

## **MGMT 4360.125, 10290, Emergency Management**

Spring 2018 rev. 01.08.2018

Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Richard Griffis

**Office:** Virtual Office

**Phone:** 817-542-9671

**Email:** You can use Canvas Inbox via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] first OR if Canvas is down email me at (as a last resort): [SawyerG01---tamuct.edu](mailto:SawyerG01---tamuct.edu). Please provide in the subject line of each Canvas Inbox message the course information "MGMT 4360.125" so that I can identify your class. If you text me on my cell phone, please mention the same information in your text.

### **Office Hours:**

I have virtual hours all day long and am available by appointment.

### **Mode of instruction and course access:**

This course meets regularly face-to-face on Wednesday, 6:00-9:00 p.m. at Founder's Hall for class. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. For information on how to access Canvas, please refer to section "Technology Requirements and Support" in this syllabus. Though no specific knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the use of Power Point, Microsoft Word, the Internet, and attaching documents at a minimum.

### **Student-instructor interaction:**

I am readily accessible through Canvas Inbox, which I check daily during the week and once on weekends. I will get back to you within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date, if you are asking about an assignment.

### **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:** (3 Semester Credit Hours) This course presents the theories, principles and approaches to emergency management. The Philosophy of Comprehensive Emergency Management (CEM) is discussed with its four phases of preparedness, mitigation, response, and recovery. An analysis of past disasters is presented along with their attendant policy formations leading to the FEMA all hazards approach.

**Course Objective:** Chapter level objectives are found within the course content folders.

**Student Learning Outcomes:** Upon successful completion of the Emergency Management course, the student will be able to:

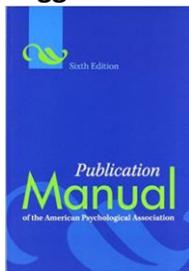
- Describe the four phases of emergency management and the role each of them plays in managing and mitigating a disaster.
- Delineate the role terrorism plays; on society and how it impacts public policy and decision making
- List the resources needed and how to obtain those resources effectively mitigate disaster damage
- Describe the various emergencies in public health and the organization needed to reduce the threat to the public and mitigate pain and suffering of society
- List the psychological damage caused by disasters to both the civilian and the first responder and how to mitigate the effects of those disasters
- Recognize and identify the needs for an effective training program in emergency management
- identify the core requirements to effective planning
- Demonstrate how to perform a risk analysis
- Describe the effective way to make decisions and problem solve during an emergency
- Prepare students to be future leaders in the Emergency Response fields
- List the methods of communication during a disaster and the reasons for using each one
- Have the student be an affective member of the incident command team at a disaster or crisis.
- Meet the Presidential Directive of having employees in emergency service professions in the Incident trained Management System

**Competency Goals Statements (certification or standards):** Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references in accordance with American Psychological Association (APA) standards.

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

Haddow, G. D.; Bullock, J. A.; & Coppola, D. P. (2013). Introduction to Emergency Management (6th ed.). Amsterdam: Elsevier. ISBN: 978-0-12-803064-6.

### Suggested Course Materials:



#### **Publication Manual of American Psychological Association (6th ed.).**

American Psychological Association.

ISBN 1433805618

*It is highly advisable that that you keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

**Note: 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.**

### COURSE REQUIREMENTS

- **Exams (200 total points, 2 at 100 points each):**  
The student will take two exams valued at 100 points apiece. The exams are reviewed during the subsequent class period. The exams include matching, multiple choice, and short answer prose questions. The student is advised to review his/her work before submission.
- **Reaction Comments (100 points, 8 at 12.5 points each):**  
At the conclusion of each week (except the Mid-term and Final Exam), the student will submit a Reaction Comment (RC), due before midnight. In Canvas, the student will send an email to the instructor, reacting to material discussed or experienced in class. A few sentences are sufficient. The student expresses his/her reaction to something discussed or experienced in class. The reaction may be emotional, cognitive, insightful, positive, negative, or neutral. A mere summary of material discussed in class, however, is insufficient for credit. The student shall identify his/her email with the heading of RC1, RC2, etc., as indicated in the Course Calendar. Please use only RC1, RC2, etc. for credit. An inaccurate heading may result in no credit. There are 8 Reaction Comments valued at 12.5 points each. **A student must attend class in order to react to class discussions.**
- **Class Participation (100 points):**  
The student is expected to participate in class discussions. The student earns 3 points for full attendance on a specific day (appears on time and does not leave early). He/she earns another 4.14 points for participating in class discussion. (No points are awarded on exam days, however.) Thus, the student earns 0-7.14 points on each class day (total of 14 days).
- **Online FEMA Course Certifications (200 total points, 4 certificates at 50 points each):**  
The student will earn four certificates from the FEMA Emergency Operations training website (<http://training.fema.gov/IS/NIMS.aspx>), each valued at 10 points. Each of the

links below allow you to complete a lesson and test. When you have achieved a passing grade, FEMA sends you a certificate in pdf format. Simply attach the certificate to an email message on Bb and send it to your instructor for credit. In the heading of your email, indicate FEMA1, FEMA2.

FEMA1: <http://emilms.fema.gov/IS0240b/index.htm>

FEMA2: <http://emilms.fema.gov/IS0241b/index.htm>

FEMA3: <http://emilms.fema.gov/IS701A/index.htm>

FEMA4: <http://emilms.fema.gov/IS702A/index.htm>

**NOTE:** These certificates may be added to one's CV or resume as well.

- **Bibliography (100 points):**  
On 14 April, 2018, each student will prepare and submit an annotated bibliography on the federal response to Hurricane Katrina. The student must cite at least two article from peer-reviewed academic journals, textbook, news reports, and possible government documents of some kind. Your annotated bibliography should be no more than one page and in APA format.
- **Term Paper Presentation (100 points):**  
On 21 April 2018, each student will prepare and submit a PowerPoint presentation covering the topic of the term paper. On 7 May 2018, each student will give a 3-5 minute PowerPoint presentation of select portions of his/her term paper to the class and field questions for an additional 2 minutes.
- **Term Paper (200 points):**  
On 28 April 2018, each student will prepare and submit a 7 page research paper on a topic of Emergency Management, of their choice, with instructor approval. The student must cite at least two articles from peer-reviewed academic journals from the TAMUCT library website. The student will also use other sources, such as the textbook, news reports, and possibly government documents of some kind. Your paper should be no more than seven pages long.

The cover page shall include the following information, centered on the page:

Title

John Smith (your name)

CJK 340-Homeland Security

Texas A&M University-Central Texas

The student shall use the “running head” feature of APA.

**NOTE: Do not submit your term paper to turnitin.com.**

### **Grading Polices/Guidelines**

- **Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.
- **Quality Work:** All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc.
- **Identifying Submissions:** Submissions must clearly identify the student and the title of the assignment (**ie: Smith\_Essay 1**)
- **Submission Style Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. **All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format.**
- **Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. It is expected that all work will be submitted **on time**, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. **Late work is not accepted.**

### Grading Criteria Rubric and Conversion

Qualities & Criteria	Poor	Good	Excellent
<b>Format/Layout</b> <ul style="list-style-type: none"> <li>• Presentation of the text</li> <li>• Structuring of text</li> <li>• Requirements of length, font, and style</li> <li>• APA style</li> </ul> <p><i>(Weight: 20%)</i></p>	<p>Follows poorly the requirements related to format and layout.</p> <p>(0-30 pts)</p>	<p>Mostly follows the requirements related to format and layout.</p> <p>(31-35 pts)</p>	<p>Closely follows all the requirements related to format and layout.</p> <p>(36-40 pts)</p>
<b>Content</b> <ul style="list-style-type: none"> <li>• Elements of topics to be addressed</li> <li>• Information is correct</li> <li>• Coherency</li> </ul> <p><i>(Weight: 40%)</i></p>	<p>Essay is not objective and poorly addresses the issues. The information provided is unnecessary or insufficient to discuss the issues.</p> <p>(0-63 pts)</p>	<p>Essay is mostly objective and addresses most of the issues. Provided information is mostly necessary and sufficient to discuss the issues.</p> <p>(64-71 pts)</p>	<p>Essay is objective and addresses all the issues. Provided information is necessary and sufficient to discuss the issues.</p> <p>(72-80 pts)</p>
<b>Quality of Writing</b> <ul style="list-style-type: none"> <li>• Clarity</li> <li>• Grammar and English usage</li> <li>• Organization and coherence</li> </ul> <p><i>(Weight: 20%)</i></p>	<p>Essay is poorly written and contains flagrant spelling and grammatical errors. Essay is poorly organized, lacks clarity, and incoherent.</p> <p>(0-30 pts)</p>	<p>Essay is mostly well-written, without spelling or grammatical errors. Essay is well organized, is clear, and ideas are presented in coherent ways.</p> <p>(31-35 pts)</p>	<p>Essay is well-written, without spelling or grammatical errors. Essay is well organized, clear, and ideas are presented in coherent ways.</p> <p>(36-40 pts)</p>
<b>Citations, References, &amp; Style</b> <ul style="list-style-type: none"> <li>• APA style</li> <li>• Sources correctly cited regarding content of sources</li> </ul> <p><i>(Weight: 20%)</i></p>	<p>Essay fails to follow APA guidelines and sources are incorrectly cited for content expressed in sources.</p> <p>(0-30 pts)</p>	<p>Essay mostly follows APA guidelines and sources are (mostly) cited correctly for content.</p> <p>(31-35 pts)</p>	<p>Essay follows APA guidelines and sources are correctly cited for content.</p> <p>(36-40 pts)</p>

### Posting of Grades

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. I will attempt to post grades for all assignments and discussions within **one week after** the due date, unless I let you know otherwise. Grades on exams will be available immediately (unless essays must be graded as well).

There are a total of 1,000 grading points possible in this course. The points and percentages associated with each assignment as it contributes to your final grade include:

Exams (2 @ 100 points each)	200
Class Participation (14 days)	100
Reaction Comments (14 @ 7.14 Points each)	100
Presentation	100
Bibliography	100
Term Paper	200
FEMA Course Certifications (Four certificates at 50 points each)	200
<b>Total: Possible Points</b>	<b>1000</b>

### Course Grades are assigned as follows:

<b>LETTER GRADE</b>	<b>Point Ranges</b>	<b>FROM</b>	<b>TO</b>	<b>Performance</b>
"A"	900 and above	90 %	100 %	Excellent
"B"	800-899	80%	89%	Good
"C"	700-799	70%	79%	Acceptable
"D"	600-699	60%	69%	Needs Improvement
"F"	0-599	Below	60%	Unsatisfactory

## COURSE OUTLINE AND CALENDAR

All graded assignments & due dates are noted in bold, time for each is 11:59 p.m. CST

19 Mar	The Historical Context of Emergency Management	Ch 1	
21 Mar	Natural and Technological Hazards and Risk Assessments	Ch 2	<b>RC 1</b> Due Mar 24 by 11:59 p.m.
26 Mar	The Discipline of Emergency Management: Mitigation	Ch 3	
28 Mar	The Discipline of Emergency Management: Mitigation	Ch 3	<b>RC 2</b> Due Mar 31 by 11:59 p.m. <b>FEMA 1</b> Due Mar 31 by 11:59 p.m.
2 Apr	The Discipline of Emergency Management: Preparedness	Ch 4	
4 Apr	The Discipline of Emergency Management: Communications	Ch 5	<b>RC3</b> Due Apr 7 by 11:59 p.m. <b>FEMA 2</b> Due Apr 7 by 11:59 p.m.
9 Apr	The Discipline of Emergency Management: Communications	Ch 5	<b>Bibliography</b> Due Apr 14 by 11:59 p.m.
11 Apr	Mid-Term Exam	Chapters 1-5	<b>RC4</b> Due Apr 14 by 11:59 p.m.
16 Apr	The Discipline of Emergency Management: Response	Ch 6	<b>Term Paper Presentation</b> Due 21 Apr by 11:59 p.m.
18 Apr	The Discipline of Emergency Management: Recovery	Ch 7	<b>RC5</b> Due Apr 21 by 11:59 p.m.
23 Apr	The Discipline of Emergency Management: Recovery	Ch 7	<b>Term Paper</b> Due Apr 28 by 11:59 p.m.
25 Apr	International Disaster Management	Ch 8	<b>FEMA 3</b> Due Apr 28 by 11:59 p.m. <b>RC 6</b> Due Apr 28 by 11:59 p.m.
30 Apr	Emergency Management and the Terrorist Threat	Ch 9	
2 May	The Future of Emergency Management	Ch 10	<b>FEMA 4</b> Due May 5 by 11:59 p.m. <b>RC 7</b> Due May 5 by 11:59 p.m.
7 May	Term Paper Presentation		
9 May	Final Exam	Chapters 6-10	

*This course schedule is subject to change at the discretion of the Instructor. Should it change, a new Syllabus with different date in the footer will be published on the course web site and students will be notified of the change.*

## **Important University Dates:**

### **January 2018**

January 2, (Tuesday) Winter Break Ends  
January 2, (Tuesday) Priority Deadline for Admissions applications  
January 5, (Friday) VA Certification Request Priority Deadline  
January 11, (Thursday) Convocation  
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 23, (Tuesday) Last day to drop 1st 8-week classes with no record  
January 31, (Wednesday) Last day to drop 16 week classes with no record

### **February 2018**

February 2, (Friday) Priority Deadline to Submit Graduation Application  
February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W  
February 15, (Thursday) Last day to apply for Clinical Teaching  
February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

### **March 2018**

March 1, (Thursday) Deadline to submit application to Teacher Education Program  
March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation  
March 9, (Friday) 1st 8 week classes end  
March 9, (Friday) Deadline for Admissions applications  
March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)  
March 12, (Monday) Spring Break Begins  
March 12, (Monday) 1st 8-week grades from faculty due by 3pm  
March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)  
March 16, (Friday) Spring Break Ends  
March 19, (Monday) 2nd 8 week begins  
March 19, (Monday) Summer Advising Starts  
March 19, (Monday) Class Schedule Published  
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)  
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)  
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record  
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

### **April 2018**

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies  
April 2, (Monday) Scholarship Deadline  
April 2, (Monday) Registration begins  
April 5, (Thursday) Priority Deadline for International Student Admission Applications

April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W\*  
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies

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)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline

May 28, (Monday) Memorial Day

## **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 Professor.

### **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.

### **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](#), 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 [WOnline](#) 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/].

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

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

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