



## **HIED 656, 01W, The Law of Higher Education**

COURSE SYLLABUS: Spring 2024

### **INSTRUCTOR INFORMATION**

Instructor: Adjunct Professor Timothy Letzring  
Office Location: Virtual  
Office Hours: Virtual; Please email to schedule an appointment.  
Phone: TBA  
University Email Address: TBA  
Preferred Form of Communication: Email  
Communication Response Time: 24-36 hours

### **COURSE INFORMATION**

#### **Required Textbooks**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Kaplin, W. A., Lee, B. A., Hutchens, N. H., & Rooksby, J. H. (2020). *The law of higher education: Student version* (6th ed.). Hoboken, NJ: Jossey-Bass.

#### **Course Description**

Historical and contemporary legal issues that shape postsecondary institutions.

#### **Student Learning Outcomes**

1. Understand basic concepts (e.g., authority, employment issues, faculty issues, student issues, external entities, etc.) associated with higher education law.
2. Understand how to acquire relevant literature that informs the law.
3. Understand how to use the APA style guidelines.
4. Develop autonomy in learning.

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## Minimal Technical Skills Needed

Proficiency using the D2L learning management system, Microsoft Word, and email.

## Instructional Methods

This is an entirely online course.

## Student Responsibilities or Tips for Success in the Course

Students should access the course minimally every 2-3 days in order to check announcements and read the postings of colleagues. Students should check their TAMUC email daily to ensure timely receipt of messages from the instructor and University.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%; B = 80%-89%; C = 70%-79%; D = 60%-69%; F = 59% or Below

Weights of the assessments in the calculation of the final letter grade.

Forum 1 Posting	5%
Scenario Analysis 1	10%
Forum 2 Posting	15%
Scenario Analysis 2	20%
Forum 3 Posting	20%
<u>Examination</u>	<u>30%</u>
TOTAL	100%

## Assessments

1. Students should work a *minimum* of 9-12 hours per week in completing course assignments. I encourage you to read approximately 20-30 pages per day of assigned readings to complete all requirements in a manageable manner.
2. The course calendar (which includes due dates for assignments) is at the end of this syllabus.
3. For the graded postings for Forums 1, 2, and 3 do the following:
  - Acquire a legal case mentioned in the assigned reading (*choose one that you think might be interesting; i.e., one that you want to read!*);
  - Read the case; and

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- Write a 250-word posting that discusses a major legal principle from the case and how this principle informs higher education administration. Do not focus exclusively on presenting the details of the case itself; the major purpose of this assignment is to use a major legal principle from a case to form an administrative principle.

The grading rubric for this posting will be 60% content and 40% writing (includes grammar and APA usage). Note that “APA usage” refers to proper in-text citations as well as the format for end-of-posting citations. No other APA requirements are necessary other than those also associated with grammar. I will email each student individual feedback via the D2L portal to your TAMUC email account; thus, please notify me if you do not receive any feedback. Please carefully review my edits and comments in the documents I email you (use the All Markup feature in Word to review them) and learn from my feedback; that is, do not repeat any errors in your future postings.

You are strongly encouraged to respond to your colleagues’ postings. Although ungraded, your responses will facilitate learning via discussion and build a sense of community.

4. For the graded Scenario Analysis you will respond to the instructor’s posted prompt with a 250-word posting (and I truly want a focused posting of approximately 250 words). The grading rubric for this posting will be 60% content and 40% writing (includes grammar and APA usage). Note that “APA usage” refers to proper in-text citations as well as the format for end-of-posting citations. No other APA requirements are necessary. These will be done in the assignment section of D2L.
5. The examination is an open book, open notes, open web assignment and is an individual activity (i.e., working with others will be a violation of academic integrity). You may email the instructor requesting further clarification for specific examination items who may post a response to the entire class in order to help everyone. The instructor will supply the examination at the beginning of Period 13 as an attachment in a D2L course announcement. Do not distribute the examination to anyone outside of this course as it may be reused in future courses; distribution will be a violation of academic integrity. **The completed examination must be emailed to the instructor by the due date/time.**

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6. Alignment of student learning outcomes with assessments:

Assignments	Student Learning Outcomes			
	SLO1	SLO2	SLO3	SLO4
Readings	X		X	X
Forum Postings	X	X	X	X
Examination	X	X		X

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

The preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback via posting to the discussion is within one week of the assignment due date. Grading will also try to meet that one-week timeline. Any delays in this time (e.g., due to travel) will be communicated.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, TAMUC time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor *in advance of the due date/time* (note: a request for an extension in advance of the due date/time does not mean an extension is approved; *explicit approval before the due date/time is required to avoid a zero*). Exigencies will be handled on a case-by-case basis.

### Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### University Specific Procedures

#### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

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<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

### **AI Use Policy [Draft 2, May 25, 2023]**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[13.99.99.R0.10 Graduate Student Academic Dishonesty](#)

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[13.99.99.R0.10 Graduate Student Academic Dishonesty](#)

[Undergraduate Student Academic Dishonesty Form](#)

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Counseling Center**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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## COURSE CALENDAR

<b>Module</b>	<b>Dates</b>	<b>Assignments</b>
1	1/29-2/3	Begin Reading APA Manual Chapters 4, 6, 8-11; and Kaplan, Lee, Hutchens, and Rooksby (KLHR) General Introduction and Chapters 1-3
2	2/4-2/10	Continue Module 1 Reading
3	2/11-2/17	Complete Module 1 Reading and Forum 1 Posting (due before midnight* 2/18/2023)
4	2/18-2/24	Begin Reading KLHR Chapters 4-6
5	2/25-3/2	Continue Module 4 Reading
6	3/3-3/9	Complete Module 4 Reading and Scenario Analysis 1 (due before midnight* 3/10/2023)
7	3/10-3/16	Spring Break, but encouraged to keep reading
8	3/17-3/23	Begin Reading KLHR Chapter 7
9	3/24-3/30	Complete Module 8 Reading and Forum 2 Posting (due before midnight* 3/24/2024)
10	3/31-4/6	Begin Reading KLHR Chapters 8-9
11	4/7-4/13	Complete Module 10 Reading and Scenario Analysis 2 (due before midnight* 4/14/2024)
12	4/14-4/20	Begin Reading KLHR Chapters 10-12
13	4/21-4/27	Complete Module 12 Reading and Forum 3 Posting (due before midnight* 4/28/2024 – this is a Monday)
14	4/28-5/4	Begin Examination prep
15	5/5-5/10	Complete Examination (due before midnight Friday, 5/10/2024)

\*All times, TAMUC time

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