**BUSI4301-120, 80269, Business Ethics ONLINE**
Fall 2019 (August 26 – December 13, 2019)
Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**
**Instructor:** Dr Leyla Orudzheva
**Office:** Founders Hall 2nd Floor, Room 217P
**Office Phone:** (254) 519-5472
**Email:** Leyla.orudzheva@tamuct.edu (preferred). Please provide in the subject line of each message the course information "BUSI 4301.120" so that I can identify your class.

**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

**Office Hours:**
T/R 10am- 1pm, and by appointment (f2f, video conference or phone).

**Mode of instruction and course access:**

- This course is a **100% online class**
- This is a **Service-Learning course *SL** and requires students to engage the community in a manner that support course content.
- This course uses the A&M-Central Texas **Canvas** Learning Management System [https://tamuct.instructure.com].

Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, exams and resource links via the Course Web Site in Canvas. You will be engaging in Service Learning Projects within your local community for a total of 12 hours within the semester. Please review the course schedule for these dates in the syllabus and plan accordingly.

**This is a demanding course that requires students to be self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. Be prepared to spend 8-12 hours per week on readings and assignments. Note that the Service Learning requirements of the class require additional community service time (12 hours) during the day/evenings or weekends.** Dates and associated assignments are provided in the Course Schedule and on the course Calendar within the course web site.

**Student-instructor interaction:**
I check emails regularly and usually respond within 24h during week days (48h during weekend and holidays). Please NO texting language. I can meet face to face, on the phone, or online using web-conference tools.

*Occasionally, a University meeting or Conference travel will preempt my prompt responses to your message; should this happen I will post an announcement via Canvas.*

**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] 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:** *(Service Learning) (3 Semester Credit Hours and 12 hours of Service Learning)* This course is designed to provide an examination of contemporary organizational ethical issues and challenges. Analysis of stakeholder management and sustainability, with a strong emphasis on the manager's corporate social responsibilities to a wide variety of stakeholders. Students will study ethical dilemmas and decision-making frameworks and approaches to the personal, group, organizational and societal levels. Engage in real-world applications through case study analysis and service learning is a critical portion of the course.

Prerequisite(s): BUSI 3301 and MGMT 3301.

**Course Objective:** The overall objective of this course is for each student to develop a critical thinking approach regarding many of the significant ethical concerns confronted by organizational members within the contemporary business world. The extent to which firms are responsible to society concerning such critical issues as the environment will be explored in depth. This course is required for COBA/BBA majors. This course would be a good elective for ANY students having achieved senior level status wanting a better understanding of the manager's social and environmental responsibilities to key stakeholder groups.

**TAMUCT - Student Learning Outcomes:** Upon successful completion of the Business Ethics course, the student will be able to:
1. Demonstrate understanding of the definition of ethics and the importance and role ethical behavior serves in the business world today.

2. Demonstrate understanding of how business ethics relates to larger moral and philosophical frameworks.
3. Identify ethical dilemmas that occur in the workplace.
4. Evaluate an ethical situation by applying the steps involved in ethical decision making.
5. Evaluate the concept of Corporate Social Responsibility, and explore its relevance to ethical business activity.
6. Identify the moral obligations of businesses to the environment.
7. Comprehensively analyze in professional business caliber writing real-world business firm's activities regarding ethical and social responsibility via written case study analyses.
8. Participate in and reflect upon (at least) two service learning projects in the student's local community.
9. Formulate a particular stance on a business ethics issues and defend in professional business caliber writing that stance.
10. Apply rules of netiquette and use clear writing in web-based interactions with colleagues on issues of business ethics and social responsibility.

**TAMUCT Service-Learning Course Outcomes:**
1. **Analysis of knowledge**: Students will connect and extend knowledge (facts, theories, etc.) from one's own academic study/field/discipline to civic engagement and to one's own participation in civic life, politics, and government.
2. **Diversity of communities and cultures**: Students will reflect on how own attitudes and beliefs are different from those of other cultures and communities. Students will exhibit curiosity about what can be learned from diversity of communities and cultures.
3. **Civic action and reflection**: Students will demonstrate independent experience and show initiative in team leadership of complex or multiple civic engagement activities, accompanied by reflective insights or analysis about the aims and accomplishments of one's actions.
4. **Civic contexts/structures**: Students will demonstrate ability and commitment to collaboratively work across and within community contexts and structures to achieve a civic aim.

**Writing Competency Goals and Statements:** There are special skills and abilities that must be demonstrated and refined throughout this course. Drawing on elementary writing skills students should have acquired in their general education courses and GBK 301, this course is intended to further promote professional business level writing skills.

Upper division business courses are intended to foster the development of communication skills needed for participation in the business world, where effective communication is a highly valued and marketable skill. This course will focus on continuous improvement in written and internet-based communication. Writing skills will be tested and developed via case studies, essays, and reflection journals. Given the ever increasing reliance of the business world on the internet, email and social media, netiquette and internet communication skills-building will be integrated via active use of discussion board interaction. The instructor will provide ongoing

feedback of each individual's written communication skills. Detailed evaluation rubrics will be provided for students to understand expectations and progress. It will be the student's responsibility to make the instructional adjustments and corrections throughout the semester.

**Required Reading and Textbook(s):**
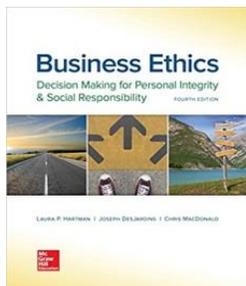
**Book Title:** Business Ethics: Decision Making for Personal Integrity & Social Responsibility (**With Connect Access**)
**Authors:** Laura P. Hartman; Joseph DesJardin; Chris MacDonald
**ISBN:** 978-126-019-7198
**Publication Date:** 2017
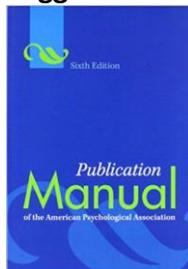**Binding:** Loose Pages with Connect Access
**Type:** Print
**Price:** $146.75

The TAMUCT book store has the package with "Connect/LearnSmart" which you will need.

Click on: [http://www.tamuctshop.com]. Links to an external site.
Click on 'book' tab and follow guidelines to select your course, your program will always be "All."

**Suggested Course Materials:**

**Publication Manual of American Psychological Association** (6th ed.).
American Psychological Association.
ISBN 1433805618
*It is highly advisable that that you keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

**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.**

**COURSE REQUIREMENTS**
- **Student Profile and Course Agreement Survey:** 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 this course. This profile/agreement is due the end of the first week of class and is worth 10 points.

- **Introductory ("Meet and Greet") Forum:** Each student will be **required** to post an introduction on the discussion board under "Introductions". No work will be graded until your 2 paragraph introduction has been posted. Your Introduction is due the end of the first week of class and is worth 20 points.

- **Discussion Forum Assignments:** There will be 5 assigned discussion forums. Topics for the forums will vary and could include "debates" in the text, a question exploring a portion of the text readings in-depth, a supplemental topic/current events based on a current business press article, or issues related to Service Learning.  A grading rubric on the course website will show the grading criteria for each essay/discussion forum.  Each one is worth 24 grading points.

- **Ethical Dilemma Analysis - Worksheet**:  An ethical decision-making framework analysis worksheet (or "practice dilemma") will precede the first Ethical Dilemma Analysis in conjunction with Ch. 3 in your text.  Instructions on this worksheet will be provided in class.  This worksheet will be worth 30 grading points.

- **Ethical Dilemma Analysis**: There will be 1 **required** Ethical Dilemma Analysis assignment during the semester. It will require complex analysis of real-world organizational situations using frameworks from the text and assigned discussion questions. This assignment is worth 70 grading points. **\*\*All assignments must be submitted in a Microsoft Word .doc or .docx format.**

- **Quizzes:** There will be a quiz for each chapter in the textbook (10 total quizzes = 100 points).  Each quiz will be 10 questions, worth 1 point per question.  The quizzes will be accessed through Connect in Canvas.

- **Exams**: There will be TWO **required** online exams. Each exam will cover 5 text chapters and related supplemental readings, and test students' knowledge of the key frameworks and concepts. The test questions will be multiple choice and true/false. Exams will be available over a 4 day period online, dates are noted in the course schedule. The online exams will be timed and once started, must be completed at that time. The Chapter PowerPoint lectures, glossaries, and self-quizzes are all useful study guides for the Exams. Each Exam will have 80 questions each worth 1 point.

- **Two Service Learning Projects (12 hours total)**:  Service Learning is an interactive learning methodology that involves performing community service work while reflecting on that activity and linking it to course frameworks.  Corporate social responsibility is a critical concept covered in this course.  Most corporations and business firms now attribute a vital role to be involved in volunteer work in their local communities.  We will "mimic" these types of volunteer projects via two **required** **service projects** during the semester.  **\*\*Volunteer work being performed for other reasons (ie: church, student organizations, court ordered community service) does not count for Service Learning hours.**
    - Students will be required to complete one **individual Service Learning project** of his/her choice **(30 points).**

- Students will also be required to participate as part of a **TAMUCT group** in one scheduled group project in the Central Texas area (**30 points for attending the group project**). Please note the date in your course syllabus.
- Students who do not live in the Central Texas area and who cannot attend the group project may complete a form petitioning their professor to approve **two individually selected projects** (**30 points each**). Ideas for agencies that would have established relationships with the University can be found in Canvas. **It is highly recommended to complete your hours at two different non-profit organizations.**
  - If performed individually, students must gain verification from an official staff member at their chosen agency of the volunteer hours completed (a form will be provided for student's use).

- **Reflection Journal Information:** Over the course of the semester students **must** complete at least 2 distinct SL projects for a total of at least 12 hours of service. A total of **40 grading points** are available for submittal of your **Service Learning Commitment Form** (20 points for each form) completed and submitted on time; 60 grading points are available for completion of the 12 service learning hours. After completion of service hours, students **must** turn in two **required Reflection Journals** about their service. Each Journal is worth 60 possible grading points.
  - Information about service learning, the group service projects, forms for requesting individual project approval, approval of hours, and guidelines for the reflection journal will be posted on the course web site. **\*\*All Reflection Journals must be submitted in a Microsoft Word .doc or .docx format.**
- **Digital Polarization Tutorials** (20 Pts): the students will complete 4 tutorials helping them to develop the knowledge and skills necessary to evaluate information on the web, to sort facts from fiction and understand the polarizing effects of social media.

**Grading Polices/Guidelines**
- **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 syllabus 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 and the title of the assignment.
- **Submission Format**: ALL written assignments must be submitted in a Microsoft Word .doc or .docx format;
  **Exception:** SL forms must be signed and submitted as a scanned copy or a picture in a visible/readable format.
- **Submission Style Requirements**: Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6th ed.

- **Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Though some assignments are fairly involved, you do not have more than one assignment due in any week. As such, it is expected that all work will be submitted **on time**, as timeliness is an important aspect of professional communications and behavior. 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 work is not accepted.**
- **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.

**Grading Criteria Rubric and Conversion**

A detailed grading rubric will be available with the assignment instructions and submission locations in Canvas. Minimum points required for a specific course grade are noted on the table under Grade Computation in the next section. Minimum points required for a specific course grade will NOT be revised for any reason. There are 800 grading points available in this class, assigned as follows:

| Course Element | Points |
|---|---|
| Student Profile and Course Agreement | 10 |
| Introduction Forum "Meet and Greet" | 20 |
| Ethical Decision Making Worksheet | 30 |
| 10 Quizzes @ 10 points each in McGraw-Hill Connect | 100 |
| Exam 1 (Ch. 1-5) | 80 |
| Exam 2 (Ch. 6-10) | 80 |
| Ethical dilemma analysis Case Study (1@ 70 points each) | 70 |
| Service Commitment Forms (2 @ 20 points each) | 40 |
| Completion of Service Hours (2 @ 30 points each) | 60 |
| Service Learning Reflection Journal (2 entries @ 60 points each) | 120 |
| Discussion Forums (5 @ 34 points each) | 170 |
| Digital Polarization Tutorials (4 @ 5 points each) | 20 |
| **Total Points Possible** | **800** |

| POINTS | EQUALS | LETTER GRADE |
|---|---|---|
| 720 – 800 | = | A |
| 640 – 719 | = | B |
| 560 – 639 | = | C |
| 480 – 559 | = | D |
| Below 479 | = | 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 exams will be available immediately (unless essays must be graded).

**COURSE OUTLINE AND CALENDAR**
**Complete Course Calendar**

- Grading Points available for each assignment noted in ( )
- All graded assignments are noted in bold and due prior to class on the date indicated below
- Due dates for weekly quizzes are noted in bold, time for each is 11:59 p.m.
- Discussion forums and assignments will open on Monday of the week they are due.

| Unit | Dates | Topic / Reading | Assignments |
|------|-------|-----------------|-------------|
| 1 | **Week 1** Aug 26- Sept 1 | ✓ Course Introduction<br><br>✓ Chapter 1: Ethics and Business<br><br>✓ Introduction to Service Learning (SL) | ✓ Read the Syllabus to familiarize yourself with the course requirements, then complete the **Student Profile and Course Agreement Survey** via Canvas, **Due 9/1 by midnight (10 pts)**<br>✓ Read Ch. 1; Study PPT, Glossaries<br>✓ **Take Chapter 1 Quiz in Connect due 9/1 (10 points)** Listen to Ch. 1 & Introduction to Service Learning Video Presentation<br>✓ Student **Post to the Introductory Forum, due 9/1 (20 pts) *Minimum 2 paragraph requirement**<br>✓ Begin to think about what non-profit organization you would like to complete your first set of 6 Service Learning (SL) Hours. |
| | **Week 2** Sept 2- 8 **\*Sept 2 Campus Closed Labor Day** | ✓ Chapter 2: Ethical Decision-Making: Personal and Professional Contexts<br>✓ Digital polarization introduction | ✓ Read Ch. 2; Study PPT, Glossaries<br>✓ **Take Chapter 2 Quiz in Connect 9/8 (10 points)**<br>✓ **Complete Digital Polarization Tutorials due 9/8** (20 points)<br>✓ **Discussion Forum 1 due 9/8 (2 posts required)**. |

| | | | *To receive credit for the discussion forums they must meet the required response guidelines**. |
|---|---|---|---|
| **2** | **Week 3**<br><br>Sept 9- 15 | ✓ Chapter 3: Philosophical Ethics and Business – Introduction<br>✓ Set-up your 1st Service Learning Project (individual) | ✓ Read & Study Ch. 3 and associated resource materials<br>✓ **Take Chapter 3 Quiz in Connect 9/15 by midnight (10 points)**<br>✓ Complete the **Ethical Dilemma Analysis Worksheet: due 9/15 by midnight (30 points**).<br>✓ Plan to call or visit with your non-profit agency to set up your 6 Service Learning hours and have them fill out the required "SL Commitment Form" which is due next week. **\*Do not procrastinate!** |
| | **Week 4**<br>Sept 16- 22 | ✓ Chapter 4: The Corporate Culture – Impact and Implications | ✓ Read & Study Ch. 4 and associated resource materials<br>✓ **Take Chapter 4 Quiz in Connect 9/22 by midnight (10 points)**<br>✓ **Ethical Dilemma Analysis:  Submit 1 copy of the Case Study to the Canvas Assignment on 9/22 by midnight (70 points).** Read instructions and grading evaluation criteria very carefully.<br>✓ **Submit 1 copy of your 1st Service Learning Project Commitment Form (Individual) to the Canvas Assignment link 9/22 by midnight** (20 points). \*NOTE: The form must be filled out completely, including a signature from the non-profit agency that you will be completing your hours with. |
| **3** | **Week 5**<br><br>Sept 23- 29 | ✓ Chapter 5: Corporate Social Responsibility<br>✓ Service Learning Project #1 (Individual) | ✓ Read & Study Ch. 5 and associated resource materials<br>✓ **Take Chapter 5 Quiz in Connect 9/29 by midnight (10 points)**<br>✓ Listen to Service Learning video<br>✓ **Complete your 1st Service Learning Project – 5 hours (30 points) Due 9/29 by midnight \*Upload your "Verification of Hours" form (for** |

| | | | proof of your SL Hours) to the Canvas Assignment link with an agency signature (30 points) |
|---|---|---|---|
| **4** | **Week 6**<br>Sept 30- Oct 6 | ✓ Service Learning & CSR Reflection Journal<br>✓ Chapter 5: Corporate Social Responsibility (Cont.) | ✓ Link to University of Minnesota Service Learning Center website and reading on "Reflection in Service Learning"<br>✓ **Service Learning Reflection Journal -Submit 1 copy to the Canvas Assignment on 10/6 (60 points)** |
| | **Week 7**<br><br>Oct 7- 13<br><br>**Exam** | ✓ Exam | ✓ Take Exam 1, covers Chapters 1-5 and supplemental readings on service learning<br>✓ **Exam 1 (2 hours) will be available online from 10/7-10/13 ONLY and is due by 10/13 at midnight. Once started must be completed in one sitting.** (80 points) |
| **5** | **Week 8**<br><br>Oct 14- 20 | ✓ Chapter 6: Ethical Decision-Making: Employer Responsibilities and Employee Rights<br>✓ Set up your 2$^{nd}$ Service Learning Project (Group **OR** Individual) hours | ✓ Read & Study Ch. 6 and associated resource materials<br>✓ **Take Chapter 6 Quiz in Connect 10/20 by midnight (10 points)**<br>✓ **Ethical Dilemma Analysis Worksheet #2** (30 points). **Submit a copy of the Worksheet to the Canvas Assignment 10/20 by midnight**<br>✓ Review & Submit 1 copy of the **2$^{nd}$ Service Learning Project Commitment Form (Group OR Individual) to the Canvas Assignment by 10/20** (20 points). *Individual SL Projects MUST be approved by professor.** |
| | **Week 9**<br><br>Oct 21- 27 | ✓ Chapter 7: Ethical Decision-Making: Technology and Privacy in the Workplace<br>✓ 2nd Service Learning Project (Group) | ✓ Read & Study Ch. 7 and associated resource materials<br>✓ **Take Chapter 7 Quiz in Connect 10/27 by midnight (10 points)**<br>✓ **Discussion Forum 2** due 10/27<br>*To receive credit for the discussion forums they must meet the required response guidelines (paragraph length). |

| | | | ✓ **Attend the Group Service Learning with the *Operation Stand Down Central Texas (OSDCT)* in Killeen, Texas on Saturday, October 26th, from 8am-3pm (30 points).** *Additional information about the Group Project is posted in Canvas. This week you will have completed a total of 7 Service Learning Project hours (Group OR Individual) **due 10/27 by midnight (30 points).** *If completed individual SL: Upload the **'Verification of SL Hours' Form** to the Assignment link with agency signatures. |
|---|---|---|---|
| **6** | **Week 10** Oct 28- Nov 3 | ✓ Chapter 8: Ethics and Marketing | ✓ Read and Study Ch. 8 and associated resource materials ✓ **Take Chapter 8 Quiz in Connect 11/3 by midnight (10 points)** ✓ **Service Learning Reflection Journal 2 (60 points) -Submit 1 copy to the Canvas Assignment by 11/3 midnight** |
| | **Week 11** Nov 4- 10 | ✓ Chapter 9: Business and Environmental Sustainability ✓ Service Learning Online Discussion | ✓ Read and Study Ch. 9 assigned supplemental readings, and associated resource materials ✓ **Take Chapter 9 Quiz in Connect 11/10 by midnight (10 points)** ✓ **Discussion Forum 3** due 11/10 |
| | **Week 12** Nov 11- 17 **\*Nov 11 Campus Closed Veteran's Day** | ✓ Chapter 10: Ethical Decision-Making: Corporate Governance, Accounting & Finance | ✓ Read and study Ch. 10 and associated resource materials ✓ **Take Chapter 10 Quiz in Connect 11/17 by midnight (10 points)** |
| | **Week 13** Nov 18- 24 | ✓ Chapter 10 Cont'd | ✓ **Discussion Forum 4** due 11/24. |
| | **Week 14** Nov 25- Dec 1 | ✓ Current issues in Business Ethics | ✓ **Discussion Forum 5** due 12/1 |

| | | | |
|---|---|---|---|
| 7 | *Nov 28-29 Campus Closed Thanksgiving | | |
| 8 | **Week 15**<br><br>Dec 2-8 | | ✓ Exam review<br>✓ **End of Course Survey (check your email)**<br>✓ **Bonus points assignment** due 12/8 |
| | **Week 16**<br><br>Dec 9- 13<br>**Exam** | ✓ Exam 2 | ✓ Take Exam 2, which covers Chapters 6-10<br>✓ **Exam available ONLY 12/9-12/12 is due by midnight on 12/12 and must be completed in one sitting** (80 points) |

*This course schedule is subject to change at the discretion of the Instructor. Should it change, a new Syllabus with different date in the footer will be published on the course web site and students will be notified of the change.*

**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 3, 2019 | Deadline to Drop First 8-week Classes with No Record |
| September 11, 2019 | Deadline to drop 16-week Classes with No Record |
| October 1, 2019 | Deadline for Teacher Education and Professional Certification Applications |
| October 4, 2019 | Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W) |
| October 15, 2019 | Deadline for Clinical Teaching/Practicum Applications |
| October 18, 2018 | Classes End for First 8-week Session |
| October 18, 2019 | Deadline to Withdraw from University for First 8-Week Classes (WF) |
| October 21, 2019 | Add, Drop, and Late Registration Begins for Second 8-Week Classes $25 Fee assessed for late registrants |
| October 21, 2019 | Classes Begin for Second 8-Week Session |

| | |
|---|---|
| October 21, 2019 | Class Schedule Published for Spring Semester |
| October 22, 2019 | Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm) |
| October 23, 2019 | Deadline for Add, Drop, and Late Registration for Second 8-Week Classes |
| October 25, 2019 | Deadline for Graduation Application for Ceremony Participation |
| October 28, 2019 | Deadline to Drop Second 8-Week Classes with No Record |
| November 4, 2019 | Registration Opens for Spring Semester |
| 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) |
| November 29, 2019 | Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W) |
| 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 |
| December 17, 2019 | Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm) |
| December 23, 2019 - January 1, 2020 | Winter Break (University Closed) |

**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].
    Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
    Password: Your MyCT password
**Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

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

**Other Technology Support**

For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week

> Email: helpdesk@tamu.edu
> Phone: (254) 519-5466
> Web Chat: [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].

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].

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].

**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 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]. 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.

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!

Students may arrange a one-to-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 WCOnline  [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

**University Library**
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how

to cite resources, and how to piece together research for written assignments.

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

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**OPTIONAL POLICY STATEMENTS**

**A Note about Sexual Violence at A&M-Central Texas**
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

**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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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.

**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. Utilizing third party websites to obtain information is also prohibited. 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.