1: Observations. Revising Stories. Assign Story 2 to Groups 1 and 2.

DAY 2: Obtaining Courtesy Photos.

#### HOMEWORK

- Extra credit: Observations, due Friday
- Extra credit: Story 1 revisions, due Sunday
- Discussion Forum 4: What I Learned from Story 1/News Brief, discussion post and response due Wednesday of next week
- Newsroom 101 AP T1 through AP All (including Numbers 1 and 2) due Wednesday of next week
- Read pages 52-59 for the next class: Rewriting. Editing. Newswriting style. Making deadline.
- Students get started on Story 2. Deadlines vary.

### **WEEK 9: March 23, 25**

DAY 1: Covering speeches and Speech Story Lede 1.

DAY 2: Covering Meetings and Events. Newswriting Tips 2.

Don't forget Newsroom 101: T1 through AP-All (including Numbers 1 and 2) is due Wednesday night.

#### HOMEWORK

- In Class: Speech Story Lede 1, due Tuesday
- EXTRA CREDIT: Speech Story Lede 2 due Friday
- Quiz 6 due Sunday
- Meeting/Event homework due Sunday
- No Newsroom 101 due next week. The next section (Punctuation: Commas) is due Wednesday of the following week.
- Read pages 44-51 for next class: Beyond the Basic News Lead. Leads That

Succeed. After the Lede. Story Structure.

## **WEEK 10: March 30, April 1**

DAY 1: Titles matter: assistant or associate professor. Headlines. Words to Zap: Stop "utilizing" these words.

DAY 2: Photo Requests and Taking Photos. Story 3 assignments.

### **HOMEWORK**

- Quiz 7 due Sunday
- Read pages 44-51 for next class: Beyond the Basic News Lead, Leads That Succeed, After the Lede, Story Structure.
- Newsroom 101: Commas, due Wednesday of next week

## **WEEK 11: April 6, 8**

### **DAY 1: Corrections.**

DAY 2: Nontraditional ledes. Possessive Punctuation.

Reminder: Newsroom 101 Punctuation: Commas is due Wednesday night.

### **HOMEWORK:**

- Quiz 8: Corrections, possessive punctuation, nontraditional ledes, due Sunday
- Newsroom 101: Punctuation/Apostrophes due Wednesday of next week
- Continue to prepare for Story 3.

## **WEEK 12: April 13, 15**

### **DAY 1: Writing Flow: Transition Sentences and Poetry/Rhythm in Journalism.**

#### **In-Class Exercise: Transition Sentence**

DAY 2: Story 3. Review a few transition sentences. Discuss journalism ethics and the SPJ Code of Ethics. Punctuation Punks game in Kahoot.

\*Reminder: Newsroom 101 Possessives and Apostrophes is due Wednesday night.

### **HOMEWORK:**

- Transition Sentence assignment due Friday if you missed it in class on Monday
- Quiz 9 due Sunday
- Ethics assignment, due Sunday
- Newsroom 101: Punctuation/Hyphens, due Wednesday of next week

## **WEEK 13: April 20, 22**

DAY 1: Story 3 catchup.

DAY 2: Class Exercise: Newswriting Tips from the Textbook.

\*Don't forget: Newsroom 101/Punctuation: Hyphens is due Wednesday night.

### **HOMEWORK:**

- Quiz 10 due Sunday
- Newsroom 101 General Punctuation due Wednesday of next week

## **WEEK 14: April 27, 29**

DAY 1: Social Media Assignment.

DAY 2: No class. Work on "What I Learned Story 3" (mandatory) and/or "Story 3 revisions (extra credit)

Reminder: Newsroom 101: General Punctuation Quiz is due Wednesday night.

## HOMEWORK:

- Social Media Assignment due Tuesday
- Newsroom 101 posttests, due Wednesday of next week. Password: Do your best.
- Discussion 7: "What I Learned: Story 3" discussion post and response, due Wednesday of next week.
- Extra credit: Story 3 revisions, due Friday of next week

## **WEEK 15: May 4**

DAY 1: 40 Tips for Reporters: Poynter. Discuss Final Exam. Last day of classes for the semester.

- The final exam will open at 11:59 p.m. TK in Week 16 of Blackboard. Due date: 11:59 p.m. TK

\*TK is newspaper slang for "to come" or "on its way, similar to "TBA."

## **WEEK 16: Finals Week**

FINAL EXAM: The final exam will open in Week 16 of Blackboard by 11:59 p.m. TK\*. The due date is 11:59 p.m. TK.

## **Important Dates**

Jan. 19	MLK Day. No classes.
Jan. 27	Last day to register
Feb. 4	Census Date
March 9-14	Spring Break
April 17	Last day to drop with an automatic W
May 1	Last day to withdraw from university
May 4	Last day of classes
May 5	Study Day. No Classes
May 6-12	Final exams
May 15	Grades due by noon
May 18	Grades available in JagWire

## **Course Material, Academic Freedom and Students' Rights**

The materials and activities in this class were developed based on my subject matter expertise as a journalist with more than 20 years of experience reporting for newspapers, writing for magazines and editing in both media. They align with norms and best practices in the discipline you are learning.

As the Student Handbook states, "students will be free to take reasoned exception to the data or views in any course of study and to withhold judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled."

As an instructor, I will respect the rights outlined in the handbook, including "respect for personal feelings; freedom from indignity of any type, freedom from control by any person except as may be in accord with Texas A&M University-San Antonio, and conditions allowing them to make the best use of their time and talents toward the

objectives which brought them to this University." I ask that you respect the rights of your classmates to learn and have a positive experience in this class.

I ask that you respect academic freedom, which presumes that "teachers are entitled to freedom in the classroom in discussing their subject."

If you have a problem with materials in this course, please contact me for an explanation of why these materials are disciplinarily legitimate and to discuss strategies for completing the work in a manner that is acceptable to you and that meets course objectives. I ask that you do so before or after class and not disrupt the learning experiences of others if you have objections.

The complete academic calendar is available online:  
<https://www.tamusa.edu/academics/academic-calendar/index.html>

## Texas A&M University San Antonio Important Policies and Resources

### 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.

### Academic Accommodations for Individuals with Disabilities

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the website or email us at [dss@tamusa.edu](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 accommodation with Disability Support Services and their instructors as soon as possible.

### Academic Learning Center

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students

wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](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>Day of the Week</b>	<b>Appointments Available</b>	<b>Walk-in Tutoring (no appointment needed)</b>
<b>Monday</b>	<b>8:00 AM – 6:00 PM</b>	<b>9:00 AM – 5:00 PM</b>
<b>Tuesday</b>	<b>8:00 AM – 6:00 PM</b>	<b>9:00 AM – 5:00 PM</b>
<b>Wednesday</b>	<b>8:00 AM – 6:00 PM</b>	<b>9:00 AM – 5:00 PM</b>
<b>Thursday</b>	<b>8:00 AM – 6:00 PM</b>	<b>9:00 AM – 5:00 PM</b>
<b>Friday</b>	<b>8:00 AM – 5:00 PM</b>	<b>11:00 AM – 4:00 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 include 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

#### Emergency Preparedness

JagE Alert is Texas A&M University-San Antonio's mass notification system.

In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit the [Jag E Alert System website](#). You can access more information about [Emergency Operations Plan and the Emergency Action Plan on our website](#). Download the [SafeZoneApp](#) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

#### Financial Aid and Verification of Attendance

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

#### Jaguar Writing, Language, and Digital Composing Center (WLDCC)

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

The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the **Student Services tab**. Click on **Writing, Language, and Digital Composing Center** to make your appointment. Students wanting to work in real time with a tutor can schedule an **Online Appointment**. Students wishing to receive asynchronous, written feedback from a tutor can schedule an **e-Tutoring appointment**. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on the [Writing Center's website](#). The Writing Center can also be reached by emailing:[writingcenter@tamusa.edu](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. The General's Store is a food pantry that is available on campus as well.

## Military Affairs

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

## Religious Observances

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

## The Six-Drop Rule

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

## Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they

have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or [titleix@tamusa.edu](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. 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 reasonable accommodation for pregnant students as it would be provided to a student with a temporary medical condition that isrelated 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@tamus.edu](mailto:youngjaguars@tamus.edu) or call (210) 784-2636.

#### Students' Rights and Responsibilities

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

#### Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

#### Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local

laws.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

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

Important Spring 2026 Dates

<b>Dates</b>	<b>Event</b>
<b>January 13</b>	<b>Tuition and Fee Payments deadline</b>
<b>January 19</b>	<b>Marting Luther King Jr. Day – No Classes</b>
<b>January 20</b>	<b>First Day of Class</b>
<b>February 4</b>	<b>Census Date</b>
<b>March 6-23</b>	<b>Midterm grading period</b>
<b>March 9-14</b>	<b>Spring Break</b>
<b>April 3</b>	<b>Study Day – No classes</b>
<b>April 17</b>	<b>Last day to drop with an automatic withdrawal</b>
<b>May 1</b>	<b>Last day to drop a course or withdraw from the university</b>

<b>May 4</b>	<b>Last Day of Classes</b>
<b>May 5</b>	<b>Study Day – No classes</b>
<b>May 6-12</b>	<b>Final Exams</b>
<b>May 19</b>	<b>Commencement</b>

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