



TEXAS A&M UNIVERSITY  
SAN ANTONIO

## Course Syllabus

**MGMT 3311 – 900 (CRN: 23498)**

Department of Management and Marketing, College of Business

# *Principles of Management*

## Spring 2026

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<b>Section</b>	900 (M 12:30 am – 13:45 pm, IN PERSON) and hybrid
<b>Classroom</b>	BLH 266
<b>Instructor</b>	Dr. Tan Kim
<b>Email</b>	<a href="mailto:tkim@tamusa.edu">tkim@tamusa.edu</a> (email directly, not through Blackboard messages; include [MGMT3311-900] in the subject line)
<b>Office</b>	BLH 341L
<b>Office Hours</b>	<b>Mondays and Wednesdays 9:00-11:30am/ 2:00-3:00 pm</b> (Central Time) <ul style="list-style-type: none"><li>• Walk-ins are available, but appointments made 24 hours in advance are highly recommended</li><li>• Meeting location is Dr. Kim's office (BLH 341L), but Zoom meetings are available by request (for anything except reviewing completed assignments/exams)</li><li>• Appointments are also welcome at other dates/times</li></ul>

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### *Course Description*

Introduction to the management of business organizations. The functions of management and role of the manager. Managerial decision-making, communication, responsible management, and business ethics. How organizational power and dynamics affect the manager.

**Prerequisites:** ENGL1301 and ENGL1302

### *Course Objectives*

This course introduces various areas of organizational management from both macro and micro perspectives and examines how managers can effectively manage organizations and human resources. The course covers topics including managerial decision making, strategy, corporate ethics, international business, organizational behavior, leadership, and strategic human resource management. Students will develop the ability to proactively respond to external and internal uncertainties as managers.

**Expected Outcomes:** After successful completion of this course, students will be able to

- Explain the concepts and principles of business management
- Identify contemporary issues faced by managers
- Apply the concepts and principles of management to practices
- Recommend appropriate courses of action in management situations

## Required Materials

- **Textbook:** *Management, A Practical Introduction* (Kinichi, Soigenet, and Hartnell, 10th edition), McGraw Hill.
  - You can access e-textbook with **McGraw Hill Connect subscription**. This course is the part of ACCESS program with TAMUSA so this is included in the fees.
  - You must have access to Connect to access the online e-textbook, required homework assignments (Smart book), application-based activity, chapter review quiz and study resources.
- **Computer Device:** In order to participate in the sessions (in-person and online), **students need a computer or a tablet with an internet connection** to ensure they can access in-class materials and activities. Loaner laptop is available from the university library.

## Grade Components & Policies

1. In Class Assignment (ICA) (In-class, attendance check and discussion questions)	10%
2. Smart book Assignments ( <i>Preview</i> for each class, Due: Mondays 12:00 pm, CT)	10%
3. Chapter Review Quizzes ( <i>Review</i> for each class, Due: Wednesdays 11:59 pm, CT)	10%
4. Application-Based Activity (Chapter 4, 6, 9, 13)	10%
5. CNBC Market Issue Presentation (Individual Presentation)	10%
6. Exams (Midterm 50% / Final 50%)	50%
Total	100%

### 1. In Class Assignment (ICA, attendance & discussion questions; 10% of Course Grade)

**Attendance at in-person lectures is mandatory in this course.** Consistent attendance demonstrates the essential attitude needed to grow as a manager within an organization. I hope this class will help you develop integrity and responsibility.

In-Class Assignment (ICA) are designed to check attendance and increase focus during class time.

**In-Class Assignment Structure:** Each ICA consists of simple questions related to the lecture, one course and one open-ended question about personal learning/career or course feedback. ICAs will be conducted through the Blackboard platform. To receive ICA credit, students must:  
1) Be physically present in the classroom, 2) Follow all instructions and complete the activity, 3) Submit within the given time frame. Students with ADA accommodations will receive 50% additional time.

Submitting ICA outside of the classroom (aka does not present in the classroom) is Academic Dishonesty. Such violations will be reported to Student Conduct and will result in the complete forfeiture of ICA points.

**Technology Requirements:** Bringing a laptop or tablet is highly recommended for completing these assignments. While mobile devices can be used, they are not recommended for completing tasks within the limited time frame.

**ICA Schedule and Grading:** ICAs will be conducted over 13 weeks, excluding midterms, finals and holidays. Only your best 11 scores will count toward your final grade. No make-ups or extensions will be granted except for critical situations as defined by university policy.

**Attendance Policy: Non-emergency absences are not excused.** You do not need to provide doctor's notes or other documentation. As mentioned above, since only your top 11 scores out of 13 ICAs count toward your grade, it's okay if you're sick, need personal day, or couldn't focus during class. However, extensions or make-ups are only available for critical situations as defined by university policy. These must be approved through the official Student Absence Notification Request Form (<https://www.tamusa.edu/dean-of-students/class-absence-notification-request.html>)

## **2. SmartBook Assignments (10% of Course Grade)**

SmartBook is a tool designed to help students learn the textbook material effectively. Students **MUST** complete all reading and practice problems before class. SmartBook assignments are open-book and open-resource, and you may discuss the material with classmates. However, even if you study with others, each student must complete their own SmartBook assignment individually.

**Due Date:** SmartBook assignments can be accessed directly from the corresponding weekly module on Blackboard. There is no need to log into McGraw Hill Connect separately. Assignments are due every Monday at 12:00 pm (Central Time) before class begins. Each chapter typically requires approximately 40 minutes to 1 hour of study time.

**No Extensions or Make-ups:** Extensions and make-ups are not available, and quizzes cannot be reopened once closed. Your lowest SmartBook score will be dropped. Therefore, if you have an emergency, you can use this dropped score allowance for that situation.

## **3. Chapter Assessment Quizzes (10% of Course Grade)**

Students must complete Chapter Assessment Quizzes available in the Blackboard module based on content covered in class and through self-directed learning (SmartBook/e-Text book). The purpose of this assignment is to provide a review component that follows self-directed SmartBook learning (preparation), in-person lectures (checking key concepts and asking questions), and then reinforcement through assessment. Like smartBook assignments, these quizzes are open-book. You may refer to notes you took while studying or work together with classmates.

**Due date:** Quizzes open approximately two weeks before the due date and are typically due on Wednesday at 11:59 PM (CT) following the corresponding chapter's lecture week. It is strongly recommended that you complete the quiz well before the deadline, as unexpected technical issues may occur. Dr. Kim cannot assist with technical issues.

**No Extensions or Make-ups:** Extensions and make-ups are not available, and quizzes cannot be reopened once closed. Your lowest quiz score (one quiz) will be dropped from your final grade calculation. Therefore, if you have an emergency, you can use this dropped score allowance for that situation.

#### **4. Application-based Activity (10% of Course Grade)**

Application-Based Activities (ABAs) are conducted four times during the semester. These assignments are simulation-based learning and assessment activities designed to improve student's practical adaptation skills. Students will take on the role of a manager and provide solutions to various situations based on specific weekly concepts.

**Access and Attempts:** ABAs can be accessed through Blackboard modules (Ch 4, 6, 9, 13), and students are given two attempts per assignment. ABAs are open-book format, and you may discuss and work through the simulations with classmates. However, each student must submit their own individual work.

**Schedule:** ABAs are administered four times:

Chapter 4 (Week 3) / Chapter 6 (Week 5) / Chapter 9 (Week 10) / Chapter 13 (Week 12)  
All ABAs are due on Friday at 11:59 PM (CT) of the corresponding week.

**No Extensions or Make-ups and No Drops:** Extensions and make-ups are not available. Unlike other assignments, there is no dropped score for ABAs. All four scores will count toward your final grade. Please note this carefully.

#### **5. CNBC Market Issue Presentation (10% of Course Grade)**

Students are required to give a short in-class presentation based on recent market issues from CNBC YouTube channel video clips, providing an engaging and accurate summary of the content and identifying real-life applications of MGMT 3311 course concepts from the video.

This assignment aims to develop your ability as a future manager to understand and interpret current market environments and apply course concepts through presentation skills. **The 1-2 minute presentation format** reduces presentation anxiety while building the most efficient communication skills by focusing on key points only.

**Guidelines and Requirements** Detailed guidelines and rubrics are available in the Blackboard CNBC Market Issue Module. Select a video clip from the CNBC YouTube channel (<https://www.youtube.com/@CNBC/videos>) and prepare a 3-slide PowerPoint (PPT) deck to guide your 1-2 minute class presentation. Your PPT must be uploaded to Blackboard before class starts on your assigned presentation day.

**Due:** You must upload your PowerPoint file to Blackboard before class on your presentation day to receive full credit. Due dates vary for this assignment as up to four students will present each class day. Your presentation should be between 1-2 minutes—no longer.

## **6. Exams (Midterm/Final)**

The course includes two equally weighted exams: a midterm and a final exam. Dr. Kim will provide specific guidelines and format details before each exam approaches.

**Attendance and Timing** Attendance on exam day is mandatory, and students must arrive in the classroom on time.

**Technology Requirements** Exams will be conducted in-person in the classroom using personal computers. Students are responsible for: 1) Bringing their own laptop on exam day (laptops can be rented from the library), 2) Ensuring their battery is fully charged before the exam. Any technology preparation issues are the student's individual responsibility

**Exam Coverage** Midterm: Chapters 1, 3, 4, 5, 6 / Final: Chapters 7, 8, 9, 12, 13, 14, 15

*Note: Coverage may change based on lecture progress or other circumstances, but we will attempt to follow the original plan whenever possible.*

**Make-up Exam Policy** If a student misses an exam, they will be permitted to take an "unexcused" make-up exam which may be qualitatively different from the original exam and will count for a **maximum of 80% credit**. In other words, if the student earns a 90% on the make-up exam, they would receive a 72% for the exam ( $90\% \times 80\% = 72\%$ ). Students who fail to take an exam at the regularly scheduled time without prior approval must notify the professor within 24 hours to schedule a make-up. The make-up must be taken within 3 business days of the original exam. The exam will count for a maximum of 80% credit (as noted above)

***Failure to notify the instructor and request a make-up within 24 hours of the missed exam will result in a grade of zero on that exam***

### **Class Schedule (Central Time)**

<b>Date</b>	<b>Topic &amp; Required Reading</b>	<b>Assignments</b>
Week 1		
1/26 Mon	<b>Course Introduction</b>  Chapter 1. The Exceptional Manager	Ch 1 SmartBook due Wed 1/28, 12:00 pm Ch 1 Assessment Quiz due Wed 1/28, 11:59 pm
Week 2		
2/2 Mon	Chapter 3. Changing Work Environment and Ethical Responsibilities	Ch 3. SmartBook due Mon 2/2 12:00 pm Ch 3. Assessment Quiz due Wed 2/4 11:59 pm
Week 3		
2/9 Mon	Chapter 4. Global Management	Ch 4. SmartBook due Mon 2/9 12:00pm Ch 4. Assessment Quiz due Wed 2/11 11:59 pm Ch 4. Application-based Activity due Fri 2/13 11:59 pm
Week 4		
2/16 Mon	Chapter 5. Planning	Ch 5. SmartBook due Mon 2/16 12:00 pm Ch 5. Assessment Quiz due Wed 2/18 11:59 pm
Week 5		
2/23 Mon	Chapter 6. Strategic Management	Ch 6. SmartBook due Mon 2/23 12:00 pm Ch 6. Assessment Quiz due Wed 2/25 11:59 pm Ch 6. Application-based Activity due Fri 2/27 11:59 pm
Week 6		
3/2 Mon	<b>Midterm (Chapter 1,3,4,5,6)</b>	
Week 7		
3/9 Mon	<b>Spring Break</b>	<b>Enjoy your break!</b>
Week 8		
3/16 Mon	Chapter 7. Individual and Group Decision Making	Ch 7. SmartBook due Mon 3/16 12:00 pm Ch 7. Assessment Quiz due Wed 3/18 11:59 pm
Week 9		
3/23 Mon	Chapter 8. Organizational Culture and Structure	Ch 8. SmartBook due Mon 3/23 12:00 pm Ch 8. Assessment Quiz due Wed 3/25 11:59 pm
Week 10		
3/30 Mon	Chapter 9. Human Resource Management	Ch 9. SmartBook due Mon 3/30 12:00 pm Ch 9. Assessment Quiz due Wed 4/1 11:59 pm Ch 9. Application-based Activity due Fri 4/3 11:59 pm
Week 11		
4/6 Mon	Chapter 12. Motivating Employees	Ch 12. SmartBook due Mon 4/6 12:00 pm Ch 12. Assessment Quiz due Wed 4/8 11:59 pm
Week 12		
4/13 Mon	Chapter 13. Groups and Teams	Ch 13. SmartBook due Mon 4/13 12:00 pm Ch 13. Assessment Quiz due Wed 4/15 11:59 pm Ch 13. Application-based Activity due Fri 4/17 11:59 pm
Week 13		
4/20 Mon	Chapter 14. Power, Influence, and Leadership	Ch 14. SmartBook due Mon 4/20 12:00 pm Ch 14. Assessment Quiz due Wed 4/22 11:59 pm
Week 14		
4/27 Mon	Chapter 15. Interpersonal and Organizational Communication	Ch 15. SmartBook due Mon 4/27 12:00 pm Ch 15. Assessment Quiz due Wed 4/29 11:59 pm
Week 15		
5/4 Mon	<b>Overall Review Session</b>	
Week 16		
5/11 Mon	<b>Final Exam</b>	<b>Chapter 7, 8, 9, 12, 13, 14, 15</b>

# 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 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>
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

**Counseling/Mental Health Resources:** As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment,



visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

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

The TELUS Student Support App provides a variety of mental health resources to 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.

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

**AI Policy:** Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, **students must cite any AI-generated material that informed their work** (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.