Course Syllabus: Fall 2025
US 497.01E
Integrating AI and Us

Tuesdays 3:30 p.m. – 4:45 p.m.; August 25, 2025 – October 17, 2025

This class meets face-to-face – BA 244 (Main Campus – Commerce)

INSTRUCTOR INFORMATION

Instructors of Record:
Andrea Graham, Ph.D., Dean of the College of Science and Engineering
Ray Green, Ph.D., Dean of the College of Education and Human Services
Jennifer Schroeder, Ph.D., Dean of the Graduate School
Joseph Romero, Ph.D., Dean of the College of Humanities, Social Sciences, and the Arts
Erin Webster Garret, Ph.D., Dean of the Honors College
April Sanders, Ph.D., Dean of the College of Innovation and Design

Office Hours: Contact if needed

Email Addresses:
Andrea Graham Andrea.Graham@etamu.edu
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Preferred Form of Communication: Email

Communication Response Time: Under normal circumstances, response time will be within 24 hours.

COURSE INFORMATION

Materials: Text, Readings, Supplementary Readings

Text: All materials will be supplied in the course. Please bring laptop to class meetings.

Course Description: "Lion's Leap into AI: Integrating AI into the East Texas Experience!" This course provides a practical introduction and fundamental knowledge about artificial intelligence,

ethical considerations, and strategies for integrating AI tools into the classroom and work environments at ETAMU. Designed for the beginner, participants will learn how AI can personalize the learning environment, automate administrative tasks, and be used to enhance the teaching and learning experiences. Content will also focus on demystifying AI training, the challenges with designing/engineering prompts, and how AI is already operating in the world around us. Participants will gain new insights into how they can immediately apply their learning in their current positions as well as considerations for how and when AI is the right tool for the task at hand. Participants are asked to bring their laptops to class.

Student Learning Outcomes: By the end of this course, the participant will be able to:

1. Explain fundamental AI concepts and distinguish between different types of AI systems
2. Identify appropriate AI applications for common tasks
3. Evaluate AI tools for reliability, accuracy, and ethical considerations
4. Develop strategies for use in the classroom and workplace that align with institutional policies

COURSE REQUIREMENTS

Instructional Methods/Activities/Assessments

Participation: Grades for this course will be based on participation in each class. Expectations include full preparation, attendance, and active engagement in all class activities and with all course materials. Beyond the first class, each meeting will expect advance preparation from participants to fully engage in activities. **Measures Student Learning Outcomes 1, 2, 3, and 4.*

GRADING

Course Grades: 12.5 points will be awarded for each class session the student attends and participates = 100 total points. The overall grade in the class will be assigned as either S (Satisfactory) = 60% - 100%, or U (Unsatisfactory) = 0% - 59%.

TECHNOLOGY REQUIREMENTS

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

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**.**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course-Specific Policies and Procedures

Attendance: Attendance, preparation, and full participation are expected and required in this class.

Grades of Incomplete: A grade of Incomplete (X) will not be given in this class.

Late Work: Under normal circumstances, late work is not accepted in this class.

University-Specific Policies and 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.
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

ETAMU Attendance:
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity:
Students at East Texas A&M University 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
Undergraduate Student Academic Dishonesty Form

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

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

AI Use Policy:
East Texas A&M University 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.

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:
East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice:
East Texas A&M University 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.

Campus Concealed Carry Statement:
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M University Supports Students' Mental Health:
The Counseling Center at East Texas A&M University, 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**

COURSE OUTLINE *(All class assignments are scheduled tentatively at this time. They may be changed, but advance notice will be given in class.)*

Date	**Student Learning Outcome and Class Topic**	**Class Activities**	**Homework Assignment**
Week 1 August 26	**Class Topic**: Why explore AI?	Class Meeting Introduction: Dr. Graham – Why are we here? How do you use AI? Dr. Green and Dr. Webster Garret What to expect with the course – Dr. Schroeder	
Week 2 Sept. 2	**SLO**: Explain fundamental AI concepts and distinguish between different types of AI systems **Class Topic**: What are the basics of AI?	Class Meeting Introduction: Dr. Graham Basics of AI – Guest Lecturer: Dr. Yuehua Wang	Before next class meeting, set up a free account with Gemini, ChatGPT, and CoPilot, and Claude
Week 3 Sept. 9	**SLO**: • Identify appropriate AI applications for common tasks • Develop strategies for use in the classroom and workplace that align with institutional policies	Class Meeting Introduction: Dr. Schroeder How to train AI: AI for the Oceans – Dr. Schroeder Using AI at Work Activity – Dr. Sanders	

	Class Topic: How can we use AI at work?	Faculty: Generate syllabus for teaching a class on AI Staff: Agenda for training for leading your team on using AI	
Week 4 Sept. 16	**SLO**: Evaluate AI tools for reliability, accuracy, and ethical considerations **Class Topic**: What are some ethical considerations when using AI?	Class Meeting Introduction: Dr. Romero Ethics of AI: Guest Lecturer: Dr. Charles Woods	
Week 5 Sept. 23	**SLO**: Evaluate AI tools for reliability, accuracy, and ethical considerations **Class Topic**: What are some ethical considerations when using AI?	Class Meeting Introduction: Dr. Green Scenarios of AI Ethics – Guest Instructor: Dr. Vanessa Quinn	
Week 6 Sept. 30	**SLO**: Develop strategies for use in the classroom and workplace that align with institutional policies **Class Topic**: How do we write quality prompts for AI?	Class Meeting Introduction: Dr. Graham Prompt Writing • Guest Speaker provided by COSE for technical aspect • Guest Speaker provided by COEHS for practical aspect – Dr. Kathy Dixon	
Week 7 Oct 7	**SLO**: Identify appropriate AI applications for common tasks	Class Meeting Introduction: Dr. Green - Consider at least two tools shared with you today	Be prepared at next class meeting to share the following: • What have you learned in the class?

	Class Topic: What are some ways I can use AI at work?	Guest Speakers Share an AI Tool: Drs. Greg Lubani, Mary Jo Dondlinger, Sarah Northam, Brittney Yager	• Show & Tell – Be prepared to share how you are using AI in a small group setting at the next class.
Week 8 Oct 14	**SLO**: Develop strategies for use in the classroom and workplace that align with institutional policies **Class Topic**: Use of AI and AI Policy Creation	Class Meeting Introduction: Dr. Romero - What have you learned in the class? Show and Tell Small Groups – Dr. Romero Create an AI Policy – Dr. Webster Garrett Course Conclusion – Dr. Graham – Why we are here…what's next?	Please complete the course evaluation!