

BUSI 3332-110, CRN 10256, Legal Environment of Business

Texas A&M University-Central Texas Spring 2018 – 16 Week Face to Face Course –
T/TH 1:00-2:15 – Founders Hall 211

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lucas Loafman, J.D., M.B.A.

Office: Founders Hall Rm 318M

Office Phone: 254-519-5724

Email: loafman@tamuct.edu – This is the best method to contact me for a quick response.

Office Hours:

By Appointment – I am generally in the office 30 hours or more each week unless I am traveling, but the hours vary daily due to meetings and other duties as Department Chair. Though I may be available for drop by's, I am generally in two-three meetings a day, so it is best to make an appointment. I will do all I can to ensure that you get into see me as soon as possible if needed.

Mode of instruction and course access:

This course meets face to face, but uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>] for supplemental materials (like readings and lecture PowerPoints), some lectures (if I'm unavailable), grade reporting, and some assignment submissions. The instructions that follow will assist you with gaining access and technical support. Once you are in Canvas, ***there is tab on the left labeled "Modules" that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*** Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission at a minimum.

Student-instructor interaction:

It's easiest to reach me via email, as I check it frequently to say the least. I will most likely respond to all email within 24 hours if I'm not traveling and usually within a couple of hours. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period of time. Thus, pay attention to the "Announcements" in general for course matters.

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) [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 Overview and description: The study of principles of law relating to the development and sources of law, dispute resolution, ethics, torts, intellectual property, criminal law, contracts, agency, business entity formation, and international law issues in the 21st century.

Course Level Objectives (CLO's):

At the conclusion of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision. (Chapter 1-3 - Week 2 Assignment)
2. Evaluate an ethical dilemma utilizing different ethical decision making frameworks. (Chapter 5 – Exam #1)
3. Locate sources of legal information that are useful in their daily lives.
 - a. (Week 11 Assignment)
4. Demonstrate knowledge of the following legal areas:
 - a. Dispute Resolution (Chapters 1-3 – MindTap & Exam #1)
 - b. Constitutional Impacts on Business (Chapter 4 – MindTap and Exam #1)
 - c. Torts (Chapter 6 – MindTap and Exam #2)
 - d. Intellectual Property (Chapter 8 – MindTap and Exam #2)
 - e. Criminal Law (Chapter 10 – MindTap and Exam #2)
 - f. Contracts (Chapters 11-16, 18-19 – MindTap and Exam #3)
5. Discuss the legal considerations involved in conducting business globally.
 - a. (Chapter 24 – Exam #2).
6. Apply the principle characteristics of the various business entities.
 - a. (Chapters 29-32 – Exam #4)
7. Maintain professionalism in communications. (Discussions & Course Communications)

Weekly Learning Objectives (WLO's):

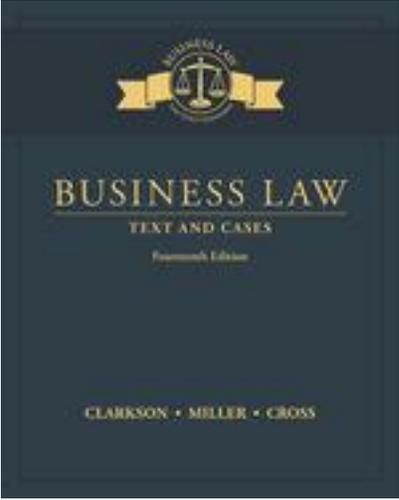
At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

- 1) Classify a law according to its type (Chapter 1).
- 2) Explain the concepts of legal precedence and *stare decisis* (Chapter 1).
- 3) Identify the different types of judicial opinions (Chapter 1).

- 4) Discuss the way the Constitution is interpreted (Chapter 1 - Discussion #1).
- 5) Recognize when a court may properly exercise jurisdiction (Chapter 2).
- 6) Discuss the issues with the length of federal judicial appointments (Chapter 2 - Discussion #1).
- 7) Contrast the various methods of dispute resolution (Chapter 2).
- 8) Identify and explain select dimensions of the trial process (Chapter 3).
- 9) Recognize the applicability of the Commerce Clause on businesses (Chapter 4).
- 10) Identify where preemption applies (Chapter 4).
- 11) Discuss the extent of freedom of speech (Chapter 4 - Discussion #1).
- 12) Define ethics (Chapter 5).
- 13) Differentiate between duty based and outcome based ethical decision making (Chapter 5).
- 14) Classify torts (Chapter 6).
- 15) Identify where negligence has occurred (Chapters 6 and 7).
- 16) Discuss the duty owed to business invitees/customers (Chapter 6 – Discussion #2).
- 17) Recognize the issues in products liability cases (Chapter 7).
- 18) Discuss the extent to which companies should be held liable in products liability cases (Chapter 7 – Discussion #2)
- 19) Identify the differences between trademarks, patents, copyrights and trade secrets (Chapter 8).
- 20) Discuss the protection system we have for IP (Chapter 8 – Discussion 2).
- 21) Explain the potential criminal liability of corporations and their officers (Chapter 10).
- 22) Properly classify crimes based on factual scenarios (Chapter 10).
- 23) Identify proper defenses to criminal liability, including Constitutional safeguards (Chapter 10).
- 24) Differentiate between the principles of comity, the act of state doctrine and sovereign immunity (Chapter 24).
- 25) Recognize unique contractual considerations in the international setting (Chapter 24).
- 26) Recognize when laws apply extraterritorially (Chapter 24).
- 27) Identify the required element to form a valid contract (Chapter 11).
- 28) Classify a contract according to its type (Chapter 11).
- 29) Discuss the issue of legalese in contracts (Chapter 11 – Discussion #3)
- 30) Indicate the requirements/circumstances for an effective offer, acceptance, revocation and rejection (Chapter 12).
- 31) Recognize when consideration is legally sufficient (Chapter 13).
- 32) Critique a fact pattern to determine if promissory estoppel may apply (Chapter 13).
- 33) Discuss whether the doctrine promissory estoppel should be allowed to be used by judges (Chapter 13 – Discussion #3).
- 34) Analyze a contractual situation to determine if the parties had capacity and legal obligations under contract law (Chapter 14).
- 35) Discuss the boundary of “unconscionability” in contracts (Chapter 14 – Discussion #3).

- 36) Explain the enforceability of a covenant not to compete (Chapter 14).
- 37) Indicate when a mistake may provide a legal excuse to contract performance (Chapter 15).
- 38) Identify if fraudulent misrepresentation has occurred (Chapter 15).
- 39) Choose when a contract is subject to the statute of frauds (Chapter 16).
- 40) Recognize when the parol evidence rule applies (Chapter 16).
- 41) Identify the impact of conditions on contractual obligations (Chapter 18).
- 42) Classify the level to which a contract has been performed, including what constitutes a material breach of contract (Chapter 18).
- 43) Explain why a contract may be discharged (Chapter 18).
- 44) Identify the remedies available for breach of contract (Chapter 19).
- 45) Explain the difference between an employee and independent contractor (Chapter 32).
- 46) Discuss the concept of vicarious liability and the duties owed between agents and principals (Chapter 32)
- 47) Recognize under agency law the responsibility of the principal and agent for contracts and torts of the agent (Chapter 33).
- 48) Identify the proper category of authority at play in factual scenario (Chapter 33).
- 49) Discuss why one chooses to become an entrepreneur (Chapter 36).
- 50) Explain the key characteristics of a sole proprietorship (Chapter 36).
- 51) Indicate the responsibilities and rights of the parties in a franchise contract (Chapter 36).
- 52) Compare the General Partnership, the Limited Partnership and the Limited Liability Partnership (Chapter 37).
- 53) Indicate the rights and duties of partners under Texas law (Chapter 37).
- 54) Identify partnership duties in the absence of express agreement to be partners (Chapter 37).
- 55) Explain the the key characteristics of a LLC (Chapter 38).
- 56) Recognize the key defining aspects of the special business forms including the joint venture, syndicate, joint stock company and cooperative (Chapter 38).
- 57) Recognize the steps involved in forming a corporation (Chapter 39).
- 58) Classify a corporation by definition and status (Chapter 39).
- 59) Explain possible shareholder liability, including piercing the corporate veil (Chapter 39).

Required Reading and Textbook(s):

	<p>Bundle: Business Law: Text and Cases, Loose-Leaf Version, 14th + LMS Integrated MindTap® Business Law, 1 term (6 months) Printed Access Card, 14th Edition – Authors Clarkson, Miller & Cross – ISBN - 9781337374538 *The cost appears to be around \$130.</p> <p>If you only want the e-text and MindTap, that can be purchased directly from Cengage if our bookstore is not carrying that option. It appears the ISBN is 978-1-337-10544-6. It should be around \$100. If you choose to acquire a complete bound text through another source (not our bookstore), be sure it comes with MindTap access. The above options are the most financially feasible as the full bound text with MindTap is over \$400.</p> <p>MindTap registration instructions will be available in Canvas.</p> <p>There is at least a one week free trial available if you cannot immediately purchase your text and access.</p>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i></p>	

2. Reliable internet access for possible assignment submissions, as well as a properly configured computer, with: speakers or a headset (to listen to any audio/video files), PDF reader software like Adobe for additional readings, and MS Word & PowerPoint.

Course Instructional Materials: Click on “Modules” on the left side of Canvas to access audio explanations of the material (if our class is not meeting), a summary PowerPoint, and additional readings/resources.

COURSE REQUIREMENTS

1. **MindTap Assignments – 150 total points-** Each week you will utilize MindTap to complete quizzes and sometimes application exercises related to the chapter(s) covered that week. We cover 24 chapters, thus there are 24 quizzes and 10 graded exercises. Each quiz or exercise will be worth 5 points. Thus, there are really 170 points available, so you have four “free” ones built in. They do come with short time limitations, so you need to be very familiar with the content prior to taking them. There are minimal hint/answer checks programmed in. *These will generally be due before the class session where we start discussing that chapter.* I have set up MindTap to reveal the correct answers at 1:15 on the day they are due. I also set up many additional exercises for you in MindTap for practice, but they don’t count grade wise.

2. **Analyzing a Supreme Court Decision – 60 Points** – Details to be posted in the “Assignments” tab in Canvas. You will submit this via hardcopy in class on Thursday, February 1st.

3. **Getting to Know the Law Assignment – 110 Points** - Details to be posted in the “Assignments” tab in Canvas. You will submit this via hardcopy in class on Thursday, March 1st.

4. **Business Entity Application Assignment – 80 Points** - In your life, it is highly possible that you or a family member may start a business. One of the major decisions facing entrepreneurs is to how to organize their business. This assignment will apply what you have learned to a hypothetical business scenario. You will find more detailed instructions in the “Assignments” folder in Canvas. You will submit this one online by Tuesday, May 8th.

5. **Exams - 4 exams (1 every four weeks) comprising 150 Points** of your grade each (**600 points combined**) – Please be there and on time! If you are going to be late for an exam, please notify me in advance. Failure to do so will result in a penalty (up to 15 points) and make you ineligible for any exam score adjustments. An exam might be given early on a case by case basis, and only in extreme cases. Even then, it may be an entirely differently structured exam (all essay). I am the sole judge on these matters and you should bring exam issues to me when they arise. A missed exam may be made up on my terms and only if I feel the circumstances warrant a make-up. Unfortunately, since I have been lied to in the past, I will likely require documentation of extreme illness, funerals, sudden necessary trips (like a last minute purchase receipt), or field exercises.

Exams may be comprised of multiple choice, T/F, matching, and essay questions at my discretion. For exams you may have one sheet of notes (8.5X11), front and back or two single sided sheets.

Grading Scale

Note the C, D, and F Ranges Especially

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that an average may qualify for a higher letter grade than the scale normally provides for, to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one’s career, thus we have CLO #7. As such, I reserve the right to reduce the grade of a student who communicates in

a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example – Saying I’m a grumpy grader and giving me a link to a medical center to have my testosterone level checked, as I need help – Yes this actually happened in 2016. We can disagree with one’s view or judgment, but we must learn how to do so respectfully in order to maintain employment and be successful in business today.

******There is one bonus assignment posted on the left hand side of Canvas under “Assignments.” Be sure to comply with the deadline stated. You are ineligible for bonus credit if you have more than one late or missing assignment or exam, MindTap excluded, without my approval of extenuating circumstances. ******

Posting of Grades

Exam grades will most likely be available by the next class period and the grade will be posted on Canvas. I hope to have the other work graded within one week.

Late Work Issues:

- 1. MindTap – NO credit will be given for late MindTap completions.**
- 2. The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10 points per day late. 2:16 PM (14:16) on the due date is technically late by one day.**
- 3. For exams, see the previous explanation under “Course Requirements.”**

COURSE OUTLINE AND CALENDAR

Week 1 – January 16th January 18 th	Course Introduction & Syllabus, Start Chapter 1 (Law & Legal Reasoning) 1. Finish Chapter 1 & Begin Chapter 2 (Courts & Alternative Dispute Resolution) 2. Complete MindTap Assignment (Quiz Only) for Chapter 1 by 1:00PM (13:00) on Thursday, the 18th
Week 2 – January 23rd January 25th	1. Finish Chapter 2 – Guest Speaker Possible 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 2 by 1:00PM (13:00) on Tuesday, the 23rd 1. Begin Chapter 3 (Court Procedures) 2. Complete MindTap Assignment (Quiz Only) for Chapter 3 by 1:00PM (13:00) on Thursday, the 25th
Week 3 – January 30th February 1 st	1. Finish Chapter 3 and Start Chapter 4 (Business and the Constitution) 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 4 by 1:00PM (13:00) on Tuesday the 30th 1. Finish Chapter 4 2. Submit Supreme Court Case Assignment in person by 2:15PM (14:15) on Thursday, the 1st.
Week 4 – February 6th	1. Start Chapter 5 (Business Ethics)

February 8 th	<p>2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 5 by 1:00PM (13:00) on Tuesday the 6th Finish Chapter 5</p>
Week 5 – February 13 th February 15 th	<p>Exam #1 – Chapters 1-5 1. Start Chapter 6 (Torts) 2. Complete the first MindTap Assignment (Exercise) for Chapter 6 by 1:00PM (13:00) on Thursday, the 15th</p>
Week 6 – February 20 th February 22 nd	<p>1. Finish Chapter 6 2. Complete the second MindTap Assignment (Quiz Only) for Chapter 6 by 1:00PM (13:00) on Tuesday the 20th 1. Begin and Complete Chapter 7 (Products Liability) 2. Complete MindTap Assignment (Quiz Only) for Chapter 7 by 1:00PM (13:00) on Thursday, the 22nd</p>
Week 7 – February 27 th March 1 st	<p>1. Start Chapter 8 (Intellectual Property) 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 8 by 1:00PM (13:00) on Tuesday, the 27th 1. Finish Chapter 8 and start Chapter 10 (Criminal Law) 2. Submit the Getting to Know the Law Assignment in person by 2:15PM (14:15) on Thursday, March 1st</p>
Week 8 – March 6 th March 8 th	<p>Finish Chapter 10 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 10 by 1:00PM (13:00) on Tuesday, March 6th 1. Begin Chapter 24 (International Law) 2. Complete MindTap Assignment for Chapter 24 (Quiz Only) by 1:00PM (13:00) on Thursday, the 8th</p>
Spring Break – March 13th and 15th	
Week 9 – March 20 th March 22 nd	<p>Exam #2 – Chapters 6-8, 10, and 24 1. Chapter 11 (Nature & Terminology), Begin Chapter 12 (Agreement in Traditional Contracts - No E-contracts material) 2. Complete MindTap Assignment for Chapter 11 (Quiz only) by 1:00PM (13:00) on Thursday, March 22nd</p>
Week 10 – March 27 th March 29 th	<p>1. Finish Chapter 12, Begin Chapter 13 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 12 by 1:00PM (13:00) on Tuesday, the 27th 1. No Class Meeting – Listen to the rest of Chapter 13 Audio Lectures on Canvas and the first part of Chapter 14 2. Complete MindTap Assignment for Chapter 13 (Quiz Only) by 1:00PM (13:00) on Thursday, March 29th</p>
Week 11 – April 3 rd	<p>1. Finish Chapter 14 (Capacity & Legality) and wrap up any loose ends</p>

April 5 th	<p>2. Complete MindTap Assignment for Chapter 14 (Quiz only) by 1:00PM (13:00) on Tuesday, the 3rd</p> <p>1. Chapter 15 (Mistakes, Fraud & Voluntary Consent) and Chapter 16 (Writing Requirements)</p> <p>2. Complete MindTap Assignments (2 Quizzes) for Chapters 15 & 16 by 1:00PM (13:00) on Thursday, the 5th.</p>
Week 12 – April 10 th	<p>1. Chapter 18 (Performance & Discharge)</p> <p>2. Complete MindTap Assignment for Chapter 18 (Quiz only) by 1:00PM (13:00) on Tuesday, the 10th</p>
April 12 th	<p>1. Chapter 19 (Breach of Contract & Remedies)</p> <p>2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 18 by 1:00PM (13:00) on Thursday, the 12th.</p>
Week 13 – April 17 th April 19 th	<p>Exam #3 – Chapters 11-16 and 18-19</p> <p>1. Chapter 32 (Agency Formation & Duties) and start Chapter 33 (Agency Liability & Termination)</p> <p>2. Complete MindTap Assignment (Quiz Only) for Chapter 32 by 1:00PM (13:00) on Thursday, the 19th</p>
Week 14 – April 24 th	<p>1. Finish Chapter 33 and Chapters 36 (Small Businesses & Franchises)</p> <p>2. Complete MindTap Assignments (2 Quizzes and 1 Exercise) for Chapters 33 & 36 by 1:00PM (13:00) on Tuesday, the 24th</p>
April 26 th	<p>1. Chapter 37 (All Forms of Partnerships)</p> <p>2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 37 by 1:00PM (13:00) on Thursday, the 26th</p>
Week 15 – May 1 st	<p>1. Chapter 38 (Limited Liability Companies and Special Business Forms) and start Chapter 39 (Corporate Formation & Financing)</p> <p>2. Complete MindTap Assignment (Quiz Only) for Chapter 38 by 1:00PM (13:00) on Tuesday, May 1st.</p> <p>3. Submit the Optional Bonus Assignment in person by 2:15PM (14:15) on Tuesday, the 1st.</p>
May 3 rd	<p>1. Finish Chapter 39</p> <p>2. Complete MindTap Assignment (Quiz Only) for Chapter 39 by 1:00PM (13:00) on Thursday, May 3rd.</p>
Week 16 – May 8 th	<p>1. Flex Day/Catch-up</p> <p>2. Submit the Entity Assignment Online by 2:15PM (14:15) on Tuesday, the 8th.</p>
May 10 th	<p>Exam #4 covering Chapters 32-33 & 36-39</p>

Important University Dates:

January 2018

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application

March 2018

March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation

March 9, (Friday) Deadline for Admissions applications

March 12, (Monday) Spring Break Begins through Friday, the 16th

March 19, (Monday) Summer and Fall Advising Start and Class Schedule Published

March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 2, (Monday) Scholarship Deadline

April 2, (Monday) Summer and Fall Registration begins

April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

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

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

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

Other Technology Support

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

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

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

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 Academic 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.

My Statement: All work in this course is to be done individually. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, despite the fact that your answers may differ slightly.

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/student-affairs/access-inclusion.html) 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](https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

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 Dr. DeEadra Albert-Green at deeadra.albertgreen@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.

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 Monday-Thursday 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 [WCOOnline](#) at [<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/>].