

The logo for Texas A&M University Central Texas is displayed within a dark blue rectangular box with a red border. The text "TEXAS A&M UNIVERSITY CENTRAL TEXAS" is written in white, bold, sans-serif capital letters, arranged in three lines: "TEXAS A&M" on the top line, "UNIVERSITY" on the middle line, and "CENTRAL TEXAS" on the bottom line.

# TEXAS A&M UNIVERSITY CENTRAL TEXAS

***80283 BUSI 4320-110***  
***Fundamentals of Real Estate***  
**FALL, 2017 – Via Canvas**  
**SYLLABUS**

## **INSTRUCTOR AND CONTACT INFORMATION**

***Dr. John F. Shampton***

Contact information:

Email:

[jshampton@tamuct.edu](mailto:jshampton@tamuct.edu)

Voice Mail:

509-984-9998 (This is not a Texas number – it's a service in Seattle.)

*Email is the preferred communication method.*

## **MODE OF INSTRUCTION AND COURSE ACCESS:**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

**Username:** Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

**Password:** Your MyCT password

## **TECHNOLOGY SUPPORT:**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

For issues related to course content and requirements, contact your instructor.

## **911 CELLULAR:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at **911Cellular** [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

### **Course Description:**

BUSI 4320. *Fundamentals of Real Estate*. 3 Semester Credit Hours.

An exploration of the nature of real estate; how ownership is held, legal descriptions, encumbrances and liens, title transfer, title records; concepts of home ownership, buying, selling and financial real estate, closing the real estate transaction; real estate taxes and other liens; leases and landlord tenant laws.

### **Objectives/outcomes:**

- The successful student will be able to:
- Demonstrate a basic knowledge of real estate concepts.
- Understand the structure and interpretation of legal descriptions.
- Demonstrate a working knowledge of interests in real estate and how ownership may be held and proven from public records.
- Demonstrate a knowledge of the process of buying and selling real estate.
- Understand and explain the real estate financing process and the creation and foreclosure of liens and deeds of trust in Texas.
- Recognize the respective legal rights of landlords and tenants and interpret basic lease provisions.

**Text:**

Jacobus, Charles J., *Texas Real Estate, Rev. 12th Ed.* (2016). Cengage,  
ISBN: 978-1-629-800011

**Course Coverage:**

***Unit 1 – Introduction***

CHAPTER 1 INTRODUCTION TO REAL ESTATE

***Unit 2 – Real Estate in General***

CHAPTER 2 NATURE AND DESCRIPTION OF REAL ESTATE

CHAPTER 3 RIGHTS AND INTERESTS IN LAND

***Unit 3 – Transferring Ownership***

CHAPTER 4 FORMS OF OWNERSHIP

CHAPTER 5 ISSUES IN HOME OWNERSHIP

CHAPTER 6 CONDOMINIUMS, COOPERATIVES, PUDs AND  
TIMESHARES

CHAPTER 13 TRANSFERRING TITLE

***Unit 4 – Proof of Ownership***

CHAPTER 14 RECORDATION, ABSTRACTS, AND TITLE  
INSURANCE

***Unit 5 – Real Estate Financing I***

CHAPTER 15 MORTGAGE THEORY AND LAW

***Unit 6 – Real Estate Financing II***

CHAPTER 16 LENDING PRACTICES

CHAPTER 17 SOURCES OF FINANCING

CHAPTER 18 TYPES OF FINANCING

CHAPTER 19 THE LOAN AND THE CONSUMER

***Unit 7 – Real Estate Brokerage***

CHAPTER 7 CONTRACT LAW (Review)

CHAPTER 8 TEXAS REAL ESTATE SALES CONTRACTS

CHAPTER 9 LICENSING LAWS AND PROFESSIONAL AFFILIATION

CHAPTER 10 THE PRINCIPAL-BROKER RELATIONSHIP:  
EMPLOYMENT

CHAPTER 11 THE PRINCIPAL-BROKER RELATIONSHIP: AGENCY

**Unit 8 – Landlord and Tenant**

CHAPTER 20 REAL ESTATE LEASES

**Grading and Assignments:**

Grades will be based on points earned in the following categories:

Participation (10 points per DQ plus bonus, if any) (80 points plus up to 40 bonus points)	120 points
Unit Quizzes (10 points each)	70 points
Group Project (40 points)	50 points
Written assignments (25 points each)	100 points
Final	160 points
<b>Maximum possible points:</b>	<b>500 points</b>

Assignment Summary - Fall 2017

<b>Unit (Date Available)</b>	<b>Reading Assignment</b>	<b>Assignments</b>	<b>Due</b>
1 (08/28)	Ch. 1	Bio Unit Quiz	08/29 09/04
2 (09/04)	Ch. 2, 3	Unit Quiz	09/18
3 (09/18)	Ch. 4, 5, 6, 13	First Written Assignment Unit Quiz	10/02 10/02
4 (10/02)	Ch. 14	Second Written Assignment Unit Quiz	10/16 10/16
5 (10/16)	Ch. 15	Group Project Unit Quiz	10/30 10/30
6 (10/30)	Ch. 16, 17, 18, 19	Third Written Assignment Unit Quiz	11/13 11/13
7 (11/13)	Ch. 7, 8, 9, 10, 11	Fourth Written Assignment Unit Quiz	12/04 12/04
8 (12/04)	Ch. 20		
<b>FINAL (11/26)</b>			<b>12/14</b>

**Please note: you must finish the previous unit before the next is available**

### Point Values – Assignments and Discussion Postings:

The following standards will be used in establishing the points awarded for assignments.

Maximum percentage of available points:

Not posted	0%
Posted (minimal effort)	10%
Significant effort	80%
Quality work	100%

"Minimal effort" means the assignment or posting has been completed but there is little or no evidence of the expenditure of substantial effort or thought. Although length restrictions are not to be implied (there are no stated requirements for the number of words or paragraphs for any of the assignments) a one-sentence offering that includes little or no analysis or synthesis of the material in question would be a "minimal effort".

"Significant effort" is evident when the material in question is not merely restated but expanded in terms of analysis, application to individual experience, matters outside the text or other relevant information provided by the student (as opposed to the assigned course materials).

"Quality work" points will be awarded for insights, analyses or examples of applications that clearly demonstrate a grasp of the material.

"Participation" points will be awarded for posts that are substantive and advance the discussion. Off topic posts or those that duplicate others are not substantive, and "I agree" or equivalent posts do not advance the discussion. Up to fifteen (15) points may be awarded for participation in each discussion topic, including the bonus specified in the next paragraph, for a possible total of 120 points.

"Participation Bonus Points" of up to five (5) points for each discussion topic may be subjectively awarded on the basis of quality, quantity and contribution to the discussion. *Since the measurement of point values requires the exercise of judgment which, by definition, may vary between individuals (i.e. you and me), questions with regard to point counts will be entertained (though not necessarily acted upon), but by e-mail only -- do not post any communications regarding grades if such messages may be read by others. Please remember, though, that all subjective decisions made by me are correct, by definition. You are not entitled to additional points, but I reserve the right to grant them if I so choose.*

### Skills:

Spelling, grammar, word choice and other indicators of writing quality are part of the grade for each graded written report. Critical thinking **will** be rewarded.

Late/Missing Assignments:

Written assignments more than one week late will not be accepted without good reason. (What constitutes good reason is a matter that is entirely and exclusively within my personal judgment!) Points can be awarded, but may be reduced, for assignments less than one week late. If you know in advance that you may or will be unable to submit unit assignments on time, LET ME KNOW! Notwithstanding the foregoing, participation points cannot be awarded after the fact and NOTHING can be accepted after the last day of class without prior arrangements. NO POINTS WILL BE AWARDED FOR ASSIGNMENTS NOT SUBMITTED WITHIN ONE WEEK OF THE DUE DATE UNLESS SATISFACTORY ARRANGEMENTS FOR LATE SUBMISSION HAVE BEEN MADE (SATISFACTORY, THAT IS, IN MY ABSOLUTE AND UNFETTERED DISCRETION).

**Maximum points that may be earned each Unit:**

	Unit								
	1	2	3	4	5	6	7	8	
<b>Participation</b>	15	15	15	15	15	15	15	15	120
<b>Quiz</b>	10	10	10	10	10	10	10	10	40
<b>Group Proj.</b>					40				40
<b>Assignments</b>			25	25		25	25		100
<b>Final</b>								160	160
<b>Total</b>									<b>500</b>

**Letter grades will be awarded based on the following:**

<u>Points</u>	<u>Grade</u>
451 – 500	A
400 – 450	B
350 – 399	C
300 – 351	D
Below 300	F

**Grade definitions and criteria:**

**A= Clearly stands out as an excellent performer.**

Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

**B = Grasps subject matter at a level considered to be good.**

Participates actively in discussions. Writes well. Accomplishes more than the minimum requirements. Produces high quality work. “B” work indicates a high quality of performance and is given in recognition for solid work; a “B” should be considered a very good grade.

**C= Demonstrates a satisfactory comprehension of the subject matter.**

Accomplishes only the minimum requirements, and displays little or no initiative. Communicates in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

**D= Quality and quantity of work is below average and barely acceptable.**

Accomplishes the most basic requirements of the course with below average skill.

**F= Quality and/or quantity of work is unacceptable.** Either all assignments have not been completed or, if completed, do not demonstrate the student is minimally qualified to progress to a more advanced level of course work.

**The right, based on the foregoing criteria, to advance a student to a higher grade than that earned on points alone is reserved!**

**Structure of the course:**

Each unit will be initiated by a (usually) short introductory statement (which I call a “Lecturoid” – a lecture-like essay) setting the stage for the material to be covered. The requirements for each Unit will be listed at the end of the Lecturoid, and will include a reading assignment, a discussion requirement and written assignments, if any, and may include additional readings or recommendations for research or other activity.

Reading assignments:

Specified readings will consist of chapters in the text and might include occasional references to online resources. To establish pacing for the course, Lecturoids and assessments will not be available until the beginning of each unit.

Discussion:

One of the uniquely effective techniques of online learning is the interaction involved in the online discussion of various topics being covered. Accordingly, discussion will be an important part of the grade in this course. In each Unit, a discussion question (“DQ”) will be considered on the Discussion Page in a separate thread or forum. **All in the class must participate** (see definition below) in the discussion of the question, either by asking and responding to questions, commenting or otherwise.

Written Assignments:

Four written assignments consisting of interoffice memos on specified topics will

be required. Details on each will be made available well before the assignment is due. For planning purposes, the due dates for these assignments have been entered on the Course Calendar in the sidebar.

#### Group project:

A written group project will be required. Details will be provided at the appropriate time. Groups will be assigned before the project is made available. Anyone who wishes to be in a group with one or more specific persons should let me know by the end of the second week and I will, if possible, make it so. (Group size may be an issue,)

#### Unit Quiz:

Details on the Unit Quizzes are included in the “Welcome” message. This is one way I can get y’all to read it.

#### Final:

The final will be a comprehensive essay exam. The instructions and questions will be made available well in advance of the end of the class. The final must be submitted by midnight on the last day of class.

### **Additional Grading Policies:**

#### Spelling and Grammar

Writing skills, including spelling, grammar and word choice, are important considerations in all communications but most particularly in the business world. Accordingly, up to 10% of the participation grade may be related to such matters.

#### Participation

It is important to understand what participation actually is. As noted above and in the “Welcome” message, a significant part of your online experience is derived from interaction with other students. Since face-to-face contact is not available, this interaction must be by way of your postings in the discussions and the group project.

Only postings which are substantive and advance the discussion (“quality postings”) will be counted. *Off-topic messages and messages of the “I agree” sort do not count.* Share your personal experiences as well as your analyses, criticisms or comments – these are exercises in **critical thinking**, *not* research-and-regurgitate drills.

**MINIMAL PARTICIPATION REQUIRES AT LEAST TEN (10) QUALITY POSTS FOR EACH TOPIC (i.e., EACH DQ).**

**THE PARTICIPATION STANDARD MUST BE MET FOR EACH DISCUSSION TOPIC, AND “EXTRA” POSTS ON ONE DQ WILL NOT BE “CARRIED OVER” TO MEET THE REQUIREMENTS FOR A SUBSEQUENT DISCUSSION.**

### Group Projects:

**Participation in group projects requires sharing a substantial, if not equal, part of the burden.** Groups are expected to devise their own mechanism to distribute work and take any steps necessary to achieve their goal without intervention on my part. Agreements in the form of a “group charter,” either informal or formal, are strongly recommended. Except as noted below regarding the deduction of points, I will not quantify any individual’s contribution to a group project as long as there is some substantial part played, so all participating members of the group will receive the same grade. Again, I am the judge and jury.

### Bonus points

Bonus points may be awarded for exceptional performance in discussions or for any other reason, in my sole and unfettered professorial discretion. No one is *entitled* to bonus points. Bonus points may (and probably will) be distributed unequally.

### Loss of Points

Under certain circumstances points for each instance of misconduct may be deducted from an individual’s grade. Such misconduct includes, *without limitation*:

- disruptive, rude or offensive posts
- excessive off-topic posts
- starting, or participating in, an online argument
- other conduct which interferes with the class in any way
- failure to participate adequately in group projects
- failure to complete assignments

### Research and Referencing – **ALL** Written Presentations

In any written submission, unless it is clear you are stating your own personal opinion, any assertions you make **MUST** be supported by citations to published sources.

***"Support" generally refers to a citation to published research or other writings from an "outside" source -- "outside" meaning sources other than yourself.***

***You must provide a citation where required! See: Academic Integrity Policy and Plagiarism Policy.***

***CITE ALL SOURCES USED, EVEN THE TEXTBOOK.***

***Encyclopedias of any kind, including the very popular Wikipedia, are not consistently reliable sources and should not be cited or used as support. Since, as your instructor, I speak with the Voice of Authority, this rule does not apply to me. Rank has its privileges. ;-)***

DQ responses or discussion postings, on the other hand, should ideally be statements of YOUR opinion and thus should not require sources unless you cite or adopt someone else's work.

*DQ responses are not mini-research papers or "end-of-chapter" exercises – they are used exclusively to provoke discussion and I do not expect, intend or want them to be academic exercises in and of themselves.*

Some of your DQs will be controversial, some mundane; some will have no answer and one or two might even be "trick questions." None of them should be taken for more than what they are – opportunities to state and share opinions (and in the process come to a better understanding of the material!). A major goal of this course is to provoke critical thinking – and critical analysis simply does not happen when you "look up the answer."

## **GENERAL POLICIES:**

### **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

#### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](#)

[[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

#### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic

misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/departments/access-inclusion) webpage [https://www.tamuct.edu/departments/access-inclusion].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [Imdavis@tamuct.edu](mailto:Imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

### **The University Writing Center.**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from

10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

## **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

## **COURSE POLICIES:**

### ***Email Response Time***

Except weekends and holidays, emails sent by "regular" (personal or tamuct.edu) email will be responded to within 24 hours. Messages sent through the Canvas internal email system will receive a response within 24 hours of when they are actually read by me (I will check at least once daily, but it may be at the end of the day).

### ***Availability of Grades***

The Canvas software will be set up to provide grades as they are posted. On request (email only, please), a student's participation to date will be evaluated on a scale of: good, satisfactory or unsatisfactory, and suggestions for improvement (if needed) will be provided.

### ***Questions***

Questions are in order at all times about all aspects of the course, in fact, questions are encouraged! Feel free, especially, to ask about the assignments in the discussion forum so others can benefit from the answers. PLEASE FEEL FREE TO ASK FOR HELP WITH ASSIGNMENTS AT ANY TIME!

Any questions relating to grades or other such matters should not be publicly shared, and must be directed to me by email either on the Canvas class-site system or at the address above.

### ***Plagiarism***

Please take note of the following general statement about plagiarism, to the extent it applies to this course:

The terms "cheating" and "plagiarism" refer to the use of unauthorized

books, notes, or other sources in the giving or securing of help in an examination or quiz; and to the unauthorized copying of examinations, reports, assignments, or papers; and to the presentation of another's published or unpublished work as one's own. Because cheating and plagiarism are an affront to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Detected cheating or plagiarism will result in consequences that may, at the instructor's discretion, include course failure.

For college students, warnings regarding plagiarism should no longer be necessary. When dealing with internet materials, however, it won't hurt to be reminded that **if you use something, either directly or indirectly, from a site you MUST give the complete URL!**

### ***APA styles***

Citation styles should be consistent and, ideally, follow the APA rules. The use of a particular system, however, is not required and any reasonable method of making it possible for the reader to locate and examine the original source is acceptable to me. Other instructors may have different requirements.

### ***Disputes***

Any disputes, objections, disagreements, problems or other similar unpleasanties should be brought up with me immediately! I pledge to take reasonable steps to resolve any grievances, subject to the provisions of this syllabus and University policies. If no resolution is forthcoming, such matters will be referred to the university administration.

### ***Ego thing***

A few years ago a California politician lit into a Brigadier General testifying before her committee when he called her "Ma'am." "*Do me a favor,*" she hissed, "*could you say 'senator' instead of 'ma'am'?*" *It's just a thing, I worked so hard to get that title, so I'd appreciate it, yes, thank you.*" (If "worked so hard" is similar in meaning to "sold my soul" then she probably had a point.) Given that definition, I didn't work anywhere near as hard as she did to earn the title "Dr." so you can use it if you wish – I don't particularly care.

Be advised, however, that some of my colleagues, like the senator, really, *really do* care. Really. Just sayin'

Word to the wise.

### ***Copyright Notice.***

*Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.*

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1001 Leadership Place, Killeen, TX 76549; jshampton@TAMUCT.edu*

**Amendments to syllabus:**

This syllabus may be amended at any time upon notice.