



MGMT 4305-115, CRN 60138, Human Resource Development

Summer 2018 rev. 05.23.2018

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Amanda Eads, Adjunct Faculty

Phone: (254) 519-5437 – Calls will be forwarded to me if necessary

Email: aeads@tamuct.edu (use this email if 'Canvas Inbox' is down)

Office Hours:

I have virtual hours all day! See student-instructor interaction located below.

Student-instructor interaction:

I check Canvas Inbox and my TAMU email several times a day. Unless I tell you otherwise - during the week, expect a response from me within 12-24 hours and within 24-48 hours on the weekend. I am happy to set up a web conference or set up a face to face meeting with you - schedules permitting.

Mode of instruction and course access:

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. 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. You must also know how to access the school's library database for research purposes.

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

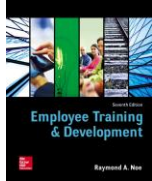
Course Overview and description: In this course students will develop the knowledge, skills and attitudes to successfully assess training and development needs, and to successfully design, develop, deliver and evaluate a training event. Prerequisite: MGTK 302

Course Learning Objectives: Upon successful completion of the MGMT 405 Human Resource Development course, you will be able to:

- **Human Resource Development:** Knowledge of human resource development concepts related to designing and implementing effective organizational training and development practices.
 - ✓ Identify and describe employment laws that impact human resource development.
 - ✓ Describe the process to identify needs, design, implement, and evaluate a training program.
 - ✓ Identify and describe the talent management process.
 - ✓ Distinguish between employee training and employee development.
 - ✓ Identify and describe legal issues in performance management.
 - ✓ Identify and explain rater issues in assessing employee performance.
 - ✓ Describe the relationship between performance management and human resource development.
 - ✓ Demonstrate appropriate communication and participation skills and understanding of concepts through various related activities.
 - ✓ Design, develop, and deliver a learning experience that addresses specific learning needs.
 - ✓ Evaluate a training program and/or learning experience.

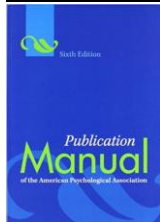
Required Reading and Textbook(s):

Required Course Materials:



Employee Training and Development, 7th Edition
Raymond Noe
McGraw-Hill Companies ©2016
ISBN 978-0-07-811285-0

Suggested Course Materials:



Publication Manual of American Psychological Association (6th ed.).
American Psychological Association.
ISBN 1433805618

COURSE REQUIREMENTS

Understanding of Course Design:

This course design is a traditional approach to learning content. This course design is intended to ensure students' understanding of foundational information related to the human resource management discipline. As a result, this course presents modularized content supported through videos and discussion; then, assessed through objective quizzes and exams as well as subjective short essays and papers.

Professional Etiquette:

Students are expected to embody professionalism to include the following: *Demeanor* – polite and well-spoken, demonstrating tact, respect, compassion, appreciation, inclusive, mature - not rude, belligerent, arrogant, or aggressive; *Reliable* – follow through on tasks in a timely manner, communicate unanticipated events; *Competent* – commit to learning and applying content from the course, act in a responsible manner and practice sound judgement, seek assistance when appropriate; *Ethical* – honest and trustworthy; *Equality* – refrain from giving or seeking preferential treatment unless supported by the office of Student Success, adhere to published policies of the university, seek assistance or clarification when appropriate. A student's behavior that is unprofessional and or violates netiquette expectations will receive a Canvas Inbox message from me and a 10% deduction on the course requirement. A 25% deduction per occurrence will be assessed on the course requirement thereafter. Online netiquette and in-person professional conduct is related to course outcome 6 and is required at all times.

Student Profile and Course Agreement:

Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement requires students to agree to these expectations and promise that they have the computer set-up and self-discipline needed for a fully online course. This assignment is worth 5 pts and must be completed prior to me grading any of your work.

Introduction:

Each student will be required to post an introduction on the discussion board under "Introductions". This assignment is worth 5 pts and must be completed prior to me grading any of your work.

Exams:

There will be 2 required exams – a midterm (Modules 1 & 2) and a final (Modules 3 & 4). Each exam will contain 50 multiple choice / true false questions covering the students' knowledge of the key frameworks and concepts from the text and power point presentations/notes. Exams are anticipated to take approximately 45-75 minutes each and must be completed in one sitting. Opportunities to complete exams late will be provided with written documentation of an unavoidable or unforeseeable event. Exams represent the independent work of students; teamwork will not be permitted on exams. Exams will generally be available over a 5 day period and will be posted in the course schedule in this syllabus. Each exam will be worth 150 pts; a total worth of 30% of your grade.

Quizzes:

There will be 11 chapter quizzes. They are provided to help students determine their general understanding of the material and prepare for exams. Each quiz will cover its respective chapter and will contain 10 multiple choice questions. There will also be a syllabus quiz and an APA quiz. Quizzes are anticipated to take approximately 10-15 minutes to complete. Quizzes will be timed and once started, must be completed at that time. Quizzes represent the independent work of students; teamwork will not be permitted on quizzes. Availability will vary based on the unit so be sure to review dates posted in the course schedule in this syllabus. Chapter review quizzes will be worth 10 pts each and the syllabus and APA quizzes will be worth 5 pts each; a total worth of 12% of your grade.

Assignments:

Assignments in this course are designed to help you practice applying training and development course concepts as well as identifying reliable and credible sources of information. Assignments are anticipated to take approximately 60-120 minutes. There will be one Library Database assignment (25 pts) in order to ensure that students are aware of how to use this vital source. There will be five assignments (40 pts each) that require you to write a memo and/or complete an assigned activity. There will be two 2-3 pages essays (25 pts each) covering course related topics which will require you to include APA citations and references. The final assignment (25 pts) will be a team evaluation for the group you complete your project with. Detailed information will be provided in the Assignment Area on Canvas. The combined total of your assignments (to include the introduction and course profile) will be worth a total of 31% of your grade. Due dates will be posted online as well as in the course schedule part of this syllabus. A rubric will be provided for each assignment.

Discussion Forums:

Discussions are intended to teach and reinforce concepts as well as prepare you to complete assignments and assessments. Discussions are anticipated to take approximately 60-90 minutes. The approximate length of initial response should be 2 paragraphs long (6-8 sentences is considered one paragraph). Follow-up responses can be a more conversational tone; however, they should also add to the conversation beyond a simple post summing to "I agree". There will be 4 Discussion Forums associated with topics found in this course. Your original posting and two replies to your classmates' will be required for each forum - please note the separate due dates. Each forum's participation is worth 30 pts. These discussions will be worth 12% of your grade. A rubric will be provided for each discussion.

Team Project:

This is something I want you to look forward to and I will be here to help you as much as possible. It is not a secret that students sometimes do not like group projects, but learning to work collaboratively and count on your peers is an essential part of this learning experience. Employers ask us, as instructors, to teach our students how to work in groups and learn to deal with the conflicts that often occur in this setting. In a work environment, the job needs to be done regardless of the circumstances, including personality conflicts and poor performance of group members. This will be no different! I want you to try to work as a team, not a group.

Teams work together to accomplish a common goal / outcome! Groups do their own thing and piece it together later.

- ❖ You will work in teams of 4 or 5 to design and develop a training package of interest to individuals involved in the HRD process. It will be pre-approved by the instructor. No one person can be responsible for one specific section of the project – it will be a team effort. A list of topic choices will be provided to you. Additionally, each student will be required to record his/her own individual portion of the project to submit.
 - ❖ A mid point assignment to show your current progress will be provided on Canvas.
 - ❖ The training package will include:
 - ✓ Cover page
 - ✓ Table of Contents
 - ✓ Needs Assessment
 - ✓ Competency Model
 - ✓ Lesson Plan
 - ✓ Evaluation Plan
 - ✓ Supporting Materials (Power Point Presentation and any additional handouts)
 - ✓ Reference Page
 - A min. of 4 references are required to support a grade of “C”; A min. of 6 references are required to support a grade of “B”; A min. of 8 references are required to support a grade of “A”
 - No more than 25% of your references can be from the web. (Wikipedia is NOT a source!)
 - Your sources should consist of peer reviewed journals from the library database. The course textbook may/should be cited as one of the references used.
 - Reference page must be in proper APA format.
 - ❖ Oral presentation
 - ✓ Each student will record via: Screencast-O-Matic [<https://screencast-o-matic.com/home>] their portion of the project as if he/she was presenting in a classroom. More information will be provided as the semester progresses. Your individual presentation should flow as if you were with your group in class. It should be 5-8 minutes in length.
 - ✓ Oral presentations will be conducted in a professional manner, to include appropriate business dress. *Men*: slacks, shirt, socks, shoes, and tie. *Ladies*: blouse and slacks or dress, or suit with socks/stockings and either low or high-heeled shoes. Look like professionals!
 - ✓ I MUST be able to see YOU and YOUR ppt.
 - ❖ Submission details and examples will be provided within Canvas.
- This project will be worth 150 points and 15% of your grade.

Grading Criteria Rubric and Conversion

Course Element	Points	% of Final Grade
Exams (2) @ 150 pts each	300	30%
Chapter Quizzes (13) 11 @ 10 pts each; 2 @ 5 pts each	120	12%
Discussion Forums (4) @ 30 pts each	120	12%
Assignments (9) – 4 @ 25 pts each; 5 @ 40 pts each; 2 @ 5 pts each	310	31%
Team Project – Mid Point 20 pts; Package 130 pts	150	15%
Total	1000	100%

POINTS	EQUALS	LETTER GRADE
900 – 1000	=	A
800 – 899	=	B
700 – 799	=	C
600 – 699	=	D
Below 600	=	F

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 quizzes and exams will be available immediately, unless it is an essay exam.

INSTRUCTOR POLICIES:

Individual Performance: It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the calendar 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's name and the title of the assignment.

Submission Style Requirements: While not all instructors require full APA formatting, I do! Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6th ed. (Cover page, running head, 1" margins, 12pt font, double spaced, in-text citations, reference page). *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. 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 penalties are severe and as follows:

1. *Discussions* – Discussions are interactive and time sensitive; therefore, contributions to discussions will **NOT** be accepted late without written documentation of an unavoidable or unforeseeable event.

2. *Assignments* - These will remain open for 3 additional days and you will receive a 10% penalty per day.

3. *Quizzes* – You have 48 hours after a quiz is due to fill out a form located on the quiz page in black board. I may allow you to take the quiz with a 10% penalty and will only allow 24 hours from time of approval for you to take the quiz.

4. *Exams* – If you miss an exam without notifying me in advance, I may allow you an opportunity to take it (not guaranteed) if you contact me within 48 hours of the due date. If I allow you to take it, you will generally score no higher than a 70 regardless of how high your score is.

Changes to Syllabus: This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to make changes to the syllabus. In such events, changes will be announced and students will receive written notice as soon as possible.

Professional Etiquette: Students are expected to embody professionalism to include the following: *Demeanor* – polite and well-spoken, demonstrating tact, respect, compassion, appreciation, inclusive, mature - not rude, belligerent, arrogant, or aggressive; *Reliable* – follow through on tasks in a timely manner, communicate unanticipated events; *Competent* – commit to learning and applying content from the course, act in a responsible manner and practice sound judgment, seek assistance when appropriate; *Ethical* – honest and trustworthy; *Equality* – refrain from giving or seeking preferential treatment unless supported by the office of Student Success, adhere to published policies of the university, seek assistance or clarification when appropriate. A student who violates professional etiquette in a manner that is egregious (as determined by the instructor) may result in a failing grade for the course. I reserve the right to provide a less severe penalty depending on the circumstances of the situation.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Dates	Chapter & Topic	Assignment
<p>Week 1</p> <p>June 4 - 10</p>	<p>Class Intro</p> <p>Ch. 1 Introduction to Employee Training and Development</p>	<ul style="list-style-type: none"> ✓ Complete & Submit Student Profile and Course Agreement via Blackboard Assignment Link. Due June 10 ✓ Student Introductions Due June 10 ✓ Read Ch. 1; Study Required and Supplemental Materials ✓ Quiz 1: Available June 4; due June 17 ✓ APA Quiz due June 10 ✓ Syllabus Quiz: Available June 4; due June 10
<p>Week 2</p> <p>June 11 - 17</p>	<p>Ch. 2 Strategic Training</p>	<ul style="list-style-type: none"> ✓ Read Ch. 2; Study Required and Supplemental Materials ✓ Quiz 2: Available June 4; due June 17 ✓ Discussion Forum 1: Strategic Training Questions. Original Post due June 16; 2 Replies due June 20 ✓ TOPIC & TEAM CHOICE due June 15 ✓ A1: Library Database due June 15
<p>Week 3</p> <p>June 18 - 24</p>	<p>Ch. 3 Needs Assessment</p> <p>Ch. 4 Learning and Transfer of Training</p>	<ul style="list-style-type: none"> ✓ Read Chs. 3 & 4; Study Required and Supplemental Materials ✓ Quiz 3 & 4: Available June 18; due June 24 ✓ A2: Competency Model due June 22 ✓ Discussion Forum 2: Learning Style. Original Post due June 23; 2 Replies due June 27 ✓ A3: Andragogy Essay due June 22
<p>Week 4</p> <p>June/July 25 - 1</p>	<p>Ch. 5 Program Design</p> <p>Ch. 6 Training Evaluation</p>	<ul style="list-style-type: none"> ✓ Read Chs. 5 & 6; Study Required and Supplemental Materials ✓ Quiz 5 & 6: Available June 18; due July 1 ✓ A4: Training vs Development due June 29 ✓ A5: Evaluation Memo due June 29 ✓ Project Mid-Point due June 29 ✓ Mid-Term: Ch. 1-6 (Units 1 & 2). Available June 27; due July 1

<p>Week 5</p> <p>July 2 - 8</p>	<p>Ch. 7 Traditional Training Methods</p> <p>Ch. 8 Technology-Based Training Methods</p>	<ul style="list-style-type: none"> ✓ Read Chs. 7 & 8; Study Required and Supplemental Materials ✓ Quiz 7 & 8: Available July 2; due July 8 ✓ A6: Traditional Training Method Choice due July 6 ✓ Discussion Forum 3: Tech-Based Training. Original Post due July 4; 2 Replies due July 8
<p>Week 6</p> <p>July 9 - 15</p>	<p>Ch. 9 Employee Development and Career Management</p>	<ul style="list-style-type: none"> ✓ Read Ch. 9; Study Required and Supplemental Materials ✓ Quiz 9: Available July 2; due July 15 ✓ A7: MBTI due July 13
<p>Week 7</p> <p>July 16 - 22</p>	<p>Ch. 10 Social Responsibility: Legal Issues, Managing Diversity, and Career Challenges</p> <p>Ch. 11 The Future of Training and Development</p>	<ul style="list-style-type: none"> ✓ Read Chs. 10 & 11; Study Required and Supplemental Materials ✓ Quiz 10 & 11: Available July 16; due July 22 ✓ Discussion Forum 4: The Legal Side. Original Post due July 18; 2 Replies due July 22 ✓ Discussion Forum 4 Bonus: Social Responsibility. Original Post due July 18; 2 Replies due July 22 ✓ A8: Future of Training Essay due July 20
<p>Week 8</p> <p>July 23 - 27</p>	<p>Final Week</p>	<ul style="list-style-type: none"> ✓ Team Training Project due July 23 ✓ A9: Team Evaluation due July 23 ✓ IDEA Course Eval ✓ Final Exam: Ch. 7-11 (Units 3 & 4). Available July 23; due July 27

Important University Dates:

JUNE:

- Mon, 4th | Class begins (1st 5 week, 10 week and 8 week)
- Mon, 4th | ADD/DROP/LATE REGISTRATION BEGINS
- Mon, 11th | Last day to drop 8-week classes with no record
- Fri, 29th | Deadline for Admissions applications
- Fri, 29th | Last day to drop a 8-week class with a Q or withdraw with a W

JULY:

- Mon, 2nd | Deadline to submit application to Teacher Education Program
- Wed, 4th | Independence Day NO SCHOOL
- 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
Fri, 27th | Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
Sun, 29th | Student End of Course Survey Close (8-Week Classes)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will use the TAMUCT Instructure Canvas learning management system.

Logon to TAMUCT Canvas [<https://tamuct.instructure.com>]

Username: Your MyCT username

(xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

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

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

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

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 University 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.

*****If the instructor suspects plagiarism, that assignment will receive no more than half credit and could receive a zero based on the severity of the plagiarism. All students suspect of this academic dishonesty will be reported.*****

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

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

*****Inform me within a week if you are registered and will need accommodations.*****

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

The 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 on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOonline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

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 A&M-Central Texas, 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 Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

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].

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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