



## **BUSI 3332-120, CRN 10220, LEGAL ENVIRONMENT OF BUSINESS**

Spring 2019 rev. 1.6.2019

Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Sam C. Webb

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### **Office Hours:**

***By Appointment:*** My professional office is in Houston and you are welcome to drop by if you are ever in town. However, if you need to get hold of me, please email or message me with a request to meet by phone. I am also open to setting up a meeting via Skype or FaceTime.

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

This course is 100% online and this course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. The instructions that follow will assist you with gaining access and technical support. Once you are in Canvas, there is tab on the left labeled “Modules” that will have additional Canvas resources if you are unfamiliar with it. Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of Power Point, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission at a minimum.

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

Due to my status as an adjunct, it’s best to reach me via email. I will respond to all email within 24 hours if I’m not traveling. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period of time. Thus, pay attention to the “Announcements” in general.

### **911 Cellular:**

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

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

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

### **Course Objective:**

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

1. Extrapolate key legal information from a recent Supreme Court decision.
  - a. (Chapter 1-3 - Week 1 Assignment)
  
1. Evaluate an ethical dilemma utilizing different ethical decision making frameworks.
  - a. (Chapter 5 – Exam #1)
  
1. Locate sources of legal information that are useful in their daily lives.
  - a. (Week 6 Assignment)
  
1. Demonstrate knowledge of the following legal areas:
  - a. Dispute Resolution (Chapters 1-3 – MindTap & Exam #1)
  - b. Constitutional Impacts on Business (Chapter 4 – MindTap and Exam #1)
  - c. Torts (Chapter 6 – MindTap and Exam #2)
  - d. Intellectual Property (Chapter 8 – MindTap and Exam #2)
  - e. Criminal Law (Chapter 10 – MindTap and Exam #2)
  - f. Contracts (Chapters 11-16, 18-19 – MindTap and Exam #3)
  
1. Discuss the legal considerations involved in conducting business globally
  - a. (Chapter 24 – Exam #2).
  
1. Apply the principle characteristics of the various business entities.
  - a. (Chapters 29-32 – Exam #4)
  
7. Maintain professionalism in communications. (Discussions & Course Communications)

### **Student Learning Outcomes:**


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

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

8. Identify and explain select dimensions of the trial process (Chapter 3).
9. Recognize the applicability of the Commerce Clause on businesses (Chapter 4).
10. Identify where preemption applies (Chapter 4).
11. Discuss the extent of freedom of speech (Chapter 4 - Discussion #1).
12. Define ethics (Chapter 5).
13. Differentiate between duty based and outcome based ethical decision making (Chapter 5).
14. Classify torts (Chapter 6).
15. Identify where negligence has occurred (Chapters 6 and 7).
16. Discuss the duty owed to business invitees/customers (Chapter 6 – Discussion #2).
17. Recognize the issues in products liability cases (Chapter 7).
18. Discuss the extent to which companies should be held liable in products liability cases (Chapter 7 – Discussion #2)
19. Identify the differences between trademarks, patents, copyrights and trade secrets (Chapter 8).
20. Discuss the protection system we have for IP (Chapter 8 – Discussion 2).
21. Explain the potential criminal liability of corporations and their officers (Chapter 10).
22. Properly classify crimes based on factual scenarios (Chapter 10).
23. Identify proper defenses to criminal liability, including Constitutional safeguards (Chapter 10).
24. Differentiate between the principles of comity, the act of state doctrine and sovereign immunity (Chapter 24).
25. Recognize unique contractual considerations in the international setting (Chapter 24).
26. Recognize when laws apply extraterritorially (Chapter 24).
27. Identify the required element to form a valid contract (Chapter 11).
28. Classify a contract according to its type (Chapter 11).
29. Discuss the issue of legalese in contracts (Chapter 11 – Discussion #3)
30. Indicate the requirements/circumstances for an effective offer, acceptance, revocation and rejection (Chapter 12).
31. Recognize when consideration is legally sufficient (Chapter 13).
32. Critique a fact pattern to determine if promissory estoppel may apply (Chapter 13).
33. Discuss whether the doctrine promissory estoppel should be allowed to be used by judges (Chapter 13 – Discussion #3).
34. Analyze a contractual situation to determine if the parties had capacity and legal obligations under contract law (Chapter 14).
35. Discuss the boundary of “unconscionability” in contracts (Chapter 14 – Discussion #3).
36. Explain the enforceability of a covenant not to compete (Chapter 14).
37. Indicate when a mistake may provide a legal excuse to contract performance (Chapter 15).
38. Identify if fraudulent misrepresentation has occurred (Chapter 15).
39. Choose when a contract is subject to the statute of frauds (Chapter 16).
40. Recognize when the parol evidence rule applies (Chapter 16).
41. Identify the impact of conditions on contractual obligations (Chapter 18).
42. Classify the level to which a contract has been performed, including what constitutes a material breach of contract (Chapter 18).
43. Explain why a contract may be discharged (Chapter 18).

44. Identify the remedies available for breach of contract (Chapter 19).
45. Explain the difference between an employee and independent contractor (Chapter 32).
46. Discuss the concept of vicarious liability and the duties owed between agents and principals (Chapter 32)
47. Recognize under agency law the responsibility of the principal and agent for contracts and torts of the agent (Chapter 33).
48. Identify the proper category of authority at play in factual scenario (Chapter 33).
49. Discuss why one chooses to become an entrepreneur (Chapter 36).
50. Explain the key characteristics of a sole proprietorship (Chapter 36).
51. Indicate the responsibilities and rights of the parties in a franchise contract (Chapter 36).
52. Compare the General Partnership, the Limited Partnership and the Limited Liability Partnership (Chapter 37).
53. Indicate the rights and duties of partners under Texas law (Chapter 37).
54. Identify partnership duties in the absence of express agreement to be partners (Chapter 37).
55. Explain the key characteristics of a LLC (Chapter 38).
56. Recognize the key defining aspects of the special business forms including the joint venture, syndicate, joint stock company and cooperative (Chapter 38).
57. Recognize the steps involved in forming a corporation (Chapter 39).
58. Classify a corporation by definition and status (Chapter 39).
59. Explain possible shareholder liability, including piercing the corporate veil (Chapter 39).

### Required Reading and Textbook(s):

	<p>Bundle: <u>Business Law: Text and Cases</u>, Loose-Leaf Version, 14th + MindTap Business Law, 1 term (6 months) Printed Access Card. ISBN: 9781337374491 *The cost appears to be around \$145.</p> <p>If you only want the e-text and MindTap, that can be purchased directly from Cengage if our bookstore is not carrying that option. It appears the ISBN is 978-1-337-10544-6. It should be around \$100. If you choose to acquire a complete bound text through another source (not our bookstore), be sure it comes with MindTap access. The above options are the most financially feasible as the full bound text with MindTap is over \$400.</p> <p>MindTap registration instructions will be available in Canvas.</p> <p><b>There is at least a one week free trial available if you cannot immediately purchase your text and access.</b></p>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i></p>	

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

**Course Instructional Materials:** Click on “Modules” on the left side of Canvas to access audio explanations of the material, a summary PowerPoint, and additional readings/resources. You will generally find links to the assignments there as well.

## **COURSE REQUIREMENTS**

**Assignments and Point Distributions (all assignments must be submitted in a .doc or .docx format):**

1. **MindTap Assignments – 150 total points-** Each week you will utilize MindTap to complete quizzes and sometimes application exercises related to the chapter(s) covered that week. We cover 24 chapters, thus there are 24 quizzes, but just 10 graded exercises. Each quiz or exercise will be worth 5 points. Thus, there are really 170 points available, so you have four “free” ones built in. They do come with short time limitations, so you need to be very familiar with the content prior to taking them. There are minimal hint/answer checks programmed in. *These will generally be due on Saturdays.* I did set up many additional exercises for you in MindTap for practice, but they don’t count grade wise.

2. **Discussions – 70 points (Introduction at 10 points and four at 15 points each)** - You will be required to contribute and participate in an introduction and four discussions throughout the semester. In the “Discussions” area in Canvas, you will find three postings for each of the discussions assignments. You must make an original post, worth 5.5 points each, on two of them and substantively reply to another student on the other (worth 4 points). A grading rubric is provided at the end of this syllabus as Appendix A.

3. **Journals – 40 Points (20 points each)** – In weeks 4 and 7, you will be required to reflect on what you have learned and what you found troubling or in the following manner:

Thoughtfully reflect on what you learned or found interesting in substantive paragraph of **at least** five sentences. **Also**, in a separate paragraph, state what you found confusing (muddiest issue) and/or ask me for clarification(s). There are no format requirements for requirement #2, other than it appearing separately from requirement #1. Do not ignore the second part though. You may access the Journals through the link on the left side of Canvas titled “Assignments” or via the link in that Module’s content folder. *Journal #2 will only consider material scheduled to be covered since Journal #1 (-5 points if you stray).* **Type your journal in the text box and do not attach it in a Word document (0 credit) for this one. Your entry must be comprehensible; thus grammar can affect your score if I am struggling to understand what you are trying to say.**

4. **Supreme Court “Briefing” Assignment – 60 Points** - As we talk about the Supreme Court, I think it’s vitally important that you actually read and try to understand one of their cases. Whenever an opinion is issued, the law may change. Businesses have to be ready to understand the changes and react accordingly. You will find more detailed instructions in the “Assignments” area on Canvas. *This assignment assesses CLO 1 and will be due on Sunday, February 3<sup>rd</sup>.*

5. **Getting to Know the Law Assignment (GTKL) – 80 points** - The assignment is posted in the “Assignments” section on the left side of Canvas and also available via a link in Module 6. If you’re looking to get ahead or for work to do if you don’t have your book yet, this would be one assignment you can do now. This assignment generally has very high grades, but also takes quite a bit of time to complete. *This assesses CLO 4 and will be due on Saturday, April 6<sup>th</sup>.*

6. **Exams - 4 exams (1 every four weeks) comprising 150 Points** of your grade each (**600 points combined**) - You must schedule around the available time window. If there is an unavoidable conflict, you must let me know **ahead of time**, not after. I may allow a make-up, but even then, it may be an entirely differently structured exam (all essay) or mode of delivery (in my office). I am the sole judge on these matters and you should bring exam issues to me when they arise. **Exams are not easy** and may be comprised of multiple choice, T/F, matching and essay questions at my discretion. They will *likely* be roughly two-thirds MC/TF and one-third short answer/essay and will not be comprehensive. For full credit on essay questions, you must use the proper vocabulary from the text and lectures. You will have 120 minutes to complete each online examination.

You may use your text and notes to assist you, but **you may not use another person’s help or the Internet! If you do so, it will be an academic integrity violation. \*\*\*Check the syllabus calendar for dates and availability windows.** *If you fail to take an exam without notifying me prior to the exam window (an email takes 30 seconds), you can score no higher than the lowest grade a class member received who took it on time and only if I feel the excuse warrants allowing a make-up.* Unfortunately, since I have been lied to in the past, I will likely require documentation of extreme illness, funerals, sudden necessary trips (like a last minute purchase receipt), or field exercises. “Vacations” are not a valid excuse to turn in work late.

Each exam may be accessed either via the link in that Module or the “**Quizzes**” link on the left side of Canvas.

#### *Grading Scale*

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

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement*

644 or less = F – *Unacceptable*

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

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one’s career, thus we have CLO #7. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example – Do not call another student a moron in the Discussion Boards, which happened in the Summer 2018 course. We can disagree with one’s view or judgment, but we must learn how to do so respectfully in order to maintain employment and be successful in business today.

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

### ***Posting of Grades***

It will be my goal to have all work graded within 72 hours after it is due. Your grades are always posted and available in Canvas once finished.

### **Late Work Issues:**

- 1. Discussions, Journals, and MindTap – NO credit will be given for late Discussion Postings, Journals or MindTap completions.**
- 2. The Supreme Court Assignment and the Getting to Know the Law Assignment will lose 10 points per day late. 12:01 AM is technically late by one day.**
- 3. Again, if you fail to take an exam without notifying me prior to the exam window, you can score no higher than the lowest grade a class member received who took it on time and *only if I* think the excuse warrants allowing a make-up.**

## **COURSE OUTLINE AND CALENDAR**

### **Complete Course Calendar**

Our weeks generally begin on Monday and end on the following Sunday (except for week 16). All assignments are due as stated below. Pay attention, as there are multiple things due many weeks and all times are Central Standard Time.

#### **Module 1 – January 14<sup>th</sup> – 27<sup>th</sup>**

- 1. Get familiarized with the course, read Chapter 1 (Law & Legal Reasoning), Chapter 2 (Dispute Resolution and ADR), Chapter 3 (Court Procedures) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings.**
- 2. Complete MindTap Assignments (Quiz and Exercise) for Chapters 1 by 11:59PM (23:59) on Saturday, January 19<sup>th</sup>**
- 3. Complete the Introductions Discussion by 11:59PM (23:59) on Sunday, January 20<sup>th</sup>**
- 4. Complete MindTap Assignments (Quiz and Exercise) for Chapters 2 and 3 by 11:59PM (23:59) on Saturday, January 26<sup>th</sup>**
- 5. Complete Discussion #1 by 11:59PM (23:59) on Sunday, January 27<sup>th</sup>**

#### **Module 2 – January 28<sup>th</sup> – February 10<sup>th</sup>**

- 1. Read Chapters 4 (Business and the Constitution) and 5 (Business Ethics), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.**
- 2. Complete MindTap Assignments (Quiz and Exercise) for Chapter 4 and 5 by 11:59PM (23:59) on Saturday, February 2<sup>nd</sup>**
- 3. Complete Supreme Court Briefing Assignment by 11:59PM on Sunday, February 3<sup>rd</sup>**

4. Complete Exam #1 covering Chapters 1-5 between 8AM (08:00) on Sunday, February 10<sup>th</sup> and 11:59PM (23:59) on Monday, February 11<sup>th</sup>.

#### **Module 3 – February 11<sup>th</sup> – 24<sup>th</sup>**

1. Read Chapters 6 (Tort Law), 7 (Products Liability), and 8 (Intellectual Property), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.
2. Complete MindTap Assignments (Quizzes and Exercise) for Chapters 6 and 7 by 11:59PM (23:59) on Saturday, February 16<sup>th</sup>.
3. Complete MindTap Assignments (Quizzes and Exercise) for Chapter 8 by 11:59PM (23:59) on Saturday, February 23<sup>rd</sup>.
4. Complete Discussion #2 by 11:59PM (23:59) on Sunday, February 24<sup>th</sup>.

#### **Module 4 – February 25<sup>th</sup> – March 8<sup>th</sup>**

1. Read Chapter 10 (Criminal Law) and Chapter 24 (International Law), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.
2. Complete MindTap Assignments for Chapter 10 (Quiz and Exercise) by 11:59PM (23:59) on Saturday, March 2<sup>nd</sup>.
3. Complete Journal #1 by 11:59 PM (23:59) on Sunday, March 3<sup>rd</sup>.
4. Complete MindTap Assignments for Chapter 24 (Quiz and Exercise) by 11:59PM (23:59) on Wednesday, March 6<sup>th</sup>.
5. Complete Exam #2 covering Chapters 6-8, 10 & 24 between 8AM (08:00) on Thursday, March 7<sup>th</sup> and 11:59PM (23:59) on Friday, March 8<sup>th</sup>.

#### **SPRING BREAK 2019 – MARCH 11<sup>TH</sup> – 15<sup>TH</sup>**

#### **Module 5 – March 18<sup>th</sup> – 31<sup>st</sup>**

1. Read Chapters 11 (Nature & Terminology), Chapter 12 (Agreement in Traditional Contract - no E-contracts material), Chapter 13 (Consideration, and Chapter 14 (Capacity and Legality), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.
2. Complete MindTap Assignments for Chapters 11 and 12 (2 Quizzes and 1 exercise) by 11:59PM (23:59) on Saturday, March 23<sup>rd</sup>.
3. Complete MindTap Assignments for Chapters 13 and 14 (2 Quizzes and 1 exercise) by 11:59PM (23:59) on Saturday, March 30<sup>th</sup>.
4. Complete Discussion #3 by 11:59PM (23:59) on Sunday, March 31<sup>st</sup>.

#### **Module 6 – April 1<sup>st</sup> – 14<sup>th</sup>**

1. Read Chapter 15 (Mistakes, Fraud, and Voluntary Consent), Chapter 16 (The Writing Requirement), Chapter 18 (Performance and Discharge), and Chapter 19 (Breach of Contract and Remedies). along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.



2. Complete MindTap Assignments for Chapters 15-16 (2 Quizzes and 1 Exercise) by 11:59PM (23:59) on Saturday, April 6<sup>th</sup>.
3. Submit the Getting to Know the Law assignment by 11:59PM (23:59) on Saturday, April 6<sup>th</sup>.
4. Complete MindTap Assignments for Chapters 18-19 (2 Quizzes) by 11:59PM (23:59) on Saturday, April 13<sup>th</sup>.
5. Complete Exam #3 between 8:00AM (08:00) on Sunday, April 14<sup>th</sup> and 11:59PM (23:59) on Monday, April 15<sup>th</sup>.

#### Module 7 – April 15<sup>th</sup> – 28<sup>th</sup>

1. Read Chapters 32 (Agency Formation & Duties), Chapter 33 (Agency Liability to 3<sup>rd</sup> Parties – No Termination Coverage), Chapter 36 and Chapter 37 (All Forms of Partnerships), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings.
2. Complete Discussion #4 by 11:59PM (23:59) on Sunday, April 21<sup>st</sup>.
3. Complete MindTap Assignments for Chapters 32, 33, 36, and 37 by 11:59PM (23:59) on Saturday, April 27<sup>th</sup>.
4. Complete Journal #2 by 11:59PM on Sunday, April 28<sup>th</sup>.

#### Module 8 – April 29<sup>th</sup> – May 10<sup>th</sup>

1. Read Chapter 38 (LLC's) and Chapter 39 (Corporate Formation & Financing), along with any other assigned readings, as well as listen to/watch any assigned audio or video recordings
2. Complete MindTap Assignments for Chapters 36, 38, and 39 by 11:59PM (23:59) on Saturday, May 4<sup>th</sup>.
3. If you choose to do so, the Optional Bonus Assignment is due by 11:59PM (23:59) on Sunday, May 5<sup>th</sup>.
4. Complete Exam #4 covering Chapters 32-33 & 36-39 between 8AM (08:00) on Thursday, May 9<sup>th</sup>, and 11:59PM (23:59) on Friday, May 10<sup>th</sup>.

#### Important University Dates:

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January 14, 2019      Classes Begin for Spring Semester

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January 16, 2019      Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

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January 21, 2019      Martin L. King Jr. Day (*University Closed*)

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January 22, 2019      Deadline to Drop First 8-Week Classes with No Record

January 30, 2019	Deadline to Drop 16-Week Classes with No Record
February 22, 2019	Student End of Course Survey Opens (First 8-Week Classes)
February 22, 2019	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2019	Deadline for Graduation Application for Spring Ceremony Participation
March 1, 2019	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8, 2019	Classes End for First 8-Week Session
March 8, 2019	Deadline for Spring Admissions Applications
March 10, 2019	Student End of Course Survey Closes (First 8-Week Classes)
March 11, 2019	Spring Break – No Class ( <i>University Open</i> )
March 11, 2019	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 13, 2019	Spring Break – No Class ( <i>University Open</i> )
March 14, 2019	Spring Break – No Class ( <i>University Open</i> )

March 15, 2019	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15, 2019	Deadline for Clinical Teaching Applications
March 15, 2019	Spring Break – No Class ( <i>University Open</i> )
March 18, 2019	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants.
March 18, 2019	Classes Begin for Second 8-Week Session
March 20, 2019	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2019	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2019	Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5, 2019	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 12, 2019	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
April 26, 2019	Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26, 2019	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10, 2019	Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)
May 10, 2019	Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late

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Application Fee.

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May 10, 2019 Deadline to Withdraw from the University for 16- and Second 8-Week Classes

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May 10, 2019 Spring Semester Ends

### **TECHNOLOGY REQUIREMENTS AND SUPPORT**

This course is fully online and employs videos, modules, and other educational content through the Instructure Canvas Learning Management System.

#### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

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

Username: Your MyCT email address. Password: Your MyCT password

#### **Canvas Support**

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

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

#### **Other Technology Support**

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

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

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

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

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### **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

#### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately.

You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

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

For more [information regarding the Student Conduct process](#),

[<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>].

If you know of potential honor violations by other students, you may [submit a report](#),

[[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### **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 at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) web page

[<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](#) 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](#), 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.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive 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.

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-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](#). In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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>].

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### **INSTRUCTOR POLICIES.**

1. Respect the thoughts and opinions of your classmates. We may not agree on everything, but everyone, generally, has the right to be heard in my classroom. I want everyone to feel comfortable to share their thoughts on a subject, even if others may disagree.
2. I reserve the right to make reasonable alterations to the course calendar and syllabus as provided here. It is a guide, not a hard and fast rule. Generally, changes will only be made that benefit the class as a whole.

### **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. 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. Copyright.

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Appendix A: Discussion Grading Rubric

Post	Unacceptable	Needs Improvement	Acceptable	Excellent
Original #1	No posting was made (0 points)	Though it is a “paragraph,” the sentences are short and choppy and/or the writing is simplistic and/or repeats most of the phrasing from the topic/question addressed. There may also be significant grammatical issues. (2.5 points)	Student exhibited some thought and reflection, but could have done more. The post also may have one or two noticeable grammatical errors. (4 points)	Student exhibits exceptional thought and reflection, likely causing the reader to reflect deeper on the subject or truly appreciate having read it. The post is a substantive, solid paragraph in length (4-5 solid sentences) and is free of noticeable grammatical errors. (5.5 Points)
Original #2	No posting was made (0 points)	Though it is a “paragraph,” the sentences are short and choppy and/or the writing is simplistic and/or repeats most of the phrasing from the topic/question addressed. There may also be significant grammatical issues. (2.5 points)	Student exhibited some thought and reflection, but could have done more. The post also may have one or two noticeable grammatical errors. (4 points)	Student exhibits exceptional thought and reflection, likely causing the reader to reflect deeper on the subject or truly appreciate having read it. The post is a substantive, solid paragraph in length (4-5 solid sentences) and is free of noticeable grammatical errors. (5.5 Points)
Response	No posting was made (0 points)	Student met the bare minimum requirements (2 or 3 short sentences) and the writing does not advance the conversation or is mostly “I agree.” There may also be significant grammatical issues. (2 points)	There was some connection to the original post, but it was not deep. Some of the writing may be superficial and some repetition is seen. The response also may have one or two noticeable grammatical errors. (3 points)	Student thoughtfully reflected on the students post. There was more than mere agreement/repetition and the discussion was further advanced. Also, the response is free of noticeable grammatical errors. (4 Points)
Total	0 Points	7.5 points	11 points	15 Points