



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

COLLEGE of BUSINESS ADMINISTRATION

MGMT 3303.110 (CRN: 60288), Supervisory Management
8-Week, Face-to-Face Course
Tuesdays and Thursdays, 2:30 PM to 5:15 PM
Summer Semester, June 4 to August 10, 2018
Founder's Hall, Room 210

Instructor: Mr. John La Lone, Asst. Professor. MS-HRM
Department: Management and Marketing Department
Office: Room 318L
Phone: (254) 519-5472
E-mail: jlalone@tamuct.edu
Office Hours: **January 17, 2017 to May 12, 2017**
Monday/Wednesday 12:30 PM to 2:00 PM, and 4:00 PM to 5:00 PM
Tuesday/Thursday 4:00 PM to 5:00 PM
You must call our Admin Assistant to make appointments.

ADMIN ASSISTANT: Ms. Melanie Mason, **PH:** (254) 519-5437
Fax (254) 501-2825

Student Professor Interaction: Preferred contact with me for this course is via Blackboard message or TAMUCT e-mail *if Blackboard is not working*. For appointments, contact Admin Assistant [above]. I will respond to e-mails within 24-48 hours, except weekends and holidays.

College of Business Administration Department Information:

COBA Department Main Phone Number: 254-519-5437
COBA Department Main Email: cobainfo@tamuct.edu
COBA Department Main Fax#: 254-501-5825

Course Materials Copyright

My lectures and course materials, including MS. PowerPoint presentations, tests, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials that I create. You may take notes and make copies of course materials for your own use. You *may not* allow others to reproduce or distribute lecture notes and course materials publicly whether or not a fee is charged without my express written consent. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web-site, I will ask for your written permission.”

Persons who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's Course Materials may be considered in violation of the University Code of Student Conduct.

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.

Sexual Violence

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].

1.0 Course Description

Investigates the role, function, and responsibilities of the supervisor in modern organizations through study of sociological and psychological theories in human relations. The primary emphasis is on development of supervisory skills in communications, motivation, discipline, morale, and grievances as they arise in superior-subordinate relationships. Prerequisite: MGMT 301 or approval of department head.

2.0 Expanded Course Description

Course is designed to develop the knowledge base of principles and practices of management at the first or supervisory level of management. Students will develop practical skills that will allow them to become successful first level managers.

3.0 Expected Student Outcomes

- 3.1. Knowledge upon completion of the course students will have an understanding of:
 - a. Issues of supervision in a diverse workplace
 - b. Process of sound and creative decisions
 - c. Principles of interpersonal communication
 - d. Theories and practices of motivating today's employees
 - e. Principles of managing change and innovation
 - f. Ethics and organization politics
 - g. Supervisory planning
 - h. Time management
 - i. Organizing and delegating
 - j. Understanding work groups and teams
 - k. Staffing
 - l. Training and employee development process
 - m. Equal employment opportunity requirements and compliance

- n. Counseling and supporting employees
- o. Principles and theory of leadership
- p. Handling conflict and stress
- q. Principles appraising and awarding performance
- r. Employee and labor relations
- s. Supervisory control and quality
- t. Improving productivity
- u. Providing a safe and healthy work environment

3.2. **Skills:** Upon completion of the course students will have developed skills in:

- a. Supervision in a diverse workplace
- b. Making sound and creative decisions
- c. Improving communication skills
- d. Motivating today's employees
- e. Managing change and innovation
- f. Ethics and organization politics
- g. Supervisory planning
- h. Time management
- i. Organizing and delegating
- j. Understanding work groups and teams
- k. Staffing and training skills
- l. Understanding equal employment opportunity
- m. Counseling and supporting employees
- n. Developing leadership skills
- o. Handling conflict and stress
- p. Appraising and awarding performance
- q. Employee and labor relations
- r. Supervisory control and quality
- s. Improving productivity
- t. Providing a safe and healthy work environment

4.0 Required Reading and Textbook

Rue, Leslie W. and Byars, Lloyd L. (2014), SUPERVISION: Key Link to Productivity, (11th ed.) McGraw-Hill Irwin, New York

American Psychological Association. (2009). Publication Manual of American Psychological Association (6th ed.). Washington, D.C.

Note: *A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

5.0. Technology Requirements and resources

This course will use the TAMUCT Canvas Learning system for class communications, content distribution, and assessments.

5.1. **Logon to access the course:**

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

Initial Password: Your MyCT password

5.2. For this course, you will need reliable and frequent access to a computer and to the Internet.

5.3. **Canvas supports the most common operating systems:**

PC: Windows 8, Windows 7, Windows Vista

Mac: Mac OS X 10.9 (Mavericks), 10.8 (Mountain Lion), and 10.7 (Lion)

NOTE: Computers using Windows XP, Windows 8 RT and OS X 10.6 or lower are NO longer supported

Check browser and computer compatibility by following the “Browser Check” link on the TAMUCT Canvas logon page. (<https://tamuct.instructure.com>) .This is a CRITICAL step as these settings are important for when you take an exam or submit an assignment.

Upon logging on to Canvas, you will see a link to Canvas Student Orientation under My Courses tab. Click on that link and study the materials in this orientation course. The new Canvas is a brand-new interface and you will have to come up to speed with it really quickly. This orientation course will help you get there. There is also a link to Canvas Help from inside the course on the left-hand menu bar. The first week of the course includes activities and assignments that will help you get up to speed with navigation, sending and receiving messages and discussion posts, and submitting an assignment. Your ability to function within the Canvas system will facilitate your success in this course.

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.

5.4. **Technology Support:**

For technology issues, 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>

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.

6.0 Course Requirements and Performance Guidelines

- 6.1 **Individual Participation:** To ensure students have opportunities to discuss issues and complete team-oriented assignments in class, regular participation is expected. Reading assignments will be in accordance with this syllabus and as assigned in class. It is important for students to become familiar with materials/assignments prior to scheduled class session. Lectures are generally based on text readings and current issues. Preparation for discussion will have a major impact on credit awarded for participation.
- 6.2 **Drop Policy.** Drop Policy. If you discover that you need to drop this class, you must complete a Drop Request Form, found through the Registrar's web page: <https://www.tamuct.edu/departments/business-office/droppolicy.php>
- 6.3. **Professors cannot drop students;** this is always the responsibility of the student. The record's office will provide a deadline for which the form must be returned, completed and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. Should you still be enrolled, FOLLOW-UP with the records office immediately? You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in this course.
- 6.4. **Last day** for student's to add or drop a course without having to process manual Texas A&M University documents is **Friday**—June 1, 2018.
Last day to drop an 8 Week class “”with no record” is **Monday**—June 11, 2018.
Last day to drop a class with a “Q” or “W”-Withdrawal” is **Friday**—March 30, 2018.
PRIORITY for submitting Summer 2018 Graduation is: **Friday**-July 6, 2018.
LAST DAY to file for Summer 2018 Degree Conferral is: **Friday**—August 10, 2018 [Late Fee Also Required]. But it will be *conferral only*—you will not be able walk the stage at the graduation ceremony!
Last day to “withdraw” from the university is **Friday**-July 27, 2018.
GRADUATION CEREMONY: Will be held on **Saturday**—August 11, 2018—
Time and Location→TO BE DETERMINED.

Note # 1: In rare, emergency cases (and they must be justified), students may qualify for an incomplete grade, which is recorded as an “I-Incomplete” grade report and on your transcript. Requests for incomplete grades must be made according to TSU policy and approved by the instructor prior to the final week of classes. Incomplete grades are not given except for documented medical or family emergencies, with a significant (at least 2/3rds) portion of the course already completed. All requirements must be completed by two-weeks prior to the end of the next semester or the “I” automatically changes to an “F.”

- 6.5 **Texas A&M University-Central Texas E-Mail Account:** Each student must claim and use their Texas A&M University-Central Texas e-mail account. E-mail correspondence between all students and your instructor will be via your Texas A&M University-Central Texas “Blackboard” account. Each student will e-mail your instructor by **Tuesday-June 12, 2018** via your Texas A&M University-Central Texas “Canvas Learning System” account. That e-mail must reflect student’s name, Texas A&M University-Central Texas e-mail address, course number, and course title. If you have to use your TAMUCT student e-mail account, the Subject Line must reflect this course number and student’s name.

[In case of a Canvas Learning System breakdown: Use your Texas A&M University-Central Texas student e-mail account].

- 6.6 **Reading Assignments:** Class meetings will consist of: lecture on and review of assigned chapters. You are expected to study the material for each assigned chapter, *prior* to coming to class. See paragraph 12 for reading schedule.
- 6.7 **Homework/Written Assignments:** All end of chapter Skill Building Applications, will be completed in accordance with the example I have provided on the Canvas Learning System for this course, and must be submitted to the instructor, in the classroom on the date required in the below schedule. Please reiterate each question first, and then answer it. They ***must be typed single-line-spaced*** on 8-1/2” x 11” paper, using black ink and Times New Roman size 12 fonts. Only submissions via our Canvas Learning System “**WILL BE**” accepted for credit).

Items submitted are expected to be of collegiate quality, language, depth and organization. In addition to content issues, points may be deducted for poor grammar, spelling and appearance. Unless otherwise indicated, all assignments will have a maximum score of 10 points.

- I. **Skill Building Incidents.** To be submitted in Classroom on Due Date. Format for submission is on the Blackboard for this course.

Chapter	Incid. #/ Page #	Title/	Assignment	Due Date
1	1-1 P 17	Promo to Supv.	Study/Ans Q 1-4	Jun 7, 2018
1	1-2 P 17-18	Not enough time to supervise	Study/Ans Q 1-3	Jun 12, 2018
2	2-1 P 40	A Second Chance	Study/Ans Q 1-3	Jun 14, 2018
2	2-2 P 40-41	Bad Times at Quality Shoes	Study/Ans Q1-3	Jun 19, 2018
3	3-1	Who Calls the Shots	Study/Ans Q 1-4	Jun 21, 2017

	P 64-65			
3	3-2 P 65	I Told You	Study/Ans @1-3	Jun 26, 2017
4	4-1 P 86	No Extra Effort	Study/Ans Q 1-2	Jun 28, 2016
4	4-2 P 86-87	Atwood Company	Study/Ans Q1-3	Jul 3, 2017
5	5-1 P 105	New Boss	Study/Ans Q 1-2	Jul 7, 2017
5	5-2 P 105	New Work Schedule	Study/Ans Q1-2	Jul 10, 2017
6	6-1 P 126	Additional Expenses	Study/Ans Q 1-2	Jul 12, 2017
6	6-2 P126-27	The Date: Jim's Perception	Study/Ans Q1-2	Jul 17, 2017
7	7-1 133	Plan for Productivity Improvement	Study/Ans Q 1-3	Jul 19, 2017
7	7-2 P 150-51	What Should I Do Next	Study/Ans Q1-3	Jul 24, 2017
8	8-1 P 170	Not Enough Time	Study/Ans Q 1-2	Jul 26, 2017

II. **Term Paper.** Each student will complete a term paper on one of the topics listed below (Only one student per topic). Your term paper will be completed and submitted to your instructor, accompanied by a CD "R" (containing an electronic copy of your document], in the classroom, not later than **July 12, 2017**. Submissions "**WILL NOT**" be accepted for credit after this due date."

Your management/general business term paper **must be double-space-typed** on 8-1/2" x 11" paper, using black ink. *The Publication Manual of the American Psychological Association* (6th ed.) will be used as reference regarding format issues. When you submit written work, please prepare it in typewritten form using a format/style consistent with professional business practice. The Style Guide of the American Psychological Association is the standard we will use. The quality of your work is a reflection of you; always present your best side. Quality work is free of spelling errors, and has a professional appearance. Please use 1" margin at top, bottom, left and right side of page. An abbreviated topic header will be placed at the top right of each page. It will be right aligned and will include auto-page numbering. All assignments will be double spaced using the "color black" and Times New Roman size 12 fonts.

All term papers must be at least twelve (12) pages in length (1-Cover Page, 10-Body, and 1-References/Works cited). An "**A**" paper will include at least twenty (20) references cited (with corresponding reference citations in the paper body. A "**B**" paper will include at least fifteen (15) references cited (with corresponding

reference citations in the paper body. A **“C” paper** will include at least ten (10) references cited (with corresponding reference citations in the paper body. A **“D” paper** will include at least nine (9) references cited (with corresponding reference citations in the paper body. And, any paper with less than nine (9) references cited (with corresponding reference citations in the paper body) will earn the grade of “F.” At least one-third of references [in each category above, must be books, one third journals or magazines, and one third internet articles. Each of the references cited must be used in the body of your term paper and ***“reference citations must be made in the body of your term paper for all references cited.”*** *Name below in italics means student “did not” select topic—therefore →instructor assigned it.*

	TOPIC	ASSIGNED TO
1.	Appraising and Rewarding Performance-Chapter 16	
2.	At Will Employment	
3.	Business Ethics (Company Handbook)	
4.	Communication Skills-Chapter 3	
5.	Counseling and Supporting Employees-Chap 13	
6.	Developing Leadership Skills-Chapter 14	
7.	Drug & Alcohol Abuse in the Workplace	
8.	Employee Absenteeism and Turnover	
9.	Employee and Labor Relations-Chapter 17	
10.	Employee Benefits	
11.	Equal Employment Opportunity-Chapter 12	
12.	Equity-Internal & External	
13.	Ethics and Organization Politics-Chapter 6	
14.	Flex Manufacturing	
15.	Handling Conflict and Stress-Chapter 15	
16.	Hiring/Promotions [From within/without]	
17.	Improving Productivity-Chapter 19	
18.	Just In Time Supply	
19.	Managing Change and Innovations-Chapter 5	
20.	Managing Your Time-Chapter 8	
21.	Motivating Today’s Employees-Chapter 4	
22.	Organizing and Delegating-Chapter 9	
23.	Providing a Safe/Healthy Workplace-Chapter 20	
24.	Sound and Creative Decisions-Chapter 2	
25.	Staffing and Training Skills-Chapter 11	
26.	Supervision-Chapter 1	
27.	Supervisory Control and Quality-Chapter 18	
28.	Supervisory Planning-Chapter 7	
29.	Work Groups and Teams-Chapter 10	
30.	Total Quality Management	
31.	Carly Fiorina	
32.	Phillip B. {Phil} Crosby [TQM & Zero Defects]	

33.	Michael S. Dell	
34.	W. Edwards Deming	
35.	Henry Ford [FOMOCO]	
36.	William {Bill} H. Gates	
37.	Frank and Lilian Gilbreth	
38.	Kaoru Ishikawa TQM & QC's	
39.	Steve Jobs	
40.	Tom Peters	
41.	Michael E. Porter	
42.	Walter Shewhart	

6.8 **Specifications for Written Assignments:** All written work must be done on a computer. For those who don't own a computer, the University Computer Lab is available during the semester. All work will be submitted on 8 ½ inch by 11 inch white bond paper, and using the color black for wording. All margins will be 1 inch at the top, bottom, and left and right sides. All items submitted are expected to be of collegiate quality, language, and depth. Please prepare your written work(s) using a format/style consistent with professional business practice. The Style Guide of the American Psychological Association is the standard we will use

The quality of your work is a reflection of you; always present your best side. Quality work has a professional appearance and is free of spelling errors, and penned corrections. Always write as a "Positive Affirmation." Points **will be deducted** for poor grammar, wording, misspellings, appearance (balance) and improper submission. Message Sets, Proposals, Presentations (etc.), are due on the date specified in paragraph 11, to the instructor in the classroom.

Grading Rubric:

APA Cover Sheet	20 Points	09.76 %
APA Formatted Paper	20 Points	09.76 %
Spelling/Grammar	20 Points	09.76 %
Introduction to Topic	40 Points	19.5 %
Background Info on Topic	40 Points	19.5 %
Contribution to Management	40 Points	19.5 %
Conclusion/Summary	25 Points	12.2 %
In-Text Citations	00 Points	00 %

(But Grade "F" if missing.)

T O T A L Points/Percentage	205 Points	100 %
-----------------------------	------------	-------

NOTE: Final grade determination will be based on depth and content of your submission. See Paragraph 5.5 II Lines 18-31 Number of References.

6.9 **Examinations:** There will be three examinations during the semester. Each will be a combination of multiple-choice and true/false questions, and each will be non-cumulative. Exams will be closed book and closed notes.

Note: All exams will be administered in class [during normal class time]. Our class begins at 2:30 PM, thus exams will be administered beginning at 2:30 PM on the day/date/month scheduled in paragraph 12 [schedule].

NOTE: If you arrive in the classroom after 2:45 PM on the day of a scheduled exam, you will not be allowed to complete the exam on that day. In such cases, or if you are absent on the day that an exam is administered [regardless of reason], you will be permitted to complete a make-up exam on the last class day of the semester as scheduled in paragraph 11 below—and all make-up exams will be *comprehensive*.

7.0 Grading Criteria and Conversion for Examinations, Message Sets, and Proposals

Grading Rubric:

7.1	Exams3 (3 @) 205 Points)	615 Points
7.2	Skill Building Incidents (15 @ 10 Points)	150 Points
7.3	Term Paper [GB/MGMT]	205 Points
7.4	Professionalism	30 Points
		1000 Points

Letter Grade and Points Required

Percentile	Letter Grade	Points	Rating
100-90%	“A”	900-1000	Excellent
89-80%	“B”	800-899	Very Good
79-70%	“C”	700-799	Good/Acceptable
69-60%	“D”	600-699	Needs significant improvement
≤60 %	“F”	599 or Less	Unacceptable

8.0 Other Grade Issues

My Grading Policy:

Homework Assignments: I will *attempt* to have all homework graded and returned within seven days of the submission due date. I do grade thoroughly and attempt to provide as much feedback as possible, especially on Homework assignments.

Exams will be graded, then debriefed in class, within 48 hours of the date I administer them (Unless I have technical difficulties (SCANTRON Reader)).

9.0 Late work penalties:

Late Assignments will be accepted, however, grades will be reduced by 5 % per day, unless prior coordination is conducted with the instructor [Must be a valid reason]. **Late assignments will not be accepted after the seventh day (weekend days are included)**. All essay assignments will adhere to the American Psychological Association (APA) Publication Manual requirements for manuscripts.

10.0 Library and Research Services

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].

11.0 Absence Policy

ANY absence, excused or unexcused, beyond one absence will result in a reduction in professionalism points. It is very important that you contact me *prior* to any absence when possible and it will be your responsibility to make contact for missing information or assignments.

12.0 Course Outline and Assignments

The following course outline and assignments listing is provide as a guide for each student to assist you in keeping up to date in your studies and in completion of your assignments.

Week	Day	Date	Class/Activity	Subject	Assignments
1.	Tue	Jun 5	INTRO Chap 1	Intro to Course Syllabi Foundations of Supervision	
	Thu	Jun 7	Chap 1 Chap 2	Foundations of Supervision Sound/Creative Decisions	Choose Term Paper Topic
2.	Tue	Jun 12	Chap 2 Chap 3	Sound/Creative Decisions Improving COMM Skills	
	Thu	Jun 14	Chap 3 Chap 4	Improving COMM Skills Motivate Today's Employees	
3.	Tue	Jun 19	Chap 4 Chap 5	Motivate Today's Employees Managing Chg/Innovation	
	Thu	Jun 21	EXAM # 1	CHAPTERS 1-5	GOOD LUCK
4.	Tue	Jun 26	Chap 5 Chap 6	Managing Chg/Innovation Ethics & Org. Politics	
	Thu	Jun 28	Chap 6 Chap 7	Ethics & Org. Politics Supervisory Planning	
5.	Tue	Jul 3	Chap 7 Chap 8	Supervisory Planning Managing Your Time	
	Thu	Jul 5	Chap 8 Chap 9	Managing Your Time Organizing and Delegating	
6.	Tue	Jul 10	Chap 9	Organizing and Delegating	
	Thu	Jul 12	EXAM # 2 Chap 10 GB/MGMT	CHAPTERS 6-10 Understand Work Gps/Tms Term Paper & CD DUE→	GOOD LUCK IN Classroom
7.	Tue	Jul 17	Chap 10 Chap 11	Understand Work Gps/Tms Staffing Skills	
	Thu	Jul 19	Chap 11 Chap 12	Staffing Skills Understanding EEO	
8.	Tue	Jul 24	Chap 12 Chap 13	Understanding EEO Counseling/Spt. Employees	
	Thu	Jul 26	FNL Exam Only	Chap 10-13	2:30 PM-3:45 PM
			EXAM # 1 & 2	Make-Up Exams ONLY	4:00 PM-5:15 PM

13.0 Changes to Syllabus

A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make certain changes to better facilitate the academic environment. I **reserve the right** to make such change. In such an event, changes will be announced in class and students will receive written notice within ten days of making such decision. Changes may be made within the last two weeks of the semester only in exceptional circumstances.

14.0 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. *****If the instructor suspects plagiarism, that assignment will receive a zero based on the severity of the plagiarism. All students suspect of this academic dishonesty will be reported.***** More information can be found at

<http://www.tamuct.edu/departments/studentconduct/academicintegrity.php> ***Violations of "Academic Integrity, in any area of this course, will result in the grade of "F" for this course.***

15.0 Academic Accommodations

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.

Please inform Professor La Lone of any accommodations *required* prior to the end of the first week of class.

16.0 Disability Services

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 an education that is barrier-free. The Office of Disability Support and Access is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Disability Support and Access at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit their website at www.tamuct/disabilitysupport. Any information you provide is private and confidential and will be treated as such.

17.0 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-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 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.

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.

18.0. Warrior Link

This online job database connects employers with students with postings of internships, part-time, full-time jobs. All students will receive an email with their username and password the first week of school with access information. Warrior Link (<http://www.tamuct.org/careerservices>) allows students up until a year after they graduate the opportunity to search for a job, post a resume and informed on any events that are taking place while they are out of the careers services area.

19.0 Instructor's Personal Statement

What you can expect from me

- ✓ Feedback in the form of graded assignments within 7 days in most cases.
- ✓ Return e-mail and Blackboard within 24-48 hours except on weekends (Except Initial Blackboard Introduction Message.
- ✓ I will be prepared for class, so I expect the same from you.
- ✓ Every rubric for every assignment in this course has as a part of the grade: writing, grammar, and spelling.
- ✓ Hands-on learning,
- ✓ Respect and professionalism.
- ✓ This class will be what you make of it.