BUSI 3311–150, CRN 80542, Business Statistics (Online)

Fall 2017 (28 Aug thru 15 Dec)

INSTRUCTOR AND CONTACT INFORMATION

Instructor:	Dr. Brad Almond
Office:	Founders Hall 318G (TAMUCT)
Phone:	254-519-5443
Fax:	254-501-5825
E-mail:	Canvas inbox (preferred); **brad.almond@tamuct.edu**
Office Hours:	I will check my Canvas inbox daily during the work week. Local students may make appointments for office visits on Wednesdays and Thursdays from 2:00 – 5:00 pm. I can also arrange for phone calls if needed.
Department:	Management & Marketing
Department Contact Info:	Founders Hall 318, 254-519-5437, cobainfo@tamuct.edu

I am most easily accessible via email. I will check my TAMUCT and Canvas (preferred) email at least once per day during the normal work week. Students should expect a reply within 24 hours unless the email falls on a weekend, in which case they should not expect a reply before the following Monday.

Mode of instruction and course access:

This is an online course which will use the TAMUCT Canvas Learning Management System for 100% of course instruction and communication. In addition, this course will require use of the Hawkes Learning System software for completing course assignments and exams (see below for more information). The Canvas system may be accessed at the following URL: https://tamuct.instructure.com. Login instructions are given below.

- Logon to TAMUCT Canvas [https://tamuct.instructure.com]
- Username: Your MyCT username
    - (xx123 or everything before the "@" in your MyCT e-mail address)
- Password: Your MyCT password

For this online course, you will need reliable and frequent access to a computer and to the Internet, as well as the additional technology and resource requirements spelled out below.

Your Web browser must have JavaScript enabled for you to access your courses properly within Canvas. In addition, Canvas will display popups with information, so popup blockers may need to be disabled. If you need technical support for any of the above, please contact the Help Desk using the contact

information below.

Hawkes Learning Systems

This course will utilize the Hawkes Learning Systems software for all coursework (homework and exams). All technical support questions about the installation and operation of this software should be directed to Hawkes Representatives at (800) 426-9538 or (843) 571-2825, or via the online chat feature available on their website: www.hawkeslearning.com. Do not contact your instructor for technical support. The Hawkes representatives are very helpful and easy to reach. More information about the Hawkes software appears below.

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.
(*statement updated Fall 2017*)

COURSE INFORMATION

Course Overview and description:

Study descriptive statistics and the foundations of inferential statistics, including statistical methods of sampling, classifying, analyzing, and presenting numerical data. Learn frequency and sampling distributions, averages, dispersion, hypothesis testing and analyzing up to two populations and population proportions. Additionally, students will be introduced to ANOVA, correlations, regression and Chi-Square analyses. *Prerequisite(s): MATH 1324 or higher.*

Course Objective:

The student will understand the foundations of statistics, which includes basic statistical graphs and charts, measures of central tendency and variation, basic probability, probability distributions, and hypothesis testing. Additionally the student will be able to apply the statistical foundations in inferential statistics, which will include comparing two populations, two population proportions, comparing two variables or treatments for a single population, one-way analysis of variance, linear regression, and chi-square tests.

Student Learning Outcomes:

1 **Demonstrate methods of reporting data numerically and graphically.**
2 **Identify and analyze types and levels of data using appropriate statistical methods.**
  2.1 Qualitative (nominal, ordinal)
  2.2 Quantitative (continuous, discrete, interval, ratio)
3 **Demonstrate proficiency in calculating descriptive statistics.**
  3.1 Measures of central tendency
  3.2 Measures of variation

4 **Demonstrate proficiency in analyzing discrete and continuous probability distributions**
- 4.1 Concepts of probability
- 4.2 Binomial distributions
- 4.3 Normal distributions
- 4.4 Chebyshev's Theorem
- 4.5 Empirical Formula
- 4.6 Central Limit theorem

5 **Demonstrate understanding and proficiency in calculating confidence intervals, conducting hypothesis tests, and calculating *p*-values.**
- 5.1 Calculate confidence intervals when the population standard deviation is known/unknown and for proportions
- 5.2 Conduct hypothesis testing when the population standard deviation is known/unknown and for proportions
- 5.3 Calculate p-values for all hypothesis tests

6 **Demonstrate proficiency in calculating inferential statistics.**
- 6.1 Compare means or proportions of two populations
- 6.2 Compare means of two treatments within one population

7 **Demonstrate basic proficiency with common statistical analytic methods**
- 7.1 Analysis of variance (one-way)
- 7.2 Simple and multiple linear regression
- 7.3 Chi-square tests
- 7.4 Control charts

Required Course Materials / Technology:

The following materials are **REQUIRED**.

- An access code for the Hawkes Business Statistics (HLS) software.
  - The access code (user license) for Hawkes may be bundled with a course textbook (optional) or purchased separately. Instructions for how to purchase an access code are included below as well as on the course Canvas page. The current cost for a user license is $74.00. All students must pay the user license regardless of how they access or use the Hawkes system (see below).
- Access to a computer with a FULL version of Microsoft Excel. All TAMUCT lab computers will have Excel, as will most computers everywhere. If your home computer does not have a COMPLETE version already installed (many PCs come with basic and partial versions of Microsoft Office that will NOT be sufficient for this class), you can purchase a full version of Microsoft Office (which includes Excel) through the TAMU Software Store for the greatly discounted price of $5. The URL for the Store is https://software.tamu.edu/. Again, both PC and Mac versions of Office should be available through this site. Currently, the store offers Office 2011 for Mac and Office 2013 for PC, and either version of Excel will work for purposes of this class.
- Access to a computer with a reliable, fast internet connection (for uploading and downloading Hawkes Learning System lessons and exams, and for viewing the course Canvas page). Please note that your instructor is NOT available for technical support. Depending on the nature of the problem, you should contact either the HelpDesk (contact information below) or Hawkes Learning Systems (800-426-9538) for assistance.

The following materials are **OPTIONAL**.

- A course textbook. Nearly all students report NOT benefiting from the textbook. If you think you you would benefit from one, you should purchase *Discovering Business Statistics* by

Nottingham and Hawkes. The textbook is available in e-book or hard copy, and can be bundled with downloadable software and access codes. Each textbook purchase option is available at the following URL: http://hawkespublishing.stores.yahoo.net/dibust.html.

- Hawkes Learning Systems software. This software may either be downloaded and installed (and used offline) or simply accessed and used through the Web directly (i.e., without downloading anything). The interfaces have the same functionality either way, but they look slightly different. Note that I will be using the downloaded software interface for my lectures as it is easier to see on screen.
- Note that your University bookstore does NOT stock textbooks for online sections. However, this text may still be available at your university bookstore.
- Regardless of your course modality, if you purchase your textbook used and it does not include a working copy of the Hawkes software you will still need to download (and purchase a working license for) the Business Statistics courseware as per the instructions in this syllabus or on our course Canvas page.

NOTE: Students are not under any obligation to purchase a textbook from a university-affiliated bookstore.

- A hand held calculator. At a minimum must have square root key in addition to the basic functions of addition, subtraction, multiplication, and division. This item is optional because all of our course calculations may be done using Microsoft Excel.
- The Data Analysis ToolPak add-in in Excel. More information will be given about this in class. If your version of Excel has this, I suggest you use it. If it doesn't, I will provide an alternative for you in class at no extra cost.

Technology Support.

For general technology support related to the TAMUCT network (log-in issues, browser compatibility questions, etc.), students should contact Help Desk Central, which is accessible 24 hours a day, 7 days a week:

- Email: helpdesk@tamu.edu
- Phone: (254) 519-5466
- Web Chat: http://hdc.tamu.edu

When calling for support please let your support technician know you are a TAMUCT student.

For technology support related to Canvas, please click the Help icon in the left-hand margin of the Canvas Dashboard (main Canvas page). Within the Help menu, students may chat with Canvas support, submit a Canvas support ticket, search the Canvas guides, or call the phone number provided for the Canvas support hotline. Any of these options may be used.

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

Please note that technology issues are not an excuse for missing or committing an error on a course requirement . Be sure your computer is configured correctly and address issues well in advance of deadlines.

COURSE REQUIREMENTS

Access to Hawkes Learning System (HLS):

All homework and exams will be administered through the Hawkes Learning System software and/or website. Regardless of how the system is accessed (i.e., via the Web or through the downloaded software), all students will need to set up a Hawkes Learning Systems account. To set up an account, go to http://www.hawkeslearning.com/ and click on the "Student Sign-In" link in the upper-right corner of the page. At the bottom of the window that opens you will see a "New User?" prompt and a button labeled "Create an Account." Click on this button and follow the prompts to set up your account. If you purchased a textbook, you may use the access code provided with you book to set up your account, and will not need to purchase a separate access code. Otherwise you'll need to purchase an access code. You may either do this at any time (before, during, or after you create a new account). As always, if you have any questions about Hawkes, please call them at 1-800-426-9538. They are very helpful and patient, and will be happy to walk you through anything you need.

To install the Hawkes software:

- Go to www.hawkeslearning.com
- Under the **Students** menu bar (the big blue-green rectangle in the middle of the page), click on **Student Resources**
- Scroll down to the **Software Downloads** heading (inside the **Installed Product** box), and click "View Downloads"
- Click on the box labeled "--Select a product to download--", and select "Discovering Business Statistics (textbook by Nottingham, Hawkes)"
- Click "Student Compact Install for PC" and follow the prompts to download and install the software on your computer. If you use a Mac computer, please call the number below for technical assistance. I do not believe Hawkes supports the software for Mac computers any longer.
- Once you have completed the installation of the software, go back to the same downloads page and install the "Update for the v15 Version"
- If you are unsure how to complete the installation, or if you need any Hawkes related tech or customer support about anything else, call Hawkes at (800) 426-9538. They are very helpful.
- If you are asked which textbook this software is meant to accompany, choose the *Discovering Business Statistics* textbook with a picture of set of colorful thumbtacks on it.
- Your course ID is **TAMUCTDBS**
- Be sure to select my name (Dr. Brad Almond) and this course section (BUSI 3311 face-to-face) so that you will see the same assignments and exams that everyone else will.

To purchase the access code to use the software:

- Go back to the main Hawkes Learning Page
- Find the Students menu and click on "Purchase Access"
- Begin typing Texas A&M University – Central Texas. You will see it appear below in the list. Click on this, then click "Continue"
- Under **Please Select Your Product**, click **Discovering Business Statistics**
- Your license will cost $74 (Fall 2017 prices). Follow the prompts to complete the purchase.
- Again, if you get stuck, please call Hawkes at (800) 426-9538. Do not contact your instructor for technical support.

Note: While HLS is designed to be used both online and offline, students are responsible to have full internet access throughout the semester to ensure they are able to upload or download homework and exams.

THE CUSTOMER SUPPORT AT HAWKES IS VERY GOOD, SO DO NOT HESITATE TO CALL THEM FOR ASSISTANCE. They are great, so don't hesitate to call for help with installing or trouble-shooting the software. I and my former students have had great success with them in the past. A real person almost always answers the phone. Their number is 1-800-426-9538.

Assignments:

This portion of the class comprises 38 lessons, broken up into 4 modules. All assignments will be administered through the Hawkes Learning System (HLS). HLS is a Web-based, artificially intelligent assessment and learning system. Each lesson allows for a practice mode and a certify mode. A student in practice mode may practice a lesson as long as he or she likes without penalty. In certify mode students are only permitted so many errors ("strikes") before they are kicked out of the lesson. If this happens, students are still permitted to re-attempt to certify a lesson as many times as they like until they succeed. Students must successfully certify each lesson to receive credit for it—merely practicing a lesson is not enough. Once a student successfully certifies a lesson (where "successfully" means correctly answering about 80% of the questions within a lesson—this percentage varies slightly from lesson to lesson), he or she will receive full credit (100%) for the lesson. Although the mode of instruction is face-to-face in this class, there will be no traditional, paper-and-pencil homework assignments in this class. **The lowest 3 lesson scores will be dropped, but this may not appear correctly in your Hawkes gradebook until the end of the semester.** To allow maximum flexibility for the student, all lessons are due on the last day of the semester. However, students are strongly encouraged to complete HLS lessons as the corresponding material is introduced and covered in class. Students will not receive credit for any lessons left incomplete at the end of the semester. Thus, the only grade a student can receive for a lesson is 100% or 0%.

Exams:

There will be four (4) non-cumulative exams administered during the semester as indicated on the course calendar. Exams represent the independent, unassisted work of students, and must be completed alone without the use of any resource other than those explicitly permitted or provided by your instructor. With the exception of Exam 1 (which may be taken twice), exams may be taken only once. No makeup exams will be given except in cases of emergencies for which written and official documentation is provided. All exams will be completed online within the Hawkes Learning System environment. The permitted time on each exam varies depending on length and rigor, but usually ranges between 2 to 3 hours per exam. Exact exam durations will be listed on Hawkes. The point values for each exam will vary based on the number and type of problems we are covering in Hawkes, but the weighting of each exam will be equal, and according to the scale below. Your instructor reserves the right to modify the exam structure and schedule at will, with advance notice, in order to best fulfill course objectives and assess student competencies. See the schedule below for exam availability and due dates. The first date indicates when the exam will be available to you (beginning at 12:00 a.m.). The second date indicates when the exam will be due (no later than 11:59 p.m.).

Assessment Quizzes:

Three (3) times during the semester (see schedule below), each student will be required to complete a

short assessment quiz . These quizzes generally emphasize real-world data analysis. These quizzes count relatively much less than exams, and are being assigned in this course as part of a wider program of assessment that is required by the accrediting bodies for TAMUCT and for the College of Business Administration. For this assessment you will be required to conduct a few short statistical analyses for various scenarios and datasets.

Each assessment quiz will counts 4% toward the final course average. As with exams, you may use permissible course materials on this assessment (notes, computer, textbook, calculator, scratch paper). You must complete the assessment quizzes alone and unaided by another person. Academic integrity penalities will be assessed against anyone found violating this restriction.

NOTE: You will fail this course if you attempt to only take the exams and not complete the required online homework assignments.

Grading Criteria Rubric and Conversion:

Final grades will be calculated as follows:

Evaluation Item	Possible Points	Percentage
Homework (35 @ 13 points ea.)	455	45.5
Exams (4 @ 110 points ea.)	440	44.0
Assessment Quizzes (3 @ 35 ea.)	105	10.5
Total	1000	100

Final course grades will be determined according to the following scale.

A = 90% or better
B = 80% and up to but not including 90%
C = 70% and up to but not including 80%
D = 60% and up to but not including 70%
F = below 60%

All grades will be posted on the Hawkes Learning Systems page for this course. They will not appear in Canvas.

No extra credit opportunities are provided within this course.

Please note that standard rounding (i.e., .5 and up) will be used to compute final grades. There will be no exceptions to this standard.

Please see the next page for the course schedule.

Course Calendar. ***Lessons are due on Dec 15; exams/quizzes are due when indicated.***

Lecture Date*	Class Topic	Assigned HLS Lesson(s) / Exam	Due Date
Aug 29	populations and samples variables, levels of measurement	1.1 - 1.3 2.5 - 2.6	
Sept 5	frequency distributions graphical displays of data	3.3; 3.4 3.5 - 3.9; 3.10	
Sept 12	measures of location measures of dispersion	4.1 4.2a	
	All assigned lessons from Chapters 1, 2, and 3, plus lessons 4.1 and 4.2a.	**EXAM 1 (opens Sept 13)**	**Sept 20**
Sept 19	percentiles applying the standard deviation	4.3 4.5 - 4.7	
	All assigned lessons from Chapters 1-4 (except 4.8)	**Quiz 1 (opens Sept 20)**	**Sept 24**
Sept 26	discrete random variables the binomial distribution	6.1 - 6.3 6.5	
Oct 3	the normal distribution more on the normal distribution	7.2; 7.3a 7.3b; 7.3c	
	Lessons 4.3 and 4.5 - 4.7 from Chapter 4, plus all assigned lessons from Chapters 6 and 7	**EXAM 2 (opens Oct 4)**	**Oct 11**
Oct 10	central limit theorem *t* distribution	8.3 9.4a	
Oct 17	confidence intervals (z distribution) confidence intervals (t distribution)	9.1 - 9.3 9.4b; 9.5	
Oct 24	intro to hypothesis testing hypothesis testing, 1 sample	10.1 - 10.3 10.4a; 10.4b	
Oct 31	hypothesis testing, 1 sample hypothesis testing for 2 samples	10.4c 11.1; 11.2	
	All assigned lessons from Chapters 6 - 10	**Quiz 2 (opens Nov 1)**	**Nov 5**
	All assigned lessons from Chapters 8 - 11	**EXAM 3 (opens Nov 1)**	**Nov 8**
Nov 7	analysis of variance correlation, scatterplots; simple regression	12.2 - 12.4 **4.8**; 13.1 - 13.5	
Nov 14	simple regression multiple regression	13.8 14.5a	
Nov 28	multiple regression chi square goodness of fit test	14.7 15.2	
Dec 5	chi square test for association control charts	15.3 17.3a; 17.3b	
	All assigned lessons from Chapters 12 - 15	**Quiz 3 (opens Dec 6)**	**Dec 10**
Dec 12	control charts catch-up and review (if needed)	17.4	
	Lesson 4.8, plus all assigned lessons from Chapters 12-15 and 17	**EXAM 4 (opens Dec 13)**	**Dec 15**

*For online sections, these represent the approximate dates around which students should view the video lectures and complete the corresponding homework in Hawkes. All quiz/exam due dates are fixed, however.

Other Important University Dates:

August 28, Add/Drop/Late Registration begins
August 30, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes
September 1, Priority Deadline to Submit Graduation Application
September 4, Labor Day, CAMPUS CLOSED
September 5, Last day to drop 1st 8-week classes with no record
September 13, Last day to drop 16-week classes with no record
September 22, Last day to drop a 1st 8-week class with a Q or withdraw with a W
October 6, Deadline to submit graduation
October 20, Last day to withdraw from the University (1st 8-week classes WF)
October 23, Add/Drop/Late Registration begins, 2nd 8-week classes
October 26, Add/Drop/Late Registration ends, 2nd 8-week classes
October 30, Last day to drop 2nd 8-week classes with no record
November 10, Veteran's Day
November 10, Last day to drop with a Q or withdraw with a W (16-week classes)
November 17, Last day to drop a 2nd 8-week class with a Q or withdraw with a W
November 23-24, Thanksgiving, CAMPUS CLOSED
December 15, Last day to withdraw from the University (16-week and 2nd 8-week classes)
December 15, Last day to file for Degree Conferral (Registrar's Office)
December 15, Commencement (End of Fall Term)
December 25-January 1, WINTER BREAK

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].

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.
(*statement updated Fall 2017*)

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.

In this course, unless permission is explicitly granted by the instructor for specific individuals for a specific assignment (e.g., a group project or threaded discussion), any and all collaboration on exams or other coursework is expressly forbidden. Collaboration includes but is not limited to such things as file sharing, oral brainstorming, asking for sources or suggestions, etc. Collaboration includes forbidden contact with another student, instructor, or tutor, as well as with any other individual (friend, boss, coworker, significant other, family member, etc.), or allowing any of these individuals to complete work on your behalf. **Any deviation from this expectation will result in a minimum of a grade of zero for the assignment and potentially a failing grade for the course.**
(statement updated Fall 2017)

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 webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

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 online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].
(*statement updated Fall 2017*)

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 lmdavis@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.
(*statement updated Fall 2017*)

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 WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at 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.

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/].
(*statement updated Fall 2017*)

INSTRUCTOR POLICIES

Late Work:

Students who miss an exam or other assignment due to a non-emergency situation will not receive credit for the missed work. Your instructor will not issue extensions, exemptions, or make-up

opportunities except in cases of documented emergencies. In such situations, official documentation will be required without exception.

Copyright Notice:

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material (lectures, calculators) 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.

Syllabus Changes and Errors

Your instructor reserve the right to make changes to the syllabus as needed. You will be advised of any changes with ample notice via Canvas. Changes can arise from pedagogical necessity or simply from the discovery of an error in the syllabus document itself. If you believe you have found an error (e.g., a scheduling error) or inconsistency in the syllabus please notify your instructor immediately.