

## **BUSI 3332-110, CRN 80263, Legal Environment of Business**

Texas A&M University-Central Texas Fall 2019 – 16 Week Face to Face Course –  
T/TH 2:30-3:45 – Founders Hall Room 413

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Lucas Loafman, J.D., M.B.A.

**Office:** Founders Hall Rm 318M

**Office Phone:** 254-519-5724

**Email:** [loafman@tamuct.edu](mailto:loafman@tamuct.edu) – This is the best method to contact me for a quick response.

### **Office Hours:**

*T/TH 1:00-2:30 and by Appointment* – My office hours may be somewhat sporadic due to my other duties as Interim Dean of the College of Business Administration. Though I may be available for drop by's, I am generally in two-three meetings a day at least, so it is best to make an appointment. I will do all I can to ensure that you can see me as soon as possible if needed.

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

This course meets face to face, but uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>] for supplemental materials (like readings and lecture PowerPoints), some lectures (if I'm unavailable), grade reporting, and some assignment submissions. The instructions that follow will assist you with gaining access and technical support. Once you are in Canvas, ***there is tab on the left labeled "Modules" that will have additional Canvas resources if you are unfamiliar with the learning management system itself.***

Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission at a minimum.

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

It's easiest to reach me via email, as I check it frequently to say the least. I will most likely respond to all email within 24 hours if I'm not traveling and usually within a couple of hours. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period. Thus, pay attention to the "Announcements" in general for course matters and be sure you have your notifications turned on in Canvas so that they are also sent to your email.

### **WARRIOR SHIELD**

#### **Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION:**

**Course Overview and description:** The study of principles of law relating to the development and sources of law, dispute resolution, ethics, torts, intellectual property, criminal law, contracts, agency, business entity formation, and international law issues in the 21st century.

### **Course Level Objectives (CLO's):**

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision. (Chapters 1-3 - Week 3 Assignment)
2. Evaluate an ethical dilemma utilizing different ethical decision-making frameworks. (Chapter 5 – Exam #1)
3. Locate sources of legal information that are useful in their daily lives. (Week 7 Assignment)
4. Demonstrate knowledge of the following legal areas:
  - a. Dispute Resolution (Chapters 1-3 – MindTap & Exam #1)
  - b. Constitutional Impacts on Business (Chapter 4 – MindTap and Exam #1)
  - c. Torts (Chapter 6 – MindTap and Exam #2)
  - d. Intellectual Property (Chapter 8 – MindTap and Exam #2)
  - e. Criminal Law (Chapter 10 – MindTap and Exam #2)
  - f. Contracts (Chapters 11-16, 18-19 – MindTap and Exam #3)
5. Discuss the legal considerations involved in conducting business globally (Chapter 24 – Exam #2).
6. Apply the principle characteristics of the various business entities. (Chapters 36-39 – Business Entity Application Assignment in Week 16)
7. Communicate professionally. (All Course Communications)

### **Weekly Learning Objectives (WLO's):**

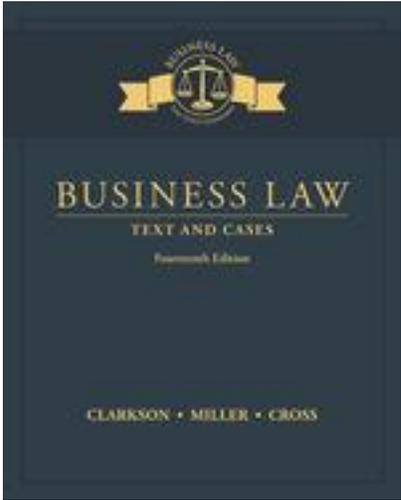
At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

- 1) Classify a law according to its type (Chapter 1).
- 2) Explain the concepts of legal precedence and *stare decisis* (Chapter 1).
- 3) Identify the different types of judicial opinions (Chapter 1).
- 4) Discuss the way the Constitution is interpreted (Chapter 1).
- 5) Recognize when a court may properly exercise jurisdiction (Chapter 2).
- 6) Understand the functioning of the Supreme Court (Chapter 2).
- 7) Contrast the various methods of dispute resolution (Chapter 2).

- 8) Identify and explain select dimensions of the trial process (Chapter 3).
- 9) Recognize the applicability of the Commerce Clause on businesses (Chapter 4).
- 10) Identify where preemption applies (Chapter 4).
- 11) Discuss the extent of freedom of speech (Chapter 4 - Discussion #1).
- 12) Define ethics (Chapter 5).
- 13) Differentiate between duty based and outcome based ethical decision making (Chapter 5).
- 14) Classify torts (Chapter 6).
- 15) Identify where negligence has occurred (Chapters 6 and 7).
- 16) *Discuss* the duty owed to business invitees/customers (Chapter 6).
- 17) Recognize the issues in products liability cases (Chapter 7).
- 18) Discuss the extent to which companies should be held liable in products liability cases (Chapter 7 – Discussion #2)
- 19) Identify the differences between trademarks, patents, copyrights and trade secrets (Chapter 8).
- 20) Discuss the protection system we have for IP (Chapter 8 – Discussion 2).
- 21) Explain the potential criminal liability of corporations and their officers (Chapter 10).
- 22) Properly classify crimes based on factual scenarios (Chapter 10).
- 23) Identify proper defenses to criminal liability, including Constitutional safeguards (Chapter 10).
- 24) Differentiate between the principles of comity, the act of state doctrine and sovereign immunity (Chapter 24).
- 25) Recognize unique contractual considerations in the international setting (Chapter 24).
- 26) Recognize when laws apply extraterritorially (Chapter 24).
- 27) Identify the required element to form a valid contract (Chapter 11).
- 28) Classify a contract according to its type (Chapter 11).
- 29) Discuss the issue of legalese in contracts (Chapter 11 – Discussion #3)
- 30) Indicate the requirements/circumstances for an effective offer, acceptance, revocation and rejection (Chapter 12).
- 31) Recognize when consideration is legally sufficient (Chapter 13).
- 32) Critique a fact pattern to determine if promissory estoppel may apply (Chapter 13).
- 33) Discuss whether the doctrine promissory estoppel should be allowed to be used by judges (Chapter 13 – Discussion #3).
- 34) Analyze a contractual situation to determine if the parties had capacity and legal obligations under contract law (Chapter 14).
- 35) Discuss the boundary of “unconscionability” in contracts (Chapter 14 – Discussion #3).

- 36) Explain the enforceability of a covenant not to compete (Chapter 14).
- 37) Indicate when a mistake may provide a legal excuse to contract performance (Chapter 15).
- 38) Identify if fraudulent misrepresentation has occurred (Chapter 15).
- 39) Choose when a contract is subject to the statute of frauds (Chapter 16).
- 40) Recognize when the parol evidence rule applies (Chapter 16).
- 41) Identify the impact of conditions on contractual obligations (Chapter 18).
- 42) Classify the level to which a contract has been performed, including what constitutes a material breach of contract (Chapter 18).
- 43) Explain why a contract may be discharged (Chapter 18).
- 44) Identify the remedies available for breach of contract (Chapter 19).
- 45) Explain the difference between an employee and independent contractor (Chapter 32).
- 46) Discuss the concept of vicarious liability and the duties owed between agents and principals (Chapter 32)
- 47) Recognize under agency law the responsibility of the principal and agent for contracts and torts of the agent (Chapter 33).
- 48) Identify the proper category of authority at play in factual scenario (Chapter 33).
- 49) Discuss why one chooses to become an entrepreneur (Chapter 36).
- 50) Explain the key characteristics of a sole proprietorship (Chapter 36).
- 51) Indicate the responsibilities and rights of the parties in a franchise contract (Chapter 36).
- 52) Compare the General Partnership, the Limited Partnership and the Limited Liability Partnership (Chapter 37).
- 53) Indicate the rights and duties of partners under Texas law (Chapter 37).
- 54) Identify partnership duties in the absence of express agreement to be partners (Chapter 37).
- 55) Explain the key characteristics of a LLC (Chapter 38).
- 56) Recognize the key defining aspects of the special business forms including the joint venture, syndicate, joint stock company and cooperative (Chapter 38).
- 57) Recognize the steps involved in forming a corporation (Chapter 39).
- 58) Classify a corporation by definition and status (Chapter 39).
- 59) Explain possible shareholder liability, including piercing the corporate veil (Chapter 39).

## Required Reading and Textbook(s):

	<p>1. The bookstore should stock the following bundle: Business Law: Text and Cases, <b>Loose-Leaf Version</b>, 14th + MindTap® Business Law, 1 term (6 months) Printed Access Card, 14th Edition – Authors Clarkson, Miller &amp; Cross – ISBN - 9781337374491 *The cost appears to be around \$130.</p> <p>2. If you choose to acquire a complete bound text through another source (not our bookstore), be sure it comes with MindTap access. The above options are the most financially feasible as the full bound text with MindTap is over \$400.</p> <p>3. <b>Cengage also now offers an all inclusive bundle featuring all of their digital content (every digital textbook in their entire library) for one low price (starting around \$119 I believe per semester), including the opportunity to rent a paper copy of the text at a very low cost. It's called Cengage Unlimited. See the link for more information:</b> <a href="https://www.cengage.com/unlimited">https://www.cengage.com/unlimited</a></p> <p>It is my undersanding that our bookstore can sell this product as well.</p> <p>To register for MindTap, use the link in the Modules area titled: MindTap BUSI 3332 - 110 Fall 2019 (Loafman). If not, try this:</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://GetEnrolled.com">GetEnrolled.com</a></li><li>2. Enter this Course Key: MTPQQWWNX85T</li><li>3. Follow the on-screen instructions to complete your <i>MindTap</i> registration</li></ol> <p><b>There is a two week free trial available if you cannot immediately purchase your text and access to MindTap.</b></p>
<p><i>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.</i></p>	

2. Reliable internet access for MindTap, possible assignment submissions, as well as a properly configured computer, with: speakers or a headset (to listen to any audio/video files), PDF reader software like Adobe for additional readings, and MS Word & PowerPoint.

**Course Instructional Materials:** Click on “Modules” on the left side of Canvas to access audio explanations of the material, a summary PowerPoint, and additional readings/resources.

## COURSE REQUIREMENTS

1. **MindTap Assignments – 105 total points**- Each week you will utilize MindTap to complete quizzes on the chapter(s) covered that week. We cover 24 chapters and have 24 quizzes. Each quiz will be worth 5 points. Thus, there are really 120 points available, so you have three “free” ones built in. They do come with short time limitations, so you need to be very familiar with the content prior to taking them. There are minimal hints programmed in. *These will generally be due before the class session where we start discussing that chapter.* I have set up MindTap to reveal the correct answers at 2:30 on the day they are due. I also opened many additional exercises for you in MindTap for practice, but they don’t count grade wise. Be sure to use the **calendar view** in MindTap to show what specific assignments are due each class period. The specific due dates are also in the calendar section of this syllabus.

2. **Article Presentation – 35 points** – At the start of most class periods, one or two students will be required to discuss a recent news article (3 months or less from the date of publication to the date of presentation – 5 point deduction if it is too old) that relates to the topics to be covered in that class period or the proceeding one. It is up to the student to make the **clear connection** as to how it relates to the class concepts. That component is worth 19 points of the grade. The remaining 16 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills.

3. **Class Participation - 100 Points** – We have approximately 24 class days (including the first day of class) where we will discuss the chapters further, work on application problems, have a guest speaker, etc. Each of these class days is worth five points. Your score might come from a quiz, exercises in class (have paper on hand), or simply attendance (sign in sheet each day) and will vary day to day. Though you may score no higher than 100 points, you do seemingly have four “free” days built in. Historically, those that regularly attend make higher grades.

4. **Analyzing a Supreme Court Decision – 70 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via hardcopy in class on Thursday, September 12th.**

5. **Getting to Know the Law Assignment – 110 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via hardcopy in class on Thursday, October 10th.**

6. **Business Entity Application Assignment – 80 Points** - In your life, it is highly possible that you or a family member may start a business. One of the major decisions facing entrepreneurs is to how to organize their business. This assignment will apply what you have learned to a hypothetical business scenario. You will find more detailed instructions in the “Assignments” tab in Canvas. It will be **submitted online by 11:59PM (23:59) on Tuesday, December 10<sup>th</sup>.**

7. **Exams - 4 exams (1 every four weeks)** comprising **125 Points** of your grade each (**500 points combined**) – Please be there and on time! If you are going to be late for an exam, please notify me in advance. Failure to do so will result in a penalty (up to 15 points) and make you ineligible for any exam score adjustments. An exam might be given early on a case by case basis, and only in extreme cases. Even then, it may be an entirely differently structured exam (all essay). I am the sole judge on these matters, and you should bring exam issues to me when they arise. A missed exam may be made up on my terms and only if I feel the circumstances warrant a make-up. Unfortunately, since I have been lied to in the past, I will likely require documentation of extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. Exams may be comprised of multiple choice, T/F, matching, and essay questions at my discretion. For exams you may have one sheet of notes (8.5X11), front and back or two single sided sheets.

### **Grading Scale**

#### *Note the C, D, and F Ranges Especially*

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that an average may qualify for a higher letter grade than the scale normally provides for, to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one's career, thus we have CLO #7. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example – Saying I'm a grumpy grader and giving me a link to a medical center to have my testosterone level checked, as I need help – Yes this happened in 2016. We can disagree with one's view or judgment, but we must learn how to do so respectfully to maintain employment and be successful in business today.

*\*\*\*\*\*There is one bonus assignment posted on the left side of Canvas under "Assignments." Be sure to comply with the deadline stated. You are ineligible for bonus credit if you have more than one late or missing assignment or exam, MindTap excluded, without my approval of extenuating circumstances. \*\*\*\*\**

### **Posting of Grades**

Exam grades will most likely be available by the next class period and the grade will be posted on Canvas. I hope to have the other work graded within one week.

### Late Work Issues:

1. **MindTap and Bonus – NO credit will be given for late MindTap completions, Presentations without excuse, or the Bonus.**
2. **The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10 points per day late. As an example, 3:46 PM (15:46) on the due date is technically late by one day. The Business Entity Assignment must be submitted by the end of the day on Thursday, December 12th for any credit.**
3. **For exams, see the previous explanation under “Course Requirements.”**

### COURSE OUTLINE AND CALENDAR

Week 1 – August 27th 29th	Course Introduction & Syllabus 1. Chapter 1 (Law & Legal Reasoning) & Begin Chapter 2 (Courts & Alternative Dispute Resolution) <b>2. Complete MindTap Quiz for Chapter 1 by 2:30PM (14:30) on Thursday, the 29th</b>
Week 2 – September 3rd 5th	1. Finish Chapter 2 – Guest Speaker Possible <b>2. Complete MindTap Quiz for Chapter 2 by 2:30PM (14:30) on Tuesday, September 3rd</b> 1. Chapter 3 (Court Procedures) <b>2. Complete MindTap Quiz for Chapter 3 by 2:30PM (14:30) on Thursday, the 5th</b>
Week 3 – September 10th 12th	1. Chapter 4 (Constitutional Law) <b>2. Complete MindTap Quiz for Chapter 4 by 2:30PM (14:30) on Tuesday the 10th</b> 1. Finish Chapter 4 and Begin Chapter 5 (Business Ethics) <b>2. Submit Supreme Court Case Assignment in person by 3:45PM (15:45) on Thursday, the 12th.</b>
Week 4 – September 17th 19th	1. Finish Chapter 5 (Business Ethics) <b>2. Complete MindTap Quiz for Chapter 5 by 2:30PM (14:30) on Tuesday the 17<sup>th</sup></b> <b>Exam #1 – Chapters 1-5</b>
Week 5 – September 24th 26th	1. Go over Exams and Chapter 6 (Torts) <b>2. Complete the MindTap Quiz for Chapter 6 by 2:30PM (14:30) on Tuesday, the 24<sup>th</sup></b> <i>No Class – I’m at a conference</i>
Week 6 – October 1st 3rd	1. Finish Chapter 6 and Chapter 7 (Products Liability) <b>2. Complete MindTap Quiz Only for Chapter 7 by 2:30PM (14:30) on Tuesday, the 1st</b> 1. Start Chapter 8 (Intellectual Property) <b>2. Complete MindTap Quiz for Chapter 8 by 2:30PM (14:30) on Thursday, the 3rd</b>

Week 7 – October 8th	1. Finish Chapter 8 and start Chapter 10 (Criminal Law) <b>2. Complete MindTap Quiz for Chapter 10 by 2:30PM (14:30) on Tuesday, the 8th</b>
10th	1. Finish Chapter 10 <b>2. Submit the Getting to Know the Law Assignment in person by 2:30 PM (14:30) on Thursday, the 10th</b>
Week 8 – October 15th	1. Chapter 24 – International Law <b>2. Complete MindTap Quiz for Chapter 24 by 2:30PM (14:30) on Tuesday, the 15th</b>
17th	<b>Exam #2 – Chapters 6-8, 10, and 24</b>
Week 9 – October 22nd	1. Review Exam 2 and Chapter 11 (Nature & Terminology) - <b>No E-contracts material</b> <b>2. Complete MindTap Quiz for Chapter 11 by 2:30PM (14:30) on Tuesday, the 22nd</b>
October 24th	1. Chapter 12 Agreement in Traditional Contracts <b>2. Complete MindTap Quiz for Chapter 12 by 2:30PM (14:30) on Thursday, the 24th</b>
Week 10 – October 29th	1. <i>No Class – I’m out of town for a conference</i> – Audio Lecture available on Canvas for Chapter 13 <b>2. Complete MindTap Quiz for Chapter 13 by 2:30PM (14:30) on Tuesday, the 29th</b>
October 31st	1. Chapter 14 (Capacity & Legality) <b>2. Complete MindTap Quiz for Chapter 14 by 2:30PM (14:30) on Thursday, the 31st</b>
Week 11 – November 5th	1. Chapter 15 (Mistakes, Fraud & Voluntary Consent) and Chapter 16 (Writing Requirements) <b>2. Complete MindTap Quizzes for Chapters 15 &amp; 16 by 2:30PM (14:30) on Tuesday, the 5<sup>th</sup></b>
7th	1. Chapter 18 (Performance & Discharge) <b>2. Complete MindTap Quiz for Chapter 18 by 2:30PM (14:30) on Thursday, the 7th</b>
Week 12 – November 12th	1. Chapter 19 (Breach of Contract & Remedies) <b>2. Complete MindTap Quiz for Chapter 19 by 2:30PM (14:30) on Tuesday, the 12th</b>
14th	<b>Exam #3 – Chapters 11-16 and 18-19</b>
Week 13 – November 19th	1. Go over Exam #3 and Chapter 32 (Agency Formation & Duties) <b>2. Complete MindTap Quiz for Chapter 32 by 2:30PM (14:30) on Tuesday, the 19th</b>
21st	<i>No Class – I’m out of town for a conference</i> – Audio Lecture available on Canvas for Chapter 33

**2. Complete MindTap Quiz for Chapter 33 by 2:30PM (14:30) on Thursday, the 21st**

Week 14 – November 26th

1. Chapter 36 (Small Businesses & Franchises)
2. **Complete MindTap Quiz for Chapter 36 by 2:30PM (14:30) on Tuesday, the 26th**

28<sup>th</sup>

1. *No Class – Thanksgiving Holiday*

Week 15 – December 3rd

1. Chapter 37 (All Forms of Partnerships)
2. **Complete MindTap Quiz for Chapter 37 by 2:30PM (14:30) on Tuesday, the 3rd**

5<sup>th</sup>

1. Chapter 38 (Limited Liability Companies and Special Business Forms) and start Chapter 39 (Corporate Formation & Financing)
2. **Complete MindTap Quiz for Chapter 38 by 2:30PM (14:30) on Thursday, the 5th**
3. **Submit the Optional Bonus Assignment in person by 3:45PM (15:45) on Thursday, the 5th**

Week 16 – December 10th

1. Finish Chapter 39
2. **Complete MindTap Quiz for Chapter 39 by 2:30PM (14:30) on Tuesday, the 10th**
3. **Submit the Entity Assignment Online by 11:59PM (23:59) on Tuesday, the 10<sup>th</sup>.**

12th

**Exam #4 covering Chapters 32-33 & 36-39**

**Important University Dates:**

- August 26, 2019 Classes Begin for Fall Semester
- August 26, 2019 Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
- August 28, 2019 Deadline for Add, Drop, and Late Registration for 16- and First 8-week
- September 2, 2019 Labor Day (University Closed)
- September 11, 2019 Deadline to drop 16-week Classes with No Record
- October 25, 2019 Deadline for Graduation Application for Ceremony Participation
- November 8, 2019 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- November 11, 2019 Veteran's Day (University Closed)
- November 28-29, 2019 Thanksgiving (University Closed)
- December 13, 2019 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
- December 13, 2019 Deadline for Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
- December 13, 2019 Deadline to Withdraw from University for 16- and Second 8-Week Classes
- December 13, 2019 Fall Semester Ends
- December 13, 2019 Fall Commencement Ceremony

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

My Statement: All work in this course is to be done individually. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, even though your answers may differ slightly.

### **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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

### **Important information for Pregnant and/or Parenting Students.**

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 [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more

about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in 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. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to

help!

### **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].

### **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].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention

Team. You can complete the [referral](#) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

## **INSTRUCTOR POLICIES.**

### **Copyright Notice.**

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