



BUSI 5310-130 Business Research Methods (CRN 80606)

Fall Term 2019

Blended Section: Tues 18:00-20:45; FH 207

August 26 – December 12, 2019

Instructor: Dr. Rick Simmons

Phone: 254-501-5842

Email: simmrick@tamuct.edu (please use the course messaging system to send messages about the class).

Office Hours: M-T-W 13:30 – 16:30

Access to the [Canvas classroom](https://tamuct.instructure.com/) is at: <https://tamuct.instructure.com/>

Emergency Warning System (911 Cellular)

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

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

Course General Information

Course Overview and description: Business Research Methods introduces students to the nature, scope, and significance of research and research methodologies. Additionally, the course studies primary and secondary research methods with applications to specific problems, using qualitative and quantitative designs for individual investigation on current problems within a student's area of interest. Students will complete a research project based on a business topic of interest, using the course's textbooks and selected scholarly and peer reviewed sources as well as conduct of an individual "in-depth" interview, and conduct an individual analysis of a given case. Each chapter will have an associated Connect assignment (individual assignment, as well as discussions throughout the semester for you to practice and understand various important concepts covered in the text. The case analysis will involve critical reviews of research done by a real company. That is, you will evaluate their research questions, process, methods, and instruments and complete their findings to determine the answer to a management question.

Course Prerequisite: Undergraduate business statistics or a leveling course in statistics.

Course Objectives

The student will select a research topic, conduct initial research to develop appropriate problem statements, research questions, and hypotheses so that appropriate qualitative and quantitative research methods can be selected. The student will also be able to develop a literature review and a research methodology based



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on the selected topic and conduct appropriate data collection, analysis, and discussion. Additionally, students will use specified manuscript requirements in preparing scholarly research documents. Students will demonstrate mastery by achieving at least 80% on each assignment.

Student Learning Outcomes (SLOs)

1. Demonstrate proficiency in defining or refining a management dilemma, management question, or opportunity, research questions (RQs), investigative questions (IQs) and/or hypotheses, by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler's Chapters 1-3; APA Publication Manual Chapters 1-4, 6, 7).
2. Demonstrate proficiency in developing survey designs and survey items (SIs) by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler's Chapters 4, 5, 9 - 12; APA Publication Manual Chapters 1-4, 6, 7).
3. Demonstrate proficiency in developing a research methodology, and collecting preparing, and examining data for qualitative and quantitative designs, using appropriate statistical methods for data analysis, by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler's Chapters 4-15; APA Publication Manual Chapters 1-7).
4. Demonstrate proficiency in reporting scholarly research, using appropriate manuscript writing procedures and considering ethical issues, by achieving 80% overall on the individual proposal grading rubric (Schindler's Chapter 16; APA Publication Manual Chapters 1-7).

Meeting the Course Objectives: In meeting the course objectives, students must first familiarize themselves with this course syllabus and with the Canvas Learning Management System (LMS) Classroom. Read and study the assigned chapters in the textbook, and complete the associated Connect assignments. Additionally complete all other assignments, meeting all requirements stated therein.

Module Goals

Module 1 (Foundations of Business Research) (SLO 1, Chapter's 1 - 3): Demonstrate understanding of business research foundations with a minimum of 80% mastery by: identifying, describing, and applying research fundamentals, research process, and the research question hierarchy.

Module 2 (Business Research Design) (SLO 2, Chapter's 4 - 9): Demonstrate understanding of business research design with a minimum of 80% mastery by: identifying, describing, and applying skills in designing samples and in designing methods of qualitative and quantitative data collection.

Module 3 (Measurement, Collecting, Preparing, and Examining Data) (SLO 2, SLO 3, Chapter's 10 - 13): Demonstrate understanding of measurement, collecting, preparing and examining data with a minimum of 80% mastery by: identifying and describing measurement foundations, developing measurement questions and measurement instruments, and in collecting and preparing data for analysis.

Module 4 (Analyzing and Interpreting Data and Reporting Results) (SLO 3, SLO 4, Chapter's 14 - 16): Demonstrate understanding of the analysis and interpretation of data, then reporting the results with a minimum of 80% mastery by: identifying and describing statistical methods and by applying these methods through the interpretation and reporting of the results in cases and in team and individual research projects.

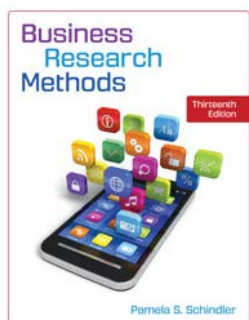


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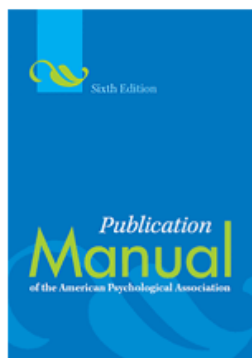
Required Textbooks and Software

1. Schindler, P. S. (2019). *Business research methods* (13th Ed.). New York, NY: McGraw-Hill Irwin. (ISBN: 9781260672145) (Loose-leaf with Connect Access Card).

If you desire only the e-book (with Connect access), you may purchase it from the bookstore using ISBN: 9781260210040.



2. American Psychological Association. (2010). *Publication manual of American Psychological Association* (6th Ed.). Washington, D.C.: Author. ISBN-13: 978-1-4338-0561-5.



NOTE: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore.

- Access to a computer with Microsoft EXCEL is required.
- Qualtrics (Online survey software):
 - You are required to design a survey questionnaire and input that questionnaire into an operational survey using Qualtrics. Our university has campus-wide access to Qualtrics. Instructions on how to set up your Qualtrics accounts will be provided at a later date on Canvas. NOTE: You do not have to be on campus to create or access your Qualtrics account. You can access Qualtrics anywhere as long as you have Internet connection.
 - There is an assignment due date for Qualtrics. However, do not wait for the due date; **access**



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as soon as you can and become familiar with the program.

Course Requirements:

Blended Course: This course is a combination of face-to-face (F2F) and online. The F2F components will be discussion and group exercised based on the current readings/chapters to that point (all CourseSmart chapters, scheduled prior to a class meeting, must be completed prior to the class meeting). See the course schedule for the meeting dates.

The online components will be conducted in an asynchronous mode. The asynchronous mode does not require the students or the instructor to be online at any specified day or time. Daily work is completed by the student according to the weekly schedule in this syllabus, but at a time that is convenient to the student. This mode does require the instructor to be available (online), at least 5 days a week, to answer questions. Students are responsible for ensuring constant access to the Internet and operability of their personal computers. The class sessions are a combination of readings, discussions, and experiential learning. Course materials are posted on Canvas in various formats – e.g., Connect links, videos, PPT slides, Word files, and PDF files. Contact me immediately if you have difficulty viewing any of the course material.

NOTE 1: *This is not a Weekend Only Course! You will need to study and work throughout each week. Additionally, assignment due dates are scheduled on various dates depending on holidays and events; do not begin the assignment on the due date. You should complete all readings, presentations, and notes, before completing your assignments, at least one to two days before an assignment is due. Then, when there are questions, begin asking questions in the discussion threads, before making final submission. Again, this is not a weekend only course!!*

F2F Classroom: The following will be the dates we'll meet:

Week	Date
Week 1	27 Aug 2019
Week 3	10 Sep 2019
Week 5	24 Sep 2019
Week 7	8 Oct 2019
Week 9	22 Oct 2019
Week 11	5 Nov 2019
Week 13	19 Nov 2019
Week 15	3 Dec 2019

Online Course Classroom: The classroom will be in Canvas Learning Management System (LMS) under this course's name and section number. Access to Canvas is through the Texas A&M – Central Texas website. The course homepage provides a link for using the Canvas LMS. Please refer all technical problems to the Canvas help desk; contact information is on the Canvas login page.

Login to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].



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

Password: Your MyCT password

Technology Support: For login problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

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

Canvas Course Navigation: Please read the "To Get Started" message (in the Canvas classroom) and become familiar with the online classroom environment.

Class Discussions: Select Discussions from the menu found on the left side of the Canvas class home page. All discussions and questions will be placed in their respective topics for ease of understanding by all class members and the instructor. All entries are threaded so that you may easily see a question and the respective responses to that question. All class members are invited to fully participate in the discussions, assisting their class members when they are able. This means class members may answer questions if they know the answers. The instructor will always read each question and the respective answers to ensure correctness and accuracy. If the instructor is unable to effectively answer the question in the threaded discussions groups, the instructor will provide a recorded answer and post that recorded answer in a designated discussion thread.

Lectures: There are no formal lectures in this course. You are expected to read and understand concepts and theories given in each assigned chapter within the assigned week (the Connect assignments will assist you with this requirement).

Individual Participation: To ensure successful course completion, participation is expected. Participation is defined as actual work conducted in the homework assignments and in discussion groups.

Assignments: All assignments must be completed as indicated on the schedule. Late assignments will not be accepted, unless prior coordination is conducted with the instructor. All assignments are web-based through Canvas and must be completed by the due date. Written assignments must be completed in MS Word and must be formatted according to APA formatting method.



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APA Review:

Complete the graded assignment in Canvas. You will have two attempts to achieve your highest score. This assignment is not timed and you are required to use the APA manual to assist you in answering the questions.

Connect Chapter Assignments:

For specified assigned chapters you will complete the associated Connect individual assignment. Ensure you have thoroughly read and understood the chapter before attempting the Connect assignment. You will not have a Connect assignment for every chapter, but for those requiring complete understanding, and in support of the research you will be conducting throughout the course. Connect assignment chapters: Chapters 1, 3, 4 – 16.

Organization Research:

This is an individual assignment. Select an organization local to you. Conduct initial research on the organization so that you understand its history, background, vision, and mission. Based on the initial research, you will develop a management dilemma or opportunity, a conceptual model, and, at most, two research questions (RQs). You will use a multiple-methodology research design, in which you will first conduct qualitative research (interview), and then follow up with quantitative research (survey).

- Your initial assignment will be to develop a research proposal to obtain approval to continue with the research.
- More information and resources are available in the assignment instructions, in Canvas.
- Once approval is obtained, you may not change organizations.

Once your proposal is approved you will conduct an interview with a manager within the selected organization. The purpose is to confirm the applicability of your management dilemma or opportunity and research questions.

- Your second assignment will be to conduct an interview with a manager of your selected organizations.
- Your third assignment will be to provide an updated management dilemma or opportunity and updated research questions as well as the overall results of the interview. The interview transcription will be attached as an appendix to this assignment.
- Depth interviews are a commonly used qualitative research technique in the business environment. Depth interviewing is a learned skill that needs practice to master, thus each student will **individually** conduct a depth interview. The interview must be recorded (for your use in transcribing) and you must provide a verbatim transcription of your interview. Be aware that this can be a very tedious and time-consuming task, but it is absolutely necessary because the transcription is your qualitative data! You then must analyze your typed transcription and report interview results.



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- Detailed instructions and materials for the depth interview will be provided in Canvas.

With the approval of your updated management dilemma or opportunity and research questions, you will develop a survey questionnaire that addresses all variables within the RQs.

- Your fourth assignment will be to submit a “crosswalk” of your research questions, investigative questions, variables, and survey items and a discussion of how each survey item will provide you the data needed to answer each research question. Additionally, you must describe the method of analysis you will use to analyze the data received from the responses on the survey (this will include appropriate statistical methods).

Once your crosswalk assignment has been approved, you may enter your survey items into Qualtrics and develop your survey instrument, collect and analyze your data, determine your findings, and develop recommendations that the management may use to make effective decisions.

- Your final assignment will be to develop a full research report that incorporates your proposal information (and updated management dilemma or opportunity and RQs), provides the details of methods of analysis, and provides the findings and recommendations.
- You will use the given report template in MS Word.
- You will strictly adhere to APA manuscript formatting.
- The report will be graded based on the rubric given in the assignment.

Discussion Questions (DQs):

Understanding (as opposed to “having seen”) the important text-related concepts is critical for your success in this course. Without your correct understanding of the theory and concepts, you will not be able to apply them in other assignments. *You are required to read the textbook carefully and thoroughly.* Additionally you will have completed Connect assignments covering the information. However, to ensure your mastery of the topics you will be provided additional “opportunities” to study and discuss.

As per the course schedule, each person will individually provide a response to the DQs, and turn in either a MS Word document, MS Excel document, or both, depending on the requirements of the DQ. You will have access to the DQs within 2 weeks of the due date; after turning the DQ in for an individual grade, bring your response(s) to the next scheduled class meeting for group discussion. All students will self-divide into small groups of 3-4 students where and discuss the responses to the DQ(s). On occasion you will have the opportunity to discuss multiple DQs. In this case, students will reform into different groups to discuss the successive DQs. You are to look at the differences and similarities between the responses, and if needed bring in added research (from outside the textbook....from either ProQuest or EBSCO databases in the digital library). DQs will be graded separately but are worth a total of 140 points.

Each class member will be required to fully participate (F2F) to earn individual participation grade. Participation will count 10 points per week for a total of 80 points.



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Instructor Access: The instructor will be available online a minimum of 5 days a week and will answer all questions, either in the messages or discussions forums, within 24-36 hours of the question's posting date. Feedback for assignments and exams will be provided within a week after the due date has passed.

Netiquette

Netiquette refers to appropriate ways of communicating through the Internet. It is very important to any online course including this course.

Here are some specific policies for this course:

- You do not dominate any discussion. You will let other students give input in the discussion.
- You do not use aggressive and/or offensive language to present your ideas or opinions to other students or the instructor.
- You do not use sarcastic language when you do not agree with another student or the instructor. Therefore, be cautious in using your humor and make sure you are just being humorous, NOT sarcastic.
- Popular emoticons such as 😊 can be helpful to convey your tone in your reply to another student in discussion but do NOT overuse them.
- You do not make fun of another student's ability to read or write.
- You should be open-minded and listening to others' opinions.
- You do not ever use Internet slangs like "LOL," "Q4U," and "C U" in your postings and emails.
- You always think, edit, and proofread your postings and emails before you push the "send" button to make sure your spelling and grammar is correct.
- You do not ever post your entire reply using all bold upper-case letters – it is hard on the eye and can be interpreted as "yelling" according to Internet language.
- You respect diversity (e.g., gender and ethnicity) in your communications.
- Your postings should be direct, to the point, and relevant. You do not include wordy sentences that do not add any value to the discussion.
- You should be patient and read all other discussions before you add something. This will help you avoid repeating something someone else has already contributed.

Continued enrollment in this course indicates agreement with these policies.



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Grading Criteria

Grade Computation: Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To pass this course satisfactorily, students must complete each of the graded items listed below. Failure to complete appropriate assignments may result in a failing grade. Refusal to complete assigned work will result in a failing grade.

Grading Scale:

Grade	Percentage	Point Range
A	90- 100%	1575 - 1750
B	80-89.99%	1400 - 1574
C	70-79.99%	1225 - 1399
D	60-69.99%	1050 - 1224
F	59.99 % & below	0 - 1050

Final grades will be calculated as follows:

Assessment	Points	Percentage
Meet and Greet	20	1%
APA Review	60	3%
Connect Assignments (15@25 pts. each)	375	21%
CITI Ethics Training	25	1%
Interview Prep	50	3%
Discussion Questions	140	8%
Participation (10 pts per DQ)	80	5%
Research Proposal	200	11%
Interview Results	200	11%
Survey Item Crosswalk/Method of Analysis	200	11%
Research Report (Final)	400	23%
TOTAL	1750	100%



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Course Schedule

COURSE OUTLINE AND ASSIGNMENTS			
WK	Class/Activity	Subject	Assignments Due (due dates) (Check the Canvas class for assignment requirements)
1 25 Aug – 1 Sep	Course Syllabus/Intro to Textbook	Introduction to the Canvas Classroom, Syllabus, and Begin reading Schindler and the APA manual	You need to familiarize yourself with the online classroom, begin reading the textbook, read/understand the course syllabus, and Meet and Greet . Sep 1
2 2 -8 Sep 2 Sep (Labor Day)	Module 1 Chapters 1 - 3	Foundations of Business Research	APA Review Assignment: Sep 8 Connect Assignments: Chs 1 and 3: Sep 8 Discussion 1: Sep 8
3 9-15 Sep	Module 2 Chapter 4	Business Research Design: Overview of research design, Qualtrics Account	DQ 1 Participation: Sep 10 (F2F) CITI Ethics Training: Sep 15 Qualtrics Account Set Up: Sep 15 Connect Assignment: Ch 4: Sep 15
4 16-22 Sep	Module 2 Chapter 5	Business Research Design: Sampling Design/Sample Size	Connect Assignment: Ch 5: Sep 22 Research Proposal Due: Sep 22
5 23-29 Sep	Module 2 Chapter 6	Business Research Design: Data collection design: qualitative research	Connect Assignment: Ch 6: Sep 29 Interview Prep: Sep 29
6 30 Sep – 6 Oct	Module 2 Chapter 7	Business Research Design: Data collection design: observation research	Connect Assignment: Ch 7: Oct 6 DQ2: Oct 6 DQ3: Oct 6
7 7-13 Oct	Module 2 Chapter 8	Business Research Design: Data collection design: experiments	Connect Assignment: Ch 8: Oct 13 DQ 2 Participation: Oct 8 (F2F) DQ3 Participation: Oct 8 (F2F)
8 14-20 Oct	Module 2 Chapter 9	Business Research Design: Data collection design: survey research,	DQ4: Oct 20 DQ5: Oct 20 Connect Assignment: Ch 9: Oct 20 Interview Results: Oct 20
9 21-27 Oct	Module 3 Chapter 10	Measurement Foundations	Connect Assignment: Ch 10: Oct 27 DQ4 Participation: Oct 22 (F2F) DQ5 Participation: Oct 22 (F2F)
10 28 Oct – 3 Nov	Module 3 Chapter 11	Measurement, Collecting, Preparing, and Examining Data: Measurement questions	DQ6: Nov 3 Connect Assignment: Ch 11: Nov 3 Survey Item Crosswalk/Method of Analysis: Nov 3
11 4 -10 Nov	Module 3 Chapter 12	Measurement, Collecting, Preparing, and Examining Data: Measure instruments	Connect Assignment: Ch 12: Nov 10 DQ6 Participation: Nov 5 (F2F)
12 11- 17 Nov	Module 3 Chapter 13	Measurement, Collecting, Preparing, and Examining Data: Collect, prepare, and	Connect Assignment: Ch 13: Nov 17 DQ7: Nov 17



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COURSE OUTLINE AND ASSIGNMENTS			
WK	Class/Activity	Subject	Assignments <u>Due (due dates)</u> (Check the Canvas class for assignment requirements)
11 Nov (Vet Day)		examine data	
13 18-24 Nov	Module 4 Chapter 14-15	Analyzing and Interpreting Data and Reporting Results: Hypothesis testing, measures of association	DQ 7 Participation: Nov 19 (F2F) Connect Assignment: Ch 14: Nov 24
14 25 Nov – 1 Dec 28-29 Nov (Thanksgiving)	Module 4 Chapter 15	Analyzing and Interpreting Data and Reporting Results: Measures of Association and research reports	DQ8: Dec 1 Connect Assignment: Ch 15: Dec 1
15 2-8 Dec	Module 4 Chapter 16	Analyzing and Interpreting Data and Reporting Results: Research reports	DQ 8 Participation: Dec 3 (F2F) Connect Assignment: Ch 16: Dec 8 Research Report Final Dec 8
16 9-13 Dec	Module 4 Chapter 16	Analyzing and Interpreting Data and Reporting Results: Research reports	Bonus DQ/Course Reflection Dec 12 (Online)



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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].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity: Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action. More information can be found at [Academic Integrity](#).

In this course, any evidence of cheating or collusion will result in a grade of zero (0) for each affected assignment or exam and each participating student will be reported to the Office of Student Conduct.

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

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

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student



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Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

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

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

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

The University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

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

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



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

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

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

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



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Important University Dates:

Date	Description
August 12, 2019	Classes Begin for Minimester
August 23 2019	Classes End for Minimester
August 26, 2019	Add, Drop, and Late Registration Begins for 16- and First 8-Week Classes. \$25 fee assessed for late registrants
August 26, 2019	Classes Begin for Fall Semester
August 28, 2019	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
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 4, 2019	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
October 4, 2019	Deadline for Graduation Application for Ceremony Participation
October 18, 2019	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 23, 2019	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 28, 2019	Deadline to Drop Second 8-Week Classes with No Record
November 1, 2019	Deadline for GRE/GMAT Scores to Graduate School
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 22, 2019	Deadline for Final Committee-Edited Thesis with Committee Approval Signatures to Graduate School for Fall Semester
November 29, 2019	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
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