Course Syllabus: Fall 2025
US 497.02E
Student-Ready University & Us: Becoming a Student-Ready University
Wednesday 3:30-4:45p
September 27 – October 15
Room: BA 343

INSTRUCTOR INFORMATION

Instructor: Tammi Vacha-Haase, PhD, Provost and Vice President for Academic Affairs

Office Hours: Appointments available by contacting Cynthia.Rhodes@etamu.edu

Email Address: tvhaase@etamu.edu

Preferred Form of Communication: Email

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

COURSE INFORMATION

Materials: Readings and Supplementary Readings to be provided throughout the course

Course Description: This course is an interactive eight-week professional development series designed for faculty and staff committed to fostering a student success-oriented campus culture. Grounded in the Student-Ready University framework, this course equips participants with the knowledge, skills, and collaborative strategies necessary to remove institutional barriers, leverage student strengths, and integrate career preparedness into both curricular and co-curricular experiences. Through reflection, data analysis, case studies, collaborative projects, and practical action planning, participants will design and commit to initiatives that enhance student success and institutional readiness across all divisions of the university.

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

- Apply the Student-Ready University framework to their position by identifying institutional barriers and proposing action items for improvement.

- Use institutional data and a strength-based approach to understand and support all students.

- Foster shared responsibility and cross-campus collaboration to enhance student engagement, success, and career preparedness.

- Design and commit to an actionable initiative that advances the university's readiness to serve all students effectively.

COURSE REQUIREMENTS

Instructional Methods/Activities/Assessments

Class Participation and Final Project: Grades for this course will be based on participation in each class and completion of the final group project. Expectations include full preparation, attendance, and active engagement in all class activities and with all course materials. Each week's attendance will be worth 10% of the grade, with the final project being 20%.

GRADING

Participation (80%): Expectations include full preparation, attendance, and active engagement in all class activities and with all course materials. Each week's attendance will be worth 10% of the grade. *Measures Course Learning Outcomes #1, #2, #3, and #4.*

Final Group Project (20%): In small groups, you will design a practical initiative or small-scale intervention that helps make our institution more "student-ready" by addressing one of four key areas (themes): Career Preparedness, Understanding Students through being Data-Informed, Strength-Based Student Approach, or Shared Responsibility: Everyone is an Educator. Groups will then offer a final presentation of the developed initiative/intervention of approximately ten minutes. Further criteria for this assignment will be given at a later date. *Measures Course Learning Outcomes #1, #2, #3, and #4.*

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

This syllabus is tentative and subject to change. *4*

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	Topic	Class Objectives	
Week 1 Aug 27	Introduction to the Student-Ready University Framework	• Define what it means to be a student-ready university	
Week 2 Sep 3	Reframing Student Success in a Student-Ready Context	• Defining student success • Examine institutional barriers to student success, including university policies and structures • Form groups for final group project	
Week 3 Sep 10	Understanding Our Student Demographics by being Data-Informed	• Analyze institutional data on student demographics and outcomes • Recognize all student identities and needs	
Week 4 Sep 17	Creating a Welcoming and Strength-Based Environment	• Explore deficit vs. asset-based language and mindsets • Identifying student-readiness in the University Strategic Plan #3: Creating a Welcoming Environment • Recognizing the impact of university practices, policies, and structures	
Week 5 Sep 24	Student Engagement through Shared Responsibility	• Understand the role of faculty/staff in student engagement at student ready university • Explore strategies for fostering shared responsibility	
Week 6 Oct 1	Career Preparedness Integration	• Identify opportunities to embed career readiness in curricular and co-curricular activities	

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		• Understand how we can consistently connect students to networks, internships, and career services	
Week 7 Oct 8	Cross-Campus Collaboration for Student Success	• Explore collaboration between academics, student affairs, enrollment management and the institution • Build a shared vision of support and student success across divisions	
Week 8 Oct 15	Group Share Out of Action Planning & Commitment	• Share department- or role-specific action plans • Reflect on personal and institutional accountability	