

## **Online BUSI 5315.110 International Business Law**

Spring 2017 – 16 Week

Texas A&M University - Central Texas

**Instructor: Lucas Loafman, J.D., M.B.A. – Department Chair and Associate Professor of MGMT**

**Office: Founders Hall Rm 318 M**

**Office Phone: 254-519-5724**

**Email: [Loafman@tamuct.edu](mailto:Loafman@tamuct.edu) (preferred contact method)**

### **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 will be run 100% online course and uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. There 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 information under a Module titled "Orientation" to assist you with Canvas.*** 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 Power Point, 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. I will respond to all email within 24 hours if I'm not traveling, and usually within a couple of hours. ***I will make an announcement on Canvas*** if I will be out of contact for an extended period of time.

### **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:**

A study of international commercial business and the legal environment within which it operates. The study of traditional international concepts of treaties, sovereignty, public and private laws, customs laws, licensing, franchising, environmental and employment law. Special emphasis on contracts for international sale of goods (CISG), GATT and WTO Treaties, NAFTA, regional trade areas. In addition, a research based project will be required. Pre-requisite: Graduate standing

### **Course Objectives:**

At the conclusion of the course the student should be able to, at an acceptable level per the grading scale:

Module 1 – (1) Given a selected region and country, analyze and explain the risks associated in an international business transaction, including, but not limited to, cultural and language risks, currency, legal and political risks. (2) Discuss the concept of International law, the potential sources of it and the difficulties in enforcement.

Module 2 – (1) Compare the methods of dispute resolution used in the international context. (2) Discuss the difficulties involved in international contracting.

Module 3 – (1) Identify the legal issues in international transportation. (2) Differentiate the powers of the various branches of the federal government in the regulation of International trade.

Module 4 – (1) Describe the steps and issues involved in the documentary sales process with special emphasis on letters of credit. (2) Discuss the instruments involved in international finance.

Module 5 – (1) Discuss the regulation of the environment in the international arena. (2) Identify the legal implications involved in international employment.

Module 6 – (1) Describe the role and functioning of the WTO in international trade. (2) Explain the legal issues involved in gaining access to foreign markets.

Module 7 – (1) Discuss the ramifications of import regulations and the concept of unfair trade. (2) Describe how intellectual property is protected globally.

Module 8 – (1) Discuss RTA's and FTA's, with an emphasis on NAFTA and the EU and their requirements in regards to trade relations (2) Explain the applicability of the U.S. Foreign Corrupt Practices Act.

### **Student Learning Outcomes:**

- 1) Compare and contrast the different forms of conducting business internationally.
- 2) Prepare a risk assessment regarding an international transaction and be able to choose the best method for doing business in a foreign country.
- 3) Identify the characteristics of developed, developing and least developed countries.
- 4) Discuss the different ethical practices in international business.
- 5) Recognize the differences between comity, the act of state doctrine and sovereign immunity.
- 6) Apply the principles of international criminal jurisdiction.
- 7) Explain the breadth of the Alien Tort Statute.
- 8) Identify the differences in the global legal systems.
- 9) Determine the best method of resolving a dispute involving international trade.
- 10) Identify ways to avoid resolving legal disputes in a particular court or nation.

- 11) Explain the issues with a conflict of laws and ways to avoid them.
- 12) Discuss the issues involved in international contracts.
- 13) Recognize the legal remedies available for an international contract breach.
- 14) Identify when a party may be excused from their contractual requirements.
- 15) Apply the Montreal Convention to determine liability in a case of international travel.
- 16) Explain the liabilities for sea carriage under COGSA, including defining the “per package” limitation.
- 17) Describe the treaty process and its legal effects in the U.S.
- 18) Explain the differences between the two types of International Executive Agreements.
- 19) Identify major pieces of U.S. trade legislation.
- 20) Explain the use and value of documents of title.
- 21) Identify the steps involved in a documentary transaction
- 22) Apply the INCOTERM’s to an international commercial transaction scenario.
- 23) Determine who bears the risk of loss when transporting goods internationally.
- 24) Define a letter of credit and explain its use in an international commercial transaction.
- 25) Explain the differing views of countries with regards to environmental regulation
- 26) Identify sources of environmental regulations and remedies for breaches
- 27) Explain when US employment laws apply extraterritorially
- 28) Discuss the differences between the United States and the world in terminating employment.
- 29) Compare and contrast the differences in employer/employee relations internationally
- 30) Recognize key international trade barriers, both direct and non-direct, and the reasons for their use
- 31) Calculate the applicability of NAFTA preferential treatment on manufactured products
- 32) Discuss the legacy of NAFTA
- 33) Discuss the coverage of the FCPA
- 34) Applying the FCPA to determine legal transactions
- 35) Explain the WTO dispute resolution process and the impact of its decisions
- 36) Discuss the difficulties of applying protectionist measures
- 37) Identify the preferred protection measure under the GATT?WTO frameworks
- 38) Analyze the implications of technical barriers to trade in international transactions
- 39) Recognize key issues involved in the various WTO agreements, including Government Procurement, Trade in Services, Trade in Agriculture, and other agreements
- 40) Discuss US Section 301 and its remedies
- 41) Explain what dumping is and what it’s an important issue in international trade

- 42) Recognize what safeguards can be taken when trade injuries arise
- 43) Identify the issues that subsidies cause and what can be done to counter them
- 44) Recognize the issues involved in international licensing
- 45) Explain what a gray market good is
- 46) Identify the international protections for intellectual property

**Required Reading and Textbook(s):**

1. International Business Law and Its Environment – Schaffer, Agusti and Dhooge – 9<sup>th</sup> Edition – 978-1285427041



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.

2. Good Internet Access and MS Word for exams and papers

**COURSE REQUIREMENTS:**

1. Discussions – **120 Points (6 at 20 Points each)** – Since we do not have “class time” to interact face to face, it is vital that you and your classmates are able to share your own views and perspectives with regards to many of these issues. Although I do want you to feel free to express yourself, you must be considerate of your classmates’ views and ideologies. You may not like their views or take on an issue, but be respectful when you respond if you happen to disagree. Be civil and respectful at all times!

You will find the exact requirements for each discussion assignment in the “Assignments” area that can be accessed on the left side of our Canvas course. There will also be a link available in that Module as well. Original Postings are usually due on Saturdays by 11:59 PM Central (23:59) and replies will generally be due on Wednesdays by 11:59 PM Central (23:59). There is a change though with Discussion #5.

2. Homework – **260 Total Points** (Varying Points per Assignment) – There will be six total assignments and the schedule is somewhat front loaded on value and intensity. The parameters for each assignment vary, but you will find the requirements for each homework assignment in

the “Assignments” area that can be accessed on the left side of our Canvas course. There will also be a link available in that Module as well. All HW assignments are due by 11:59 PM Central (23:59) on Sundays.

3. Country Analysis Reports – **200 points** - Specific details are posted in the “Assignments” area that can be accessed on the left side of our Canvas course. The report will be due on Sunday, May 6<sup>th</sup>.

4. Midterm - **210 Points** – This will be taken on Canvas approximately half way through our semester. The exam opens at 8AM (08:00) Wednesday, March 7th and closes at 11:59 PM (23:59) on Friday, March 9th. The exam will be composed of two parts: a multiple choice section accounting for 100 points of the exam grade and an essay/problem section worth 110 points. These sections may be taken separately, but will each be timed. More details will be provided as the exam approaches.

5. Final – **210 Points** – The final will open at 8AM (08:00) on WEDNESDAY, May 9th, and closes at 11:59PM (23:59) on FRIDAY, May 11th. The format will be the same as the midterm exam.

#### **Grading Scale:**

895-1000 = A - Excellent

795-895 = B - Solid

715-795 = C – Potential GPA issue

645-715 = D – No credit

645 or less = F – No credit

Grades may also be adjusted at the end of the semester based on class results, meaning an average may qualify for a higher letter grade than the scale normally provides for, to facilitate an appropriate grade distribution. Since I don't have you in class to hear your responses to questions I ask, your work/effort needs to impress me if your average is close to a grade border.

#### **Posting of Grades**

I will try to have all Assignments graded within 72 hours of their due date. I will not grade any work until the due date/time for that assignment has arrived. It will probably take me until at least Friday, the 11<sup>th</sup> to grade your reports. All grades will be posted on Canvas as soon as I am finished grading them so you know exactly where you stand.

Late work penalties:

1. Late Discussion Assignments will NOT be graded.

2. Homework Assignments not received within ONE week of the due date will not be graded. Those that are LATE (After 23:59 Central time on their Sunday due date) will only receive up to 50% of the points available.
3. The Country Report will lose up to 20 points a day it is late and is a 0 if not turned in by Friday night, May 11th.

## COURSE OUTLINE AND CALENDAR

- Week 1 – Jan. 15<sup>th</sup> – 21<sup>st</sup>
1. Read the Syllabus thoroughly and familiarize yourself with our Canvas course.
  2. Read Chapter 1 (Introduction to International Business), as well any other posted readings and listen to the audio lectures provided.
  3. **Make Original Discussion postings for Discussion #1 by 11:59PM (23:59) on Saturday, January 20<sup>th</sup> – This may require you peak ahead slightly at Chapter 2.**
  4. *Be looking at the country report parameters, as well as begin working Homework #1 due next week.*
- Week 2 – Jan. 22<sup>nd</sup> – 28<sup>th</sup>
1. Read Chapter 2 (International Law and the World’s Legal Systems), as well any other posted readings and listen to the audio lectures provided.
  2. **Post Replies for Discussion #1 by 11:59PM (23:59) on Wednesday, January 24<sup>th</sup>**
  3. **Submit HW#1 (55 Points) by 11:59 PM (23:59) on Sunday, January 28<sup>th</sup>**
- Week 3 – Jan. 29<sup>th</sup> – Feb. 4<sup>th</sup>
1. Read Chapter 3 (Resolving International Commercial Disputes), as well any other posted readings and listen to the audio lectures provided.
  2. *Make your country choices by Monday, the 29<sup>th</sup>, or I may select it for you.*
  3. **Make Original Discussion postings for Discussion #2 by 11:59PM (23:59) on Saturday, February 3<sup>rd</sup>**
  4. *Be working on Homework #2 due next week.*
- Week 4 – Feb. 5<sup>th</sup> – 11<sup>th</sup>
1. Read Chapter 4 (Formation and Performance of Contracts for the Sale of Goods), as well any other posted readings and listen to the audio lectures provided.
  2. **Post Replies for Discussion #2 by 11:59PM (23:59) on Wednesday, February 7<sup>th</sup>**
  3. **Submit HW#2 (50 Points) by 11:59 PM (23:59) on Sunday, February 11<sup>th</sup>**

Week 5 – Feb. 13<sup>th</sup>- 19th

1. Read Chapter 6 (Legal Issues in International Transportation), as well any other posted readings and listen to the audio lectures provided.
- 2. Make Original Discussion postings for Discussion #3 by 11:59PM (23:59) on Saturday, February 18th – This may require you peak ahead at Chapter 8.**
- 3. Be working on Homework #3 due next week.*

Week 6 – Feb. 20th – 26th

1. Read Chapter 8 (National Lawmaking Powers and the Regulation of U.S. Trade), as well any other posted readings and listen to the audio lectures provided.
- 2. Post Replies for Discussion #3 by 11:59PM (23:59) on Wednesday, February 21st**
- 3. Submit HW#3 (45 Points) – Due by 11:59 PM (23:59) on Sunday, February 25th**

Weeks 7 and 8 -  
Feb 27<sup>th</sup> – Mar 10th

1. Read Chapters 5 and 7 (The Documentary Sale and Terms of Trade & Bank Collections, Trade Finance and Letters of Credit) and listen to the audio lectures provided, as well as read any supplementary materials posted.
- 2. Midterm Exam Chapters 1-8 - Opens at 8AM (08:00) Wednesday, March 7th and closes at 11:59 PM (23:59) on Friday, March 9th**

Spring Break March 13<sup>th</sup>-17th

Week 9 – Mar. 20th – 26th

1. Read Chapter 20 (Environmental Law), as well any other posted readings and listen to the audio lectures provided.
- 2. Make Original Discussion postings for Discussion #4 by 11:59PM (23:59) on Saturday, March 24th – This may require you peak ahead at Chapter 19.**
- 3. Be working on Homework #4 due next week.*

Week 10 – Mar. 27–Apr. 2nd

1. Read Chapter 19 (Labor and Employment Discrimination Law), as well any other posted readings and listen to the audio lectures provided.
- 2. Post Replies for Discussion #4 by 11:59PM (23:59) on Wednesday, March 28th**
- 3. Submit HW#4 (45 Points) – Due by 11:59 PM (23:59) on Sunday, April 1st**

- Week 11 – April 3rd- 9th
1. Read Chapter 14 North American Free Trade Law, as well any other posted readings and listen to the audio lectures provided.
  - 2. Submit HW#5 (40 Points) – Due by 11:59 PM (23:59) on Sunday, April 8th**
  - 3. Work on Discussion #5 Due Next Week – Not the differences in Due dates from the previous 4*
- Week 12 – April 10<sup>th</sup> – 16<sup>th</sup>
1. Read Chapter 16 (Foreign Corrupt Practices Act Section to the end of the chapter ONLY pgs. 445-456), as well any other posted readings and listen to the audio lectures provided.
  - 2. Make Original postings for Discussion #5 by 11:59PM (23:59) on Wednesday, April 11th**
  - 3. Post Replies & Submit Discussion #5 by 11:59PM (23:59) on Sunday, April 15<sup>th</sup>**
- Week 13 - Apr. 17<sup>th</sup> – 23rd
1. Read Chapter 9 (The World Trade Organization: Basic Legal Principles), as well any other posted readings and listen to the audio lectures provided.
  - 2. Make Original postings for Discussion #6 by 11:59PM (23:59) on Saturday, April 21st**
  - 3. Be working on Homework #6 due next week.*
- Week 14 – Apr. 24<sup>th</sup> – 30<sup>th</sup>
1. Read Chapter 10 (Laws Governing Access to Foreign Markets), as well any other posted readings and listen to the audio lectures.
  - 2. Post Replies for Discussion #6 by 11:59PM (23:59) on Wednesday, April 25th**
  - 3. Submit HW#6 (25 Points) – Due by 11:59 PM (23:59) on Sunday, April 29th**
- Week 15 – May 1<sup>st</sup> - 7th
1. Read Chapter 11 (Regulating Import Competition and Unfair Trade) and Chapter 17 (Protection and Licensing of Intellectual Property), as well any other posted readings and listen to the audio lectures.
  - 2. Country Analysis Reports due by 11:59 PM (23:59) on Sunday, May 6<sup>th</sup>**
- Week 16 – May 8<sup>th</sup> - 12th
- Final Exam – Chapters 9-11, 14, FCPA, 17, 19 and 20 - Opens at 8AM (08:00) on Wednesday, May 9th, and closes at 11:59PM (23:59) on Friday, May 11th.**

## **Important University Dates:**

### **January 2018**

January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)

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 19, (Monday) Summer Advising Starts 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) 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](mailto: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.*

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## **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](http://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](mailto: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](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/].

### **Other Important Notes and Considerations**

1. I will email you through Canvas which goes to your myCT email address unless you have changed the preferred email address. Also, pay attention to the announcements tab for any updates!
2. I reserve the right to make reasonable alterations to the course calendar and syllabus as provided here. It is a guide, not a hard and fast rule. Changes will usually only be made that benefit the class as a whole.

### **\*\*\*Being an Online Student\*\*\***

Online courses require a great deal of self-discipline. The biggest issue impacting grades with my courses is failing turning in all work when it is due. This syllabus previously stated that there are definitive penalties when work is not completed or completed on time. The course calendar will likely not change, so note when all things will happen and plan accordingly from the beginning.