



**TEXAS A&M**  
UNIVERSITY  
CENTRAL TEXAS™

## **BUSI 3311.125 Business Statistics**

**Tuesdays and Thursdays, 11:00 a.m. – 1:45 p.m.**

**Founders Hall 313**

**Summer 2018 (4 Jun thru 27 July)**

<b>Instructor:</b>	Dr. Brad Almond
<b>Campus Office:</b>	Founders Hall 318
<b>Office Phone:</b>	254-519-5443
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<b>Department Contact Info:</b>	Founders Hall 318, 254-519-5437, <a href="mailto:cobainfo@tamuct.edu">cobainfo@tamuct.edu</a>
<b>Office Hours:</b>	Students may make appointments for office visits on Tues / Thurs from 2:00 – 5:00 pm.

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

This is a face-to-face course which will use the TAMUCT Canvas Learning Management System as a document repository and communication channel only—all instruction will be delivered during scheduled classroom sessions. The Canvas system may be accessed at the following URL:

<https://tamuct.instructure.com>.

For this course (even though it is face-to-face), you will need reliable and frequent access to a computer and to the Internet.

### **Hawkes Learning Systems**

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

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

I am most easily accessible via email. I will check my TAMUCT and Canvas (preferred) email at least once per day (excluding Sundays). Students should expect a reply within 24 hours unless the email falls on a Sunday, in which case they should not expect a reply until Monday.

## **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 911Cellular 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**

### **1.0 Course Overview and description:**

Business statistics is the science of collecting, organizing, summarizing, and analyzing data to generate information, stated in numerical or graphical form, for the purpose of making objective business decisions. The course will initially cover descriptive statistics, but will also introduce several basic inferential statistical techniques. Topics include the foundations of statistical methods of sampling, classifying, analyzing, and presenting numerical data; frequency and sampling distributions, averages, dispersion, hypothesis testing, and analyzing up to two populations and population proportions. The course will employ the use of an online statistics learning system for problem assignments, in conjunction with the text and lectures, in completing course coverage of each statistics topic.

*Prerequisite: Junior Classification.*

### **2.0 Course Objective:**

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

### **Student Learning Outcomes**

- 1 Demonstrate methods of reporting data numerically and graphically.**
- 2 Identify and analyze types and levels of data using appropriate statistical methods.**
  - 2.1 Qualitative (nominal, ordinal)
  - 2.2 Quantitative (continuous, discrete, interval, ratio)
- 3 Demonstrate proficiency in calculating descriptive statistics.**
  - 3.1 Measures of central tendency
  - 3.2 Measures of variation
- 4 Demonstrate proficiency in analyzing discrete and continuous probability distributions**
  - 4.1 Concepts of probability
  - 4.2 Binomial distributions
  - 4.3 Normal distributions
  - 4.4 Chebyshev's Theorem
  - 4.5 Empirical Formula
  - 4.6 Central Limit theorem

- 5 **Demonstrate understanding and proficiency in calculating confidence intervals, conducting hypothesis tests, and calculating  $p$ -values.**
  - 5.1 Calculate confidence intervals when the population standard deviation is known/unknown and for proportions
  - 5.2 Conduct hypothesis testing when the population standard deviation is known/unknown and for proportions
  - 5.3 Calculate  $p$ -values for all hypothesis tests
- 6 **Demonstrate proficiency in calculating inferential statistics.**
  - 6.1 Compare means or proportions of two populations
  - 6.2 Compare means of two treatments within one population
- 7 **Demonstrate basic proficiency with common statistical analytic methods**
  - 7.1 Analysis of variance (one-way)
  - 7.2 Simple and multiple linear regression
  - 7.3 Chi-square tests
  - 7.4 Control charts

### 3.0 Required course materials and technology:

The following materials are **REQUIRED**.

- An access code for the Hawkes Business Statistics (HLS) software.
  - The access code (user license) for Hawkes may be bundled with a course textbook (optional) or purchased separately. Instructions for how to purchase an access code are included below as well as on the course Canvas page. The current cost for a user license is **\$80.00**. All students must pay the user license regardless of how they access or use the Hawkes system (see below).
- Access to a computer with a FULL version of Microsoft Excel. All TAMUCT lab computers will have Excel, as will most computers everywhere. If your home computer does not have a COMPLETE version already installed (many PCs come with basic and partial versions of Microsoft Office that will NOT be sufficient for this class), you can purchase a full version of Microsoft Office (which includes Excel) through the TAMU Software Store for the greatly discounted price of \$5. The URL for the Store is <https://software.tamu.edu/>. Again, both PC and Mac versions of Office should be available through this site.
- Access to a computer with a reliable, fast internet connection (for uploading and downloading Hawkes Learning System lessons and exams, and for viewing the course Canvas page). Please note that your instructor is NOT available for technical support. Depending on the nature of the problem, you should contact either the HelpDesk (contact information below) or Hawkes Learning Systems (800-426-9538) for assistance.

The following materials are **OPTIONAL**.

- A course textbook. Nearly all students report NOT benefiting from the textbook. If you think you would benefit from one, you should purchase *Discovering Business Statistics* by Nottingham and Hawkes. The textbook is available in e-book or hard copy, and can be bundled with downloadable software and access codes. Each textbook purchase option is available at the following URL: <http://hawkespublishing.stores.yahoo.net/dibust.html>.
- Hawkes Learning Systems software. This software may either be downloaded and installed (and used offline) or simply accessed and used through the Web directly (i.e., without downloading anything). The interfaces have the same functionality either way, but they look slightly

different. Note that I will be using the downloaded software interface for my lectures as it is easier to see on screen.

- (for online sections only) Your University bookstore does NOT stock textbooks for online sections. However, this text may still be available at your university bookstore.
  - If you purchase your textbook used and it does not include a working copy of the Hawkes software you will still need to download (and purchase a working license for) the Business Statistics courseware as per the instructions in this syllabus or on our course Canvas page.

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

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

### **Technology Support.**

For technology issues, especially those related to Canvas, students should contact Help Desk Central, which is accessible 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>

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

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

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

## **4.0 COURSE REQUIREMENTS AND STRUCTURE**

### **4.1 Access to Hawkes Learning System (HLS):**

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

### To install the Hawkes software:

- Go to [www.hawkeslearning.com](http://www.hawkeslearning.com)
- Under the **Students** menu bar (the big blue-green rectangle in the middle of the page), click on **Student Resources**
- Scroll down to the very bottom of the page (under the Quick Links heading), then click **Software Downloads**.
- Click on the box labeled "--Select a product to download--", and select "Discovering Business Statistics (textbook by Nottingham, Hawkes)"
- Click "Student Compact Install for PC" and follow the prompts to download and install the software on your computer. If you use a Mac computer, please call the number below for technical assistance. Hawkes used to have a Mac version of the software, but it is no longer listed on this page as of May 2017.
- Once you have completed the installation of the software, go back to the same downloads page and install the "Update for the v15 Version"
- If you are unsure how to complete the installation, or if you need any Hawkes related tech or customer support about anything else, call Hawkes at (800) 426-9538. They are very helpful.
- If you are asked which textbook this software is meant to accompany, choose the *Discovering Business Statistics* textbook with a picture of set of colorful thumbtacks on it.
- Your course ID is TAMUCTDBS
- Be sure to select my name (Dr. Brad Almond) and this course section (BUSI 3311 face-to-face) so that you will see the same assignments and exams that everyone else will.

### To purchase the access code to use the software:

- Go back to the main Hawkes Learning Page
- Find the Students menu, scroll down to the Getting Started window and click on "Purchase Access" under the sub-heading "3. Choose an Option."
- Begin typing Texas A&M University – Central Texas. You will see it appear below in the list. Click on this, then click "Continue"
- Under **Please Select Your Product**, click **Discovering Business Statistics**
- Your license will cost \$80 (Summer 2018 prices). Follow the prompts to complete the purchase.
- Again, if you get stuck, please call Hawkes at (800) 426-9538. Do not contact your instructor for technical support.

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

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

## 4.2 Assignments:

This portion of the class comprises 38 lessons, broken up into 4 modules. All assignments will be administered through the Hawkes Learning System (HLS). HLS is a Web-based, artificially intelligent

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

#### 4.3 Exams:

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

#### 4.4 Assessment Quizzes:

Three (3) times during the semester (see schedule below), each student will be required to complete a short assessment quiz. These quizzes generally emphasize real-world data analysis. These quizzes count relatively much less than exams, and are being assigned in this course as part of a wider program of assessment that is required by the accrediting bodies for TAMUCT and for the College of Business Administration. For this assessment you will be required to conduct a few short statistical analyses for various scenarios and datasets.

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

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

## 5.0 GRADING CRITERIA

### 5.1 Grade Computation:

Students earn their course grades by completing scheduled assignments. No extra credit assignments are given. To pass this course satisfactorily, students must complete each of the graded items listed below. Failure to complete appropriate assignments and exams may result in a failing grade. Refusal to complete homework assignments will result in a failing grade.

### 5.2 Grading Weighting and Scale:

Final grades will be calculated as follows:

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

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

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

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

Please see the next page for the course schedule.

6.0 Course Calendar. **Lessons are due on July 27; exams/quizzes are due when indicated.**

Lecture Date*	Class Topic	Assigned HLS Lesson(s) / Exam	Due Date
Jun 5	populations and samples variables, levels of measurement	1.1 - 1.3 2.5 - 2.6	
Jun 7	frequency distributions graphical displays of data	3.3; 3.4 3.5 - 3.9; 3.10	
Jun 12	measures of location measures of dispersion	4.1 4.2a	
<b>All assigned lessons from Chapters 1, 2, and 3, plus lessons 4.1 and 4.2a.</b>		<b>EXAM 1 (opens Jun 12)</b>	<b>Jun 18</b>
Jun 14	percentiles applying the standard deviation	4.3 4.5 - 4.7	
<b>All assigned lessons from Chapters 1-4 (except 4.8)</b>		<b>Quiz 1 (opens Jun 14)</b>	<b>Jun 18</b>
Jun 19	discrete random variables the binomial distribution	6.1 - 6.3 6.5	
Jun 21	the normal distribution more on the normal distribution	7.2; 7.3a 7.3b; 7.3c	
<b>Lessons 4.3 and 4.5 - 4.7 from Chapter 4, plus all assigned lessons from Chapters 6 and 7</b>		<b>EXAM 2 (opens Jun 21)</b>	<b>Jun 27</b>
Jun 26	central limit theorem <i>t</i> distribution	8.3 9.4a	
Jun 28	confidence intervals (z distribution) confidence intervals (t distribution)	9.1 - 9.3 9.4b; 9.5	
Jul 3	intro to hypothesis testing hypothesis testing, 1 sample	10.1 - 10.3 10.4a; 10.4b	
Jul 5	hypothesis testing, 1 sample hypothesis testing for 2 samples	10.4c 11.1; 11.2	
<b>All assigned lessons from Chapters 6 - 11</b>		<b>Quiz 2 (opens Jul 5)</b>	<b>Jul 11</b>
<b>All assigned lessons from Chapters 8 - 11</b>		<b>EXAM 3 (opens Jul 5)</b>	<b>Jul 11</b>
Jul 10	analysis of variance correlation, scatterplots; simple regression	12.2 - 12.4 <b>4.8</b> ; 13.1 - 13.5	
Jul 12	simple regression multiple regression	13.8 14.5a	
Jul 17	multiple regression chi square goodness of fit test	14.7 15.2	
Jul 19	chi square test for association control charts	15.3 17.3a; 17.3b	
<b>All assigned lessons from Chapters 12 - 15</b>		<b>Quiz 3 (opens Jul 19)</b>	<b>Jul 25</b>
Jul 24	control charts catch-up and review (if needed)	17.4	
<b>Lesson 4.8, plus all assigned lessons from Chapters 12-15 and 17</b>		<b>EXAM 4 (opens Jul 24)</b>	<b>Jul 27</b>

## **Important University Dates**

### ***June 2018***

Mon, 4th | Class begins (1st 5 week, 10 week and 8 week)

Mon, 4th | ADD/DROP/LATE REGISTRATION BEGINS (10-week, 8-week, & 1st 5-week sessions)  
(\$25 fee assessed for late registrants)

Mon, 11th | Last day to drop 8-week classes with no record

Fri, 29th | Last day to drop a 8-week class with a Q or withdraw with a W

### ***July 2018***

Wed, 4th | Independence Day

Fri, 6th | Deadline to Submit Graduation Application for Ceremony Participation

Fri, 13th | Student End of Course Survey Open ( 8-Week Classes)

23rd-27th | Finals Week - Summer 8 week session

Fri, 27th | Last day to withdraw from the University (8 weeks session students)

Fri, 27th | 8 week classes end

Sun, 29th | Student End of Course Survey Close (8-Week Classes)

Mon, 30th | Grades due from faculty by 3pm (8 week classes)

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

### **7.0 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.

### **8.0 Academic Integrity:**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

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

Furthermore, all suspected or confirmed academic dishonesty concerns will be investigated and reported to the University's Office of Student Conduct, who may conduct further investigations and levy additional sanctions, up to and including University probation, suspension, or expulsion.

Academic dishonesty 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 (or your own completed in another course/context), collusion, and the abuse of resource materials. If you are unsure if what you are considering doing constitutes a violation of these guidelines, please contact your instructor before taking a course of action. More information may be found at <https://www.tamuct.edu/departments/studentconduct/academicintegrity.php>.

## 9.0 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 web page [ <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 related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [ <https://www.tamuct.edu/student-affairs/index.html> ]. 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.

## 10.0 Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have 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 from 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 40 subject areas. Access Tutor.com through Canvas.

### **11.0 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-4pm Monday-Thursday during the summer with online hours available 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).

### **12.0 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 85,000 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 24 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 [ <http://tamuct.libguides.com/index> ].

### **13.0 Syllabus Changes and Errors**

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

### **14.0 Miscellany**

Please note that I do not offer extra credit opportunities in this class.

#### **Copyright Notice.**

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

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