



BUSI 3301-170, Business Communications

Online 16 Week Course

Fall 2018 (January 14 – May 10, 2019)

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Professor Robin

Office: Virtual Office (24 hours a day) – **Physical Office:** Founders Hall Room 317A

Phone: 254-519-8013

Email: You can use Canvas Inbox via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] first **OR** if Canvas is down email me at (as a last resort): jrobin@tamuct.edu. Please provide in the subject line of each Canvas Inbox message the course information “BUSI 3301” so that I can identify your class.

College of Business Administration Department Information:

POC: Ms. Melanie Mason

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: cobainfo@tamuct.edu

COBA Department Main Fax#: 254-501-5825

Office Hours:

I have virtual hours all day long and am available by appointment. I have office hours on Tuesday’s & Thursday’s from 9:15-11:15am by appointment ONLY.

Mode of instruction and course access:

This course is a 100% **Online course** and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. For information on how to access Canvas, please refer to section “Technology Requirements and Support” in this syllabus. Once you are in Canvas, there is tab on the left that will have additional resources if you are unfamiliar with Canvas. Though no specific knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the use of Power Point, Microsoft Word, the Internet, and attaching documents at a minimum.

Student-instructor interaction:

I am readily accessible through Canvas Inbox, which I check daily during the week and once on weekends. I will get back to you within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date, if you are asking about an assignment.

911 Cellular:

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

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

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

COURSE INFORMATION

Course Overview and description: (*Writing Intensive*) (3 Semester Credit Hours). This course you will study and demonstrate the different types of letters and reports utilized in the modern 21st century business environment. Basic business research and APA citation skills will also be an essential component of the course, as well as presentation fundamentals. Completion of this course is recommended in the first semester of enrollment as it is a prerequisite for most business courses.

Course Objective: Chapter level objectives are found within the course content folders.

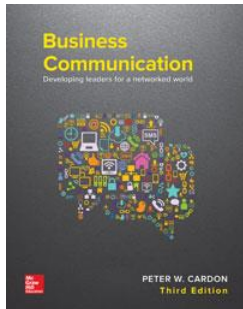
Student Learning Outcomes: Upon successful completion of the Business Communications course, the student will be able to:

- Explain the importance and role communication serves in the business world today, including the impacts of culture and globalization.
- Tailor communications to the interests and preferences of their audience in ways that make oral and written communications clear, concise, and compelling to the reader or listener.
- Apply the principles of effective written communications through the development of various business correspondences, using Microsoft Word. Word is available in the Texas A&M University-Central Texas computer labs.
- Demonstrate the fundamentals of business related research, including the proper use of APA citations.
- Write professionally in web-based interactions with colleagues on issues of business communication, including observance of Netiquette norms.
- Demonstrate proper business oral communication and presentation skills, including the use of Microsoft Power Point.

Writing Intensive Competency, Goals, and Statements: This is a “Writing Intensive (WI) Course.” The purpose of this designation is to develop communication skills needed by those preparing to enter the business world as well as those who are already part of that world. The course will focus on continuous improvement in written and spoken correspondence. The professor will provide ongoing feedback of the individuals written, verbal and nonverbal skills.

It will be the student's responsibility to make the instructional adjustments and corrections throughout the semester. **If you can communicate effectively (written, verbal and nonverbal), you have a highly valued and marketable skill.** Surveys have shown that the ability to communicate well is ranked by business executives as first among the personal factors necessary for promotion. **The WI portion is designated as the average of: Communications #1 & #2, the Research Practice Exercise and the written part of the Final Individual Proposal.**

2 Required Textbooks:



Book Title: Business Communications: Developing Leaders for a Networked World (With Connect Access)

Author: Peter W. Cardon

ISBN: 978-126-017-8838

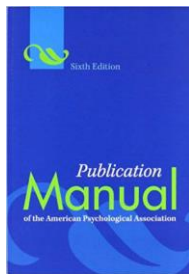
Publication Date: February 2017

Binding: Loose Pages with Connect Access

Type: Print

Price: \$144.00

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



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:** (12 points) – Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement requires students to agree to these expectations and promise that they have the computer set-up and self-discipline needed for a fully online course.
- **Introduction:** (20 points) – Student introductions will occur Online in a discussion forum. This is a great opportunity to get to know one another and express your written communication style.

- **Discussion Forums:** (108 points) – There will be six discussions (18 points each) due throughout the semester. Each discussion has multiple topics. The exact requirements for each will be found within the discussion forum for the week it is scheduled. ***NOTE: Each discussion forum has 2 distinct due dates. DO NOT rely solely on the course calendar for the due dates.**

- **APA ‘Competency’ Exam:** (75 points) - You will be required to complete an exam that covers topics on basic APA formatting which is outlined in the APA 6th edition manual. It is essential to apply proper APA formatting on all of your academic papers. This exam will test your knowledge of proper usage of the APA format. You are graded based on the score received and not simply completion, so be diligent. APA resources/materials have been provided in Canvas. You will have **2 attempts** to pass the APA Exam with an 80% or higher.

- **Team Research Paper and Presentation Assignment:** (100 Points) – Your team research paper will be worth (65 points) AND your team video/oral presentation is worth (35 points).
 - **Team Paper Requirements:** Utilizing our TAMUCT library databases, you must use at least 3 References (two scholarly journal articles -one may be a mainstream magazine article at least four pages in length- AND 1 credible internet article). The topic of your research must deal with a business communication issue. These may discuss good or bad communication techniques or describe instances where companies struggled or had great success in communicating (in any industry).
 - After reading the three articles, you need to prepare a 6 page research paper (1 Cover Page, 4 Body, and 1 Reference page). You should demonstrate your mastery of professional correctness, proper summarization, and applying proper APA formatting & citations. Your end reference should provide easy access for me to review the articles.
 - **Presentation:** Online students (teams) will be required to **submit a 2-3 minute video recording summarizing your Research** (via: Screencast-O-Matic [<https://screencast-o-matic.com/home>]). *Do not read the paper word for word in your presentation.

- **Professional Communication Assignments:** (120 total points; 2 assignments) - Each student will develop several original business communications (Communication 1: 50 pts & Communication 2: 70 points) and submit them on the due dates outlined in the course schedule.
 - (1). **Communication # 1:** You will act as a manager and construct an email communicating a new policy to your employees that they will not be happy with

(negative). Some examples you could use include: dress code policy, cell phone use, break time, personal use of computer, etc. Then, in the same document and on the next page you will write an essay describing how your oral communication of this policy would be similar or different than the written policy.

- (2). **Communication # 2:** Prepare a resume with a cover letter for a job that you would be qualified for based on the degree you are presently pursuing. **Online students will be required to submit a 90 second video/introduction** (via: Screencast-O-Matic [<https://screencast-o-matic.com/home>]).
- **Creating an Electronic Presentation:** (60 points) – In this assignment you will develop an effective power point slide presentation with appropriate white space, charts, diagrams, figures, pictures, and other images while utilizing a professional font and style.
- **Connect LearnSmart Activities:** (160 points) – There will be 16 Chapter LearnSmart Activities to complete in McGraw-Hill Connect, each worth 10 points.
- **Chapter Quizzes:** (320 total points): You will have 16 examinations in this course worth **20 points each**. Each exam may be composed of T/F, Matching, Multiple Choice, and Essay in order to assess the course and chapter objectives, as well as the course content in general. They may vary in composition from exam to exam. Quizzes will generally be available the week they are due and dates will be posted online as well as in the schedule section of this syllabus. They will be timed and once started, must be completed at that time.
- **Individual Proposal Paper and Oral Presentation:** (225 total points) - This major assignment will be developed in accordance with the parameters below and the rubrics found in Canvas with the assignment instructions. All subjects and materials to be presented in this course must be “new works” researched and assembled by you for this course only. Recycling of cases, proposals, reports, and subjects from this or other classes “is prohibited” and in violation.
 - **Midpoint Proposal Worksheet:** You will have to complete a **Midpoint Proposal Worksheet** that will be worth **25 of the 225 total points**. This worksheet will identify the company chosen, research the company history, identify the business problem, provide two of the four alternatives, and provide a minimum of two references written in proper APA format.
 - You will have to produce an internal proposal addressed to the instructor as your supervisor worth **125 of the 225 total points**. This proposal must address a business problem (with a Fortune 500 Company) of your choosing, contain an introduction to the problem, provide at least four alternatives (with support) that you believe could correct the problem, provide a cost-benefit analysis,

explain your recommended alternative to correct the problem, and an implementation schedule with timeline. Be specific and detailed!

- Your proposal paper must include at least nine references, with a minimum of two books, four scholarly journal articles from the Texas A&M – Central Texas library database and no more than 3 internet articles. All references and citations must conform to APA style guidelines. The final product should be an 11 page report (1-cover sheet, 1-table of contents, 8 body, 1-reference page), excluding attached appendices. *Use the provided template.
- **Individual Oral Presentation: You will also make an individual “8-10” minute oral presentation about your research paper.** Online students will record (via: Screencast-O-Matic [<https://screencast-o-matic.com/home>]). This is worth **75 of the 225 points**. A copy of your paper and a copy of your Individual “MS PowerPoint Slides” will be submitted to the assignment link in Canvas prior to your oral presentation. **Please note for online students that both you AND your power point must be visible in the recorded presentation. You will need to submit a copy of your video to the assignment link in Canvas.** More detailed grading parameters are found in the rubric on Canvas.
 - **NOTE:** Oral presentations will be conducted in a professional manner, to include appropriate business dress. Men: slacks, shirt, socks, shoes, and tie (No denims, jeans, boot pants, Levi’s, sneakers, etc.). Ladies: blouse and slacks or dress, or suit with socks/stockings and either low or high-heeled shoes. Look like professionals! Timing will be strictly adhered to. Presentation points will be deducted if the presentation runs short or over by more than “1”minute.

Instructor 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 (**ie: Smith_Essay 1**)
- **Submission Style Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6th ed. **All written work must be**

submitted utilizing Microsoft Word in either a .doc or .docx format.

- **Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. 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.

Grade Computation

Course Element	Points
Student Profile & Course Agreement	12
Introduction (Online Forum)	20
Discussion Forums-Online (6 @ 18pts)	108
APA 'Competency' Exam (2 attempts to pass > 80%)	75
Team Research Paper and Presentation *Team Written (65 pts) & Team Oral Presentation (35 pts)	100
Communication #1 Letter	50
Communication #2 Resume (25 pts), CV (25 pts), and Oral Presentation (20 pts)	70
Electronic Presentation (Power Point)	60
LearnSmart Activities 16 @ 10 pts	160
Chapter Quizzes (in Connect) 16 @ 20 pts	320
Individual Research Proposal Midpoint Proposal (25 pts), Written Proposal (125 pts); Oral Presentation (75 pts)	225
Total Points Possible	1200

POINTS	EQUALS	LETTER GRADE
1080 – 1200	=	A
960 – 1079	=	B
840 – 959	=	C
720 – 839	=	D
Below 719	=	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 as well).

COURSE OUTLINE AND CALENDAR

All graded assignments & due dates are noted in bold, time for each is 11:59 p.m. CST

Dates	Chapter & Topic	Assignment
Week 1 Jan 14-20	Ch. 1 Establishing Credibility Ch. 2 Interpersonal Communication and Emotional Intelligence	<ul style="list-style-type: none"> ✓ Complete and submit Student Profile and Course Agreement via Canvas Assignment Link. Due by 1/20. ✓ Student Introduction Forum. Due 1/20. ✓ Read Ch. 1 & 2; Study supplementary materials. ✓ Complete the Chapter 1 & 2 Quizzes in Connect. Due by 1/20. ✓ Complete the Chapter 1 & 2 LearnSmart Activity in Connect. Due by 1/20.
Week 2 Jan 21-27	Ch. 3 Team Communication and Difficult Conversations	<ul style="list-style-type: none"> ✓ Read Ch. 3; Study supplementary materials. ✓ Discussion 1: Communication 1st Post due 1/24.; 2nd Post/Replies due 1/27. ✓ ***NOTE: 2 distinct due dates for EVERY discussion forum!!! ✓ Complete the Chapter 3 Quiz in Connect. Due by 1/27. ✓ Complete the Chapter 3 LearnSmart Activity in Connect. Due by 1/27. ✓ APA Exam. Due 1/27. *Two attempts to pass with an 80% or higher.

<p>Week 3</p> <p>Jan 28 – Feb 3</p>	<p>Ch. 4 Communicating across Cultures</p>	<ul style="list-style-type: none"> ✓ Read Ch. 4; Study supplementary materials. ✓ Complete the Chapter 4 Quiz in Connect. Due by 2/3. ✓ Complete the Chapter 4 LearnSmart Activity in Connect. Due by 2/3. ✓ Discussion 2: Culture & Etiquette 1st Post due 1/31; 2nd Post/Reply due 2/3. ***NOTE: 2 distinct due dates for EVERY discussion forum!!
<p>Week 4</p> <p>Feb 4-10</p>	<p>Ch. 5 Creating Effective Business Messages</p>	<ul style="list-style-type: none"> ✓ Read Ch. 5; Study supplementary materials. ✓ Complete the Chapter 5 Quiz in Connect. Due by 2/10. ✓ Complete the Chapter 5 LearnSmart Activity in Connect. Due by 2/10. ✓ Midpoint Proposal Worksheet Due 2/10. *Ensure proper APA formatting in your responses!
<p>Week 5</p> <p>Feb 11-17</p>	<p>Ch. 6 Improving Readability with Style and Design</p>	<ul style="list-style-type: none"> ✓ Read Ch. 6; Study supplementary materials. ✓ Complete the Chapter 6 Quiz in Connect. Due by 2/17. ✓ Complete the Chapter 6 LearnSmart Activity in Connect. Due by 2/17. ✓ Discussion 3: Analyzing a Corporate Message. 1st Post due 2/14.; 2nd Post/Reply due 2/17. ***NOTE: 2 distinct due dates for EVERY discussion forum!!
<p>Week 6</p> <p>Feb 18-24</p>	<p>Ch. 7 Email and Other Traditional Tools for Business Communication</p>	<ul style="list-style-type: none"> ✓ Read Ch. 7; Study supplementary materials. ✓ Complete the Chapter 7 Quiz in Connect. Due by 2/24. ✓ Complete the Chapter 7 LearnSmart Activity in Connect. Due by 2/24. ✓ Professional Communication 1: Business Email. Due by 2/24.
<p>Week 7</p> <p>Feb 25 – Mar 3</p>	<p>Ch. 8 Social Media for Business Communication</p> <p>Ch. 9 Routine Business Messages</p>	<ul style="list-style-type: none"> ✓ Read Ch. 8 & 9; Study supplementary materials. ✓ Complete the Chapter 8 & 9 Quizzes in Connect. Due by 3/3. ✓ Complete the Chapter 8 & 9 LearnSmart Activity in Connect. Due by 3/3. ✓ Discussion 4: Social Media. First Post due 2/28; Second Post/Replies due 3/3. @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!

<p>Week 8 Mar 4-10</p>	<p>Ch. 10 Persuasive Messages</p>	<ul style="list-style-type: none"> ✓ Read Ch. 10; Study supplementary materials. ✓ Complete the Chapter 10 Quiz in Connect. Due by 3/10. ✓ Complete the Chapter 10 LearnSmart Activity in Connect. Due by 3/10. ✓ Discussion 5: Persuasive Messages. First Post due 3/7; Second Post/Replies due 3/10 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!
SPRING BREAK March 11-17		
<p>Week 9 Mar 18-24</p>	<p>Ch. 11 Bad News Messages</p>	<ul style="list-style-type: none"> ✓ Read Ch. 11; Study supplementary materials. ✓ Complete the Chapter 11 Quiz in Connect. Due by 3/24. ✓ Complete the Chapter 11 LearnSmart Activity in Connect. Due by 3/24. ✓ Professor will assign 'Teams' randomly for the "Team Research Practice Assignment and Video Presentation" – due next week. ✓ Begin to work in your team to complete the research for your paper.
<p>Week 10 Mar 25-31</p>	<p>Ch. 12 Research and Business Proposals and Planning for Business Reports</p>	<ul style="list-style-type: none"> ✓ Read Ch. 12; Study supplementary materials. ✓ Complete the Chapter 12 Quiz in Connect. Due by 3/31. ✓ Complete the Chapter 12 LearnSmart Activity in Connect. Due by 3/31. ✓ Team Research Practice Assignment & Team Video Presentation. Due 3/31. *Recording MUST be done in ScreenCast-O-Matic. No EXCEPTIONS!
<p>Week 11 Apr 1-7</p>	<p>Ch. 13 Completing Business Proposals and Business Reports</p>	<ul style="list-style-type: none"> ✓ Read Ch. 13; Study supplementary materials. ✓ Complete the Chapter 13 Quiz in Connect. Due by 4/7. ✓ Complete the Chapter 13 LearnSmart Activity in Connect. Due by 4/7. ✓ Discussion 6: Business Proposals and Reports. First Post due 4/4; Second Post/Replies due 4/7. @ Midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!
<p>Week 12</p>	<p>Ch. 14 Planning Presentations</p>	<ul style="list-style-type: none"> ✓ Read Ch. 14; Study supplementary materials. ✓ Complete the Chapter 14 Quiz in Connect. Due by 4/14.

Apr 8-14		<ul style="list-style-type: none"> ✓ Complete the Chapter 14 LearnSmart Activity in Connect. Due by 4/14. ✓ Electronic Presentation. Due by 4/14.
Week 13 Apr 15-21	Ch. 15 Delivering Presentations	<ul style="list-style-type: none"> ✓ Read Ch. 15; Study supplementary materials. ✓ Complete the Chapter 15 Quiz in Connect. Due by 4/21. ✓ Complete the Chapter 15 LearnSmart Activity in Connect. Due by 4/21.
Week 14 Apr 22-28	Ch. 16 Employment Communication	<ul style="list-style-type: none"> ✓ Read Ch. 16; Study supplementary materials. ✓ Complete the Chapter 16 Quiz in Connect. Due by 4/28. ✓ Complete the Chapter 16 LearnSmart Activity in Connect. Due by 4/28 ✓ Communication 2 (Resume, CV, and Video) Due by 4/28. **Your 90 Second Introduction MUST be recorded on ScreenCast-O-Matic NO EXCEPTIONS!
Week 15 Apr 29 – May 5	Final Individual Research Proposal Paper	<ul style="list-style-type: none"> ✓ Finalize your research proposal paper. ✓ Individual Research Proposal paper: due 5/5 at midnight. Upload to the Assignment link in Canvas.
Week 16 May 6-10	Oral Presentation and Power Point	<ul style="list-style-type: none"> ✓ Individual Oral Presentation (Video Recording) and Power Point Presentation is due 5/8 at midnight. ✓ **Submit BOTH the power point file AND URL link for ScreenCast-O-Matic for your individual presentation in the assignment link in Canvas. *Upload to the media files (tab) in Canvas. Professional Dress required. ✓ MUST be recorded on ScreenCast-O-Matic NO EXCEPTIONS!

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:

- January 11 - Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
- January 14 - Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
- January 14 - Classes Begin for Spring Semester
- January 16 - Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
- January 21 - Martin L. King Jr. Day (*University Closed*)
- January 30 - Deadline to Drop 16-Week Classes with No Record
- March 1 - Deadline for Graduation Application for Spring Ceremony Participation
- March 11-15 - Spring Break – No Class (*University Open*)
- April 1 - Deadline for GRE/GMAT Scores to Office of Graduate Studies
- April 5 - Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- April 26 - Student End of Course Survey Opens (16- and Second 8-Week Classes)
- May 10 - Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)
- May 10 - Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee
- May 10 - Deadline to Withdraw from the University for 16- and Second 8-Week Classes
- May 10 - Spring Semester Ends
- May 11 - Commencement Ceremony Bell County Expo Center 7:00 p.m.
- May 12 - Student End of Course Survey Closes (16- and Second 8-Week Classes)

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

Technology Support.

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

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

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

For issues related to course content and requirements, contact Professor Robin.

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.

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].

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 the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the 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.

Please advise Prof. Robin within the first week of class of any accommodations needed.

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.

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 FREE online tutoring and writing support. 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.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOonline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

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!

If you have any questions about the UWC, 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 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>].

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