

**Texas A&M University Central Texas**  
**HEAD 5313 – Health Policy and Law**

**INSTRUCTOR AND CONTACT INFORMATION**

**Summer 2018**  
**JUN. 4 – Jul. 27**  
**ONLINE**

**Professor:** Dr. David Ritter, DBA, JD, MBA, Attorney, CPA  
**Office:** 323 C  
**Phone:** 954/519-5792  
**Email:** [ritterd@tamuct.edu](mailto:ritterd@tamuct.edu)  
(Utilize Canvas Messages for course communications)  
**Office Hours:** You can contact me via email every day  
Office meeting available by Appointment

**Mode of instruction and course access:**

This course is 100% online.

CANVAS log in <https://tamuct.instructure.com>

This is an intensive 8 week online graduate course which covers the same assignments found in a 16 week course. This means that you must budget your time wisely and accomplish work in advance so that your submissions will be on time.

All assignments, Discussion Topics, Quizzes, Exams, and Papers will be accessed and submitted in the class WEEK Module in Canvas.

**Work is assigned each week, including WEEK 1**

**Student-instructor interaction:**

Welcome to HAMK 513

I will be checking Canvas and email several times a day, between 8:00 and 5:00, except Saturday and Sunday. I will attempt to respond to your emails in less than 24 hours. Email or Canvas messages sent Saturday or Sunday will receive a response no later than the following Monday.

Assigned chapters must be read and chapter quizzes and exams taken by Sunday at 11:59. All quizzes, exams, and discussion topics will be available the weekend before the deadline.

If you encounter a problem, on a quiz or exam, which you cannot solve, or which you cannot determine, to your satisfaction, the correct answer, I will be glad to assist you in solving the problem.

For assistance, send me, via course message, the exam or quiz number, the problem number of the problem you are having trouble with, the reason you chose the incorrect answer along with a reference to the page number in the text or the example you utilized in arriving at your answer. I will then be able to explain the error in your reasoning and assist you in understanding the correct answer.

Strong self-discipline is required to successfully complete a graduate course. It is vital for you to be prepared and to understand the assigned readings.

For this course, the Weekly Assignment are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. If there is a conflict in due dates, which I try to avoid, the Canvas date controls.

Late submissions, if allowed, will carry a 20% per day penalty.

**You must be self-motivated, very disciplined, and an excellent planner of your time to complete this course with satisfactory results. This is a 10 week course. Plan well and allocate sufficient time to complete the assignments, quizzes, exams, and research paper in a timely manner. No late submissions will be allowed once an assignment is graded. A late submission penalty of 20% per day will apply to all course submissions.**

**If you have an emergency it is your responsibility to inform me as early as possible.**

### **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:**

This course provides for the highest cognitive and affective understanding of applied health care healthcare policy and law. Theoretical frameworks and empirical analyses will be used to emphasize the relation between healthcare policy and law. These policies and laws will be assessed in relation to capacities and competencies within the health care industry and patient/client needs and wants.

**Prerequisites:** Graduate Status or permission of instructor.

### **1.0 Course Objective:**

**2.1 Student Learning Outcomes:** Upon completion of the course, students will:

1. Develop an understanding of the policymaking process.
2. Develop an understanding of law and legal procedures.
3. Develop an understanding of health care economics and financing and their relationship to health policymaking.
4. Develop an understanding of federal health insurance programs and their connection to access to health care, the uninsured, and health reform.

5. Develop an understanding of the basic legal concepts that underlie the health care and public health systems, including the legal rights and responsibilities of various stakeholders in the health care system and the extensive and complex role played by federal and state law in the public's health.
6. Demonstrate, through participation, cognitive domains in healthcare
7. Demonstrate, through participation, affective domains in healthcare

## 2.2 Competency Goals Statements (certification or standards)

1. Describe the healthcare policymaking procedures
2. Describe law versus ethics and legal procedures used in healthcare operations
3. Describe health economic differences versus traditional economics
4. Utilize healthcare funding in employment

**ACADEMIC SUPPORT: Please go to the Academic Support Community on Canvas. Click on Home and watch the video explaining the support offered by the university. All workshops and handouts offered by Academic Support are also available.**

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

#### 3.1 Textbooks

Teitelbaum, J. & Wilensky, S. (2013). *Essentials of health policy and law, 3<sup>rd</sup> Ed.*  
Boston: Jones and Bartlett Publishers, ISBN:978-1-284-08754-3

**AN E book can be purchased from the publishers web site for a substantial reduction in price.**

—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

### 4.0 Course Requirements:

Participation is essential to enhancing each student's awareness about the subject area and developing their knowledge base. You must participate in each class, turn in all assignments on time and complete all exams on time.

### 4.2 Exams and Quizzes:

All exams and quizzes are available at the class beginning date. If you work on weekends to catch up, please plan ahead and work the previous weekend to accomplish your assignments.

**4.21. Quizzes and Exams** will cover each chapter starting with Chapter 1 in WEEK 1 .

All Exams, except Exam 10 which is due on Thursday, are due on Sunday by 11:59 PM. The Exams will be open until Sunday. If you wait until the weekend the exam is due and encounter a problem there will be no resets until MONDAY and a late penalty will apply.

Exams will be deployed early in the course so that you can work ahead.

**You are on your honor to not receive help from or assist others during the exam period. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating**

You may attempt each quiz 3 times with the highest grade being your recorded grade for that quiz. You are encouraged to take all 3 quizzes to improve your mastery of the chapter material. Each quiz is different. All Quizzes, except Quiz 8, which is due on Thursday, are due on Sunday by 11:59 PM. The Quizzes will be open until Sunday. If you wait until the weekend the quiz is due and encounter a problem there will be no resets until MONDAY and a late penalty will apply.

The exams will be timed and will consist of multiple choice, short answer, and fill in the blanks questions. Once the exam is started it must be completed in the same setting. **Exiting the exam for any reason will cause the exam to no longer be available.** The exams are open book but will require you to understand the information in the chapters before attempting the exam if you are going to have time to consult your text book during the allotted time. The time allowed assumes that you have read the chapters, accomplished all of the quiz attempts and have studied for the exam sufficiently to be well prepared.

**If you do not understand why your answer to a quiz or exam question is marked wrong:**

Please send me your answer and the reason you chose the answer that you chose. Provide the quiz or exam number and the question number. Cite the example or page number that you used in the book to support your answer. This will allow me to evaluate your answer and your reasoning and either count your answer as correct or help you in your understanding of the chapter to assist you in finding the correct answer.

**You are on your honor to not receive help from or assist others during the exam period. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating.**

#### 4.3 Research Paper – (250 points)

**Subject submission with 1 paragraph summaries of at least 5 sources which support your topic, (5 points)**

**Outline submission with at least 10 periodical articles or court cases and their 1 paragraph summaries placed under the proper section headings (5 Points). Marked up paper 10 points, PDF files 5 points, Paper (225 points)**

Write your research paper on a current healthcare policy or law topic. You must cover the topic completely and the paper must support your conclusion. The broader the topic the more sources and pages of writing must be produced to sufficiently cover the topic.

You are required to research and cite articles from authoritative literature. Authoritative literature includes refereed journals, Court Cases, government regulations, and professional periodical publications such as the American Medical Association Journal, Specialty practice journals, healthcare management journals, or other professional periodical publications, written in English and published in the United States. Publications from other countries are not acceptable. Foreign based journals which are published in the United States are not acceptable.

***Do not submit a topic for approval until you have accomplished your initial research.***

Conduct your research and writing in accordance with a good research and writing text such as Keys for Writers by Raimes.

A good online source for writing a research paper can be found at:  
<http://writing.wisc.edu/Handbook/PlanResearchPaper.html>

Plagiarism will result in an “F” for the course.

## Research Paper – GUIDELINES

Closely read and ensure that you understand the following requirements.

1. The paper must be at least 6 full pages in length and contain citations to 10 different sources used in the paper. It is better to write a minimum of 7 pages to ensure you are not short. One line short of 6 full pages is a short paper and will result in a penalty for a short paper. The paper must be long enough to thoroughly cover the paper topic. Please try to cover your subject in less than 20 pages.
2. Acceptable sources are U.S.A. published professional journals, Government publications, and publications such as the magazines published at the national or state level by respected professional organizations.
3. All sources, except for Court cases must be less than 36 months old. The start month of the course is the measuring month.
4. Use a one paragraph Introduction and Conclusion in your paper. Both the Introduction and Conclusion are limited to 10 lines each.
5. The title page and abstract page do not count for paper length.
6. Refer to the “Research Paper Documents” module, for an outline of what you need to accomplish in a research paper. If you do not understand a requirement or suggestion please contact me or go to the Writing Center for assistance or refer to online sources.
7. When utilizing current periodical publications such as professional journals ensure that you verify the information. Remember that trade journals, company publications, magazines, newspapers, politically motivated periodicals and web sources will usually be slanted to a point of view that is not authoritative or verifiable and will not count in your total articles and will be counted as filler which will reduce your paper length.
8. Ensure that you verify older sources to ensure that they are current and still accurate.

9. All sources must be from United States sources and must contain proper English. Elsevier is a Netherlands publishing company. You must research on Google to find the publisher to ensure that the source is a valid source.
10. Sources with improper English usage will not be counted as acceptable sources.
11. Place lengthy quotes over 5 lines, pictures, illustrations, and tables in the appendix and reference them in your paper.
12. Every paragraph, except a, 10 line maximum, Introduction, and Conclusion paragraph, or change of subject within a paragraph will be identified by citations to the source from which you obtained the information conveyed in your writing. A paragraph will contain multiple citations.
13. Each citation, including quotations and other citations, must contain the specific page number of the article from which you obtained the information. The requirement for a page number in all citations is a departure from APA guidelines.
14. The completed paper must be submitted through Canvas by the due date.
15. The PDF files of sources cited in the paper must be submitted through Canvas on the same due date as separate, individual, PDF documents. The sources must be submitted as individual PDF files. NO ZIP FILES. Each source is a separate file. The individual file names must be the name as cited in the paper, Author's last name for example. Please sort the PDF files alphabetically by first author's last name.
16. If you submit your sources as one file, or as a word file or a zip file you will be charged a 20% penalty and you will be required to submit the files correctly before your paper is graded.
17. A 10% per day late penalty will also apply if you must submit the corrected files after the paper due date.
18. The paper is to be typed, double spaced, 12 font , with one inch margins top, bottom, and sides.
19. The Running Head must be within the one inch top margin.
20. Do not cite the Abstract of a publication.
21. Do not use books, blogs, periodicals, wiki, encyclopedias, or dictionaries as sources or for citations.
22. Do not use bullet points in writing the paper.
23. Do not use more than one article from any source document.
24. Do not use more than 3 government publications( U.S., State, or Local)
25. Do not use "I", "we", "you", "they", or other personal pronouns.
26. Do not use "Common Knowledge".

I do read you attached articles and will deduct for inaccurate paraphrasing and erroneous quotations. Ensure that you read and study your article until you understand what the author is trying to convey before using the information from the article.

Personal knowledge or "common knowledge" is not acceptable in research for this course and will be treated as sources not cited for the determination of plagiarism.

If you turn in a paper which is less than the required number of pages, contains less than the required number of citations, or is not properly cited, it will receive a fifty percent (50%) minimum penalty. If the articles are not submitted the paper will not be graded.

Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 25 per cent deduction and the paper being returned to you for correction and resubmission.

If you do not cite an article do not use it in your references.

## GRADING

**Erroneous citations, paraphrasing, or source documents not attached will result in a 10 point per occurrence deduction.**

Research Paper Evaluation Rubric

### CONTENT (40% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
<b>Content</b> <i>Student produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</i>	All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. All authoritative sources utilized correctly	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.	Most ideas are presented in a logical order. There is an indication of an organized research effort with properly cited authoritative data to support the research topic.	Weak research and few or no authoritative citations to support the research subject  Details may be missing, disjointed, or inapplicable.
<b>Inadvertent Plagiarism</b> <i>( Negative Points for each occurrence)</i> <i>Sources not correctly cited</i> <b><u>Personal or “common knowledge” is not acceptable in research and will be treated as sources not cited for the determination of Plagiarism.</u></b>	All sources correctly cited. No points deducted	1-3 sources not cited. <b><u>(-10 points per occurrence)</u></b>	4-5 sources not cited. <b><u>(-20 points per occurrence)</u></b>	More than 5 sources not cited. <b><u>(-100 point deduction and an F on the paper)</u></b>

### MECHANICS (60% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
<b>Format, Organization &amp; Writing Standards</b> <i>Student produces logical, coherent, and well-structured writing.</i>	All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation.	Most ideas are presented in a logical order. There is an indication of an organizational pattern—introduction, body and conclusion—although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in	Limited presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation.  Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word

	format. Page Numbers in all citations. This is an APA guideline departure.	Proficient use of proper APA citation format. 3 page numbers omitted in citations. This is an APA guideline departure.	presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers omitted in citations. This is an APA guideline departure	usage, punctuation, or citations. Poor writing skills.  5 page numbers omitted in citations. This is an APA guideline departure
<b>Spelling and misused words</b>	<i>Words are spelled correctly and used in a grammatically correct manner.</i>	Words which are incorrectly spelled or used incorrectly will incur a 5 point penalty for each occurrence.	.	

**Inadvertent Plagiarism**, sources not properly cited, will result in deduction for each occurrence. Refer to Inadvertent Plagiarism above. Personal knowledge or “common Knowledge” is not appropriate in research and will be counted as sources not cited for the determination of plagiarism.

#### 4.5 Discussion Topics – 20%

**Your first post is due by Tuesday each week. Waiting until the Friday deadline to finish your responses to your classmate’s posts DOES NOT ALLOW THEM TO BENEFIT FROM YOUR POSTS. Ensure that you post your initial response by Tuesday to allow others to review your posting and comment. Posting your initial discussion topic post after Tuesday will result in a 25% penalty and will not allow you to earn extra points.**

**Posting all responses in one brief visit to the discussion board will result in a 50% penalty. Remember that Discussions are an ongoing process and if you do not hold up your side of the Discussion you are harming your Classmate’s ability to participate.**

Discussion topics will be posted several times during the term. You must participate in each discussion. Minimum participation, for a 70% credit, requires posting 1 original response, reading posts by other class members, and responding to 3 class member’s responses with a comment or question. **At least 5 quality responses are necessary for 100 %.** (Refer to response criteria below) Additional quality responses will be rewarded with additional credit( A maximum of 5 points). Well researched, thoughtful, discussion original responses and responses to other class member posts will receive positive credit. Random, not on topic responses will receive negative marks.

To get the most learning from this course, you must actively participate in the online class experience. Participation means actively participating in the course discussions. Each discussion question will have its own threaded discussion space. You are expected to offer responses to these questions and/or comments on your classmates’ responses. I will monitor the quantity and quality of your responses. Participation accounts for 10% of your grade. If the quality of your postings is not sufficient, the points will not be earned. You are expected to contribute to the class discussions in meaningful ways. That means:

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- Contributing new and relevant information to the course discussion and online sources;
- Commenting in a positive manner;
- Building on the remarks of your fellow students;



- Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information.
- Demonstrating practical application of the week's key concepts from your professional/personal experience.
- “Substantive” does not include “I agree,” “Great point” or “You’re wonderful” type postings. These types of postings are examples of positive “teaming” and are fine but not by themselves. They do not add depth or breadth to the discussion.
- A “substantive” posting should include:
- Your thesis (main point)
- Your supporting arguments
- A reference to class or outside material to support your thesis  
Provide an example to support your thesis.

Best Responses ☺ Have online references to information attached.)

More than the minimum requirements will earn additional credit. It is possible to earn 5 bonus points by posting extra, meaningful and well researched postings.

## 5.0 Grading Criteria Rubric and Conversion

Exams (100 points each)	(300 points)	A= 900-1,000
Final Exam(Comprehensive)	(250 points)	B= 800 - 899
Discussion Topics(25 points each)	(200 points)	C= 700-799
Research Paper (Subject 5, Outline 5, Marked up Paper 10, Paper 225, PDF files 5)	(250 points)	D=600-699
		F= Below 600
<b>TOTAL</b>		<b>(1000 points) 100%</b>

## 6.0 Posting of Grades:

*Grades will be posted within one week of completion of the submission due date.*

**Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.**

## COURSE OUTLINE AND CALENDAR

### 7.0. Complete Course Outline

**SCHEDULE IS SUBJECT TO CHANGE AT THE DISCRETION OF INSTRUCTOR**

WEEK	DATE	TOPIC	ASSIGNMENTS
1	06/04	<p>Course Welcome, Introduction, and Expectations</p> <p><b>READ AND UNDERSTAND THE ENTIRE SYLLABUS</b></p> <p>Read Chapter 1 &amp; 2</p>	<p>You should purchase your text before the end of the first day.</p> <p>Review research process and problem answer format.</p> <p>Read <b>Plagiarism &amp; Academic Integrity</b> on the Library homepage under RESEARCH .Read all of the items on your Dashboard.</p> <p><b>Discussion Topic 1 Closes Friday</b></p> <ol style="list-style-type: none"> <li>All Discussion Topics will close on Friday at 11:59PM.</li> <li>Initial post is due by Tuesday each week</li> </ol>
2	6/11	<p>Read Chapter 3</p> <p>Submit Paper Subject through Blackboard</p> <p>Exam 1</p>	<p><b>Discussion Topic 2 Closes Friday</b></p> <p><b>Research Paper Subject due by Sunday</b></p>
3	06/18	<p>Read Chapters 4</p>	<p><b>Discussion Topic 3 Closes Friday</b></p>
4	06/25	<p>Read Chapter 5 &amp; 6</p> <p>Exam 2</p>	<p><b>Research Paper Outline due by Sunday</b></p> <p><b>Discussion Topic 4 Closes Friday</b></p>
5	07/02	<p>Read Chapter 7</p> <p>Marked up paper form online tutor or the University Writing Center</p>	<p><b>Discussion Topic 5 Closes Friday</b></p> <p><b>Marked up Research Paper due by Sunday</b></p> <p>EXAM 1 Ch 1-4</p>
6	07/09	<p>Read Chapter 8</p> <p><b>RESEARCH PAPER DUE</b></p>	<p><b>Discussion Topic 6 Closes Friday</b></p> <p><b>Research Paper due by Sunday</b></p>

7	07/16	Read Chapter 9  Exam 3	Discussion Topic 7 Closes Friday
8	07/23	Read Chapter 10 & 11  FINAL EXAM	Discussion Topic 8 Closes on Wednesday  FINAL EXAM due Thursday before midnight

## 8.0 Policies related to absence, grading, etc.

*This is an online course and there should not be any missed assignments unless there is an emergency or deployment.*

*If you are scheduled for a deployment notify the instructor so that proper preparations can be made to allow you to complete the course.*

*If you miss an assignment due to an emergency contact the instructor immediately, within three days of the miss, to ask for an excused assignment.*

**Assignments can be turned in early so you should plan your work schedule so that you may turn in your assignment. Waiting until the last minute to complete an assignment and encountering a problem will result in the grade earned or a zero if the assignment is missed.**

**Waiting until the last moment to complete your assignment will result in problems with computers, work schedule, or other unforeseen circumstance for which there will be no excuse granted.**

## 9.0 The Operation of the Online Course and Being an Online Student

**Online learning requires students to be very self-disciplined.** Be sure that you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignments are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. Submissions are to be made on Canvas in the associated Assignment drop box before the due date.

**You must be self motivated, very disciplined, and an excellent planner of your time to complete an online course with satisfactory results.**

**You should log on to Canvas daily to ensure that you are not missing an assignment or a change to an assignment.**

**If you miss the submission time and date and an excuse is granted, you will be charged a 25% penalty, per day, for a late submission of less than 2 days after the due date. Submissions more than 48 hours after the due date will not be accepted and will earn a grade of zero.**

## 10.0

**COURSE COMMUNICATIONS** Please practice good communication skills. You must utilize

proper communication skills while searching for a job and then during your entire career. Remember that Canvas communication, through Messages, and email communication must be in proper format. We will practice formal business communication emails so that you will develop good habits. A poor email to a superior in business results a poor impression.

**Start out every email with the name of the person you are emailing and close with your name. Utilize spelling and grammar check to help you write better.**

**I will return email unanswered unless you use proper English writing skills and the required Course Communication guidelines.**

**Begin Subject of Emails, other than in Canvas, with Course number, HEAD 513 and section number, so that I can identify your class.**

#### **Import University Dates:**

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##### **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

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](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) 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](https://www.tamuct.edu/student-affairs/index.html) 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](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. 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.

**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](https://tamuct.mywconline.com/) 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 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) [http://tamuct.libguides.com/index].

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### **OPTIONAL POLICY STATEMENTS:**

#### **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].