MGMT 5307: Responsibilities and Ethics of Leadership

COURSE SYLLABUS
Spring 2019 (16 Week Session), CRN 10281, Section 110 Blended
East Williamson County Higher Education Center (EWCHEC), Room A207

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Dr. Barbara W. Altman
Office: Founders Hall 318
Email: Canvas Messages (preferred communication method)
If Canvas is down: altman@tamuct.edu

Office Hours:
Mondays: 2:00 – 4:00 p.m.
Tuesdays: 4:50 – 5:50 p.m. at Hutto on class meeting days; via Zoom on non-class meeting days
And by appointment – phone and online (via Zoom)

Mode of instruction and course access:
The course is taught in a “blended” format, meaning class will meet face-to-face on selected
Tuesday evenings (attendance is mandatory on the dates below), with online content and
assignments provided in between class meeting times using the A&M-Central Texas Canvas
Learning Management System [https://tamuct.instructure.com]. The advantage of a blended
format is that face meeting times are reserved for activities/exercises best suited to interaction
and discourse, and concepts/learning resources best suited to individual study can be
accomplished via online learning, thereby optimizing student time management.
Course Face-to-Face required meetings for this semester are 6:00 – 8:45 p.m., EWCHEC Room A207,
on 1/22, 2/5, 2/19, 3/5, 3/19, 4/2, 4/16, and 4/30. Given attendance is mandatory, unexcused
absences will receive a 10 point course grading point reduction per absence. Excused absences are
granted for medical emergencies and prior planned work travel. Notice must be provided at least
two days prior to class and materials due that evening must be submitted on-time.

Student responsibilities:
Students must be self-disciplined and a self-starter to be successful in this class. The reading
load is substantial, the topics complex and you will need to carefully think through and support
your perspectives on the issues with well-documented rationales. Good writing skills are
essential as case analyses, journal writing, discussion forums and papers are all required
assessments. Please review this Syllabus, the grading points/assignments, and course schedule
in detail prior to agreeing to all course requirements via the Student Course Agreement.

Student-instructor interaction:
I am readily accessible through the Canvas email function in the course web site. I check
messages often and will get back to you within 24 hours during the week (usually much sooner!) and
within 36 hours on the weekend. There is also a “Course Q&A” Discussion Forum for
students to post questions about the class that all students would most likely be interested in.

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encourage students to interact with me during office hours to ask questions about upcoming assignments, get clarity on course concepts, and/or review your grading status in the course. If you wish to meet in person outside of office hours or via phone or web-conferencing please send me a Canvas message with several options for days/times and I will respond confirming one of your options. Occasionally, a University meeting or Conference travel will preempt office hours; should this happen, the change will be posted via an Instructor Announcement.

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. In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) can be downloaded and installed on your mobile device from Google Play or Apple Store. Connect at [911Cellular](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 Description: Analyze an organization’s social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study and related methods for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the environment, and society. Prerequisite(s): Management leveling

Student Learning Outcomes:
1. Define key ethical and moral reasoning frameworks and explain their impact in the business setting.
2. Identify and describe key elements of an effective organizational ethics program.
3. Evaluate your own approach to ethics and values, and the implications for your career.
4. Apply the “Giving Voice to Values” framework to organizational scenarios.
5. Analyze and critique real-case situations regarding ethical, social responsibility and sustainability leadership.
6. Explore avenues to remedy social issues using stakeholder coalitions and responsible leadership.
7. Recognize innovative approaches to sustainability challenges.
9. Perform an ethical and social audit of an organization and recommend improvements based on findings.

Detailed learning outcomes associated with each module are included on the course web site.
Required Reading and Textbook(s):
Students can choose either of the following versions of the text:
eBook only: ISBN 9781544324616
Loose-leaf and eBook Bundle: ISBN 9781544344676
The text can be purchased via the University Bookstore or online options.
Required supplemental readings will be provided on the Course web site and Library eReserves.
Link to eReserves is http://tamuct.libguides.com/er.php?course_id=47840

COURSE REQUIREMENTS
a. Student Profile and Course Agreement
Students must read this Syllabus carefully and document they understand all course requirements by the second week of class. The course agreement certifies students understand this Syllabus, all required course assignments, and the expectations associated with this graduate online class. This completed agreement is worth 15 grading points.
b. Exams: (Learning objectives 1 & 2)
There are 2 required exams covering the models, terms, and concepts in the text chapters and selected supplemental readings. Exams will include multiple choice, true/false and essay questions. Each Exam will be available over a 4 day period online; for dates see the course calendar. Exams will be timed and once started, must be completed at that time. The PPT slides, video lectures, and publisher provided key word definitions and self quizzes for each Chapter demonstrating the key frameworks and sample questions are good study tools for the exams. Each Exam is worth 120 grading points. There will be no make-ups for missed Exams unless there is a documented medical emergency. Upon receipt of a doctor’s statement, an equivalent exam will be assigned.
c. Case Analysis Assignments: (Learning objectives 1 & 5)
There are 2 case analyses assigned through the course of the semester. Instructions for analyzing cases in this class will be provided on the course web site. Students must demonstrate understanding of the text frameworks and strong analysis and writing skills in each case assigned. Each case study assignment is worth 50 grading points.
d. Engagement Exercises: (Learning objectives 1 & 6)
These written and research exercises, either written or video-based, challenge you to confront ethical dilemmas, environmental or corporate social responsibility issues using the frameworks you are learning in the book and supplemental research. Each exercise requires a write-up and/or class presentation and is worth 30 grading points.
e. Discussion Forums: (Learning objectives 1, 2, 3, 5 & 8)
Online discussion forums will be required 3 times during the semester on topics related to the assigned chapter readings, or supplemental readings. Each forum requires an initial post (20 points) and substantive responses to colleagues’ postings (10 points). Specific topics and instructions for each Forum will be posted on the Course web site. Students should pay special attention to the interim deadlines for first postings (Saturday nights) as these first posts require reading and research. Second posts have Tuesday evening deadlines. These response posts require you to read colleagues’ posts carefully and reply with new insights “extending” your learning and theirs.
f. Journal Entries: (Learning objectives 3 & 4)
Two reflective journal papers will be assigned during the semester for students to engage with their personal values and ethics topics, and how these issues impact their individual careers. Both papers will be assigned in conjunction with the “Giving Voice to Values” (GVV) curriculum, which will be available via the course web site. Each Journal is worth 40 grading points.

g. Ethics Audit Project: (Learning objectives 2 & 9)
Students will identify early in the semester a company or organization they wish to explore in-depth for their ethical and corporate responsibility programs (Ethics Audit Choice memo – 10 points). Throughout the semester students will research their approved choice organization using the Collins “Optimal Ethics System Check-Up” (in text) using company materials and library database sources. Several associated assignments provide “check-ins” for each student’s audit research. Students will write an 8 – 10 page descriptive and analytical case outlining their chosen company’s approach to ethics and offering insights on found weaknesses and ways to improve. Details on this Final Ethics Audit paper will be provided via the course web site. It is worth 100 grading points and is in lieu of a final in this course. Students will be required to prepare and present a summarized version of their paper as a presentation the last face class (20 points).

Grading Criteria Rubric and Conversion
Grading rubrics are provided for all course assignments within the Canvas course web site. Students should review these rubrics carefully when preparing assignments.

There are 760 grading points available in this class, assigned as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Agreement/Course Profile</td>
<td>15</td>
</tr>
<tr>
<td>Ethics Audit Choices Memo</td>
<td>10</td>
</tr>
<tr>
<td>Interim Audit Report #1</td>
<td>15</td>
</tr>
<tr>
<td>Exam 1 (over Ch. 1-6 and supplemental readings):</td>
<td>120</td>
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<tr>
<td>Exam 2 (over Ch. 7-11 &amp; supplemental readings):</td>
<td>120</td>
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<tr>
<td>Total Exams:</td>
<td>240</td>
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<tr>
<td>Discussion Forums (3@30 points)</td>
<td>90</td>
</tr>
<tr>
<td>Engagement Exercises (3@30 points)</td>
<td>90</td>
</tr>
<tr>
<td>Major Case Analyses (2@ 50 points)</td>
<td>100</td>
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<tr>
<td>Reflection Journals (2@40 points)</td>
<td>80</td>
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<tr>
<td>Final Ethics Audit Case</td>
<td>100</td>
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<tr>
<td>Final Ethics Audit Presentation</td>
<td>20</td>
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<td><strong>Total:</strong></td>
<td><strong>760 points</strong></td>
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Grades are assigned as follows:

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Calculation</th>
<th>Minimum Points Required</th>
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<tbody>
<tr>
<td>A</td>
<td>90% X 760</td>
<td>684</td>
</tr>
<tr>
<td>B</td>
<td>80% X 760</td>
<td>608</td>
</tr>
<tr>
<td>C</td>
<td>70% X 760</td>
<td>532</td>
</tr>
<tr>
<td>D</td>
<td>60% X 760</td>
<td>456</td>
</tr>
<tr>
<td>F</td>
<td>50% X 760</td>
<td>380</td>
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Grading Policy
Minimum points required for a specific course grade are noted on the above table. Minimum points required for a specific course grade will NOT be revised for any reason. There is no extra credit in this class.

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Posting of Grades
All student grades will be posted in the Canvas Grade Book and students should monitor their grading status through this tool. Grades for Exams will be posted no later than 5 days after the availability period has expired. Grades for Cases, Journals and Engagement Assignments will be posted no later than one week following the due date. Grades for Discussion Forums will be posted within five days of the last due date.

COURSE OUTLINE AND CALENDAR
This schedule is provided as your guide to the course; students should post all deadlines to the calendar tool they find most useful. All resources (except text) and detailed assignment instructions are posted to Modules in the Course Web Site. Weekly units begin on Wednesday and close the following Tuesday night. Due dates are given in this schedule; the associated time with each is 11:59 p.m. unless stated otherwise. Points associated with each assignment are shown after in parentheses.

<table>
<thead>
<tr>
<th>Module Dates</th>
<th>Topic Areas/Readings</th>
<th>Assigned Readings\Assignments and Assignments (Items in bold are for grading points, #points shown)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 1/14 – 1/22   FACE Class</td>
<td>Course Overview and Introduction Managers as Ethical, Responsible Leaders and Role Models Introduction to Optimal Ethics Systems Model and Project</td>
<td>Read 3 articles in EReserves, Ethical Leadership folder: 1. Schwartz, “Developing and Sustaining an Ethical Culture” 2. Trevino et al., “Moral Person, Moral Manager” 3. Maak &amp; Pless, “Responsible Leadership in a Stakeholder Society” Read Dr. Altman Course Welcome Message Post to Discussion Forum I, Post 1 due 1/19 (20), Response posts due 1/22, 5:15 p.m. (10)</td>
</tr>
<tr>
<td>Week 3</td>
<td>Hiring Ethical People</td>
<td>Ethics Audit Interim Report #1 Due 2/5, 5:15 p.m. and present in Class (15)</td>
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<tr>
<td>1/30 – 2/5</td>
<td>Ethical Codes of Conduct</td>
<td>Read Collins, Chapters 3 &amp; 4 Review PPT lectures with Dr. Altman notes</td>
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<tr>
<td>FACE class</td>
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<tr>
<td>Week 4</td>
<td>Ethical Decision-Making</td>
<td>Video Ethical Dilemma Engagement Exercise due 2/12 (30)</td>
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<tr>
<td>2/6 – 2/12</td>
<td>Ethics Training</td>
<td>Read Collins, Chapters 5 &amp; 6 Watch Dr. Altman Ch. 5 PPT Video, review Ch. 6 PPT with notes</td>
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<tr>
<td>Online</td>
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<tr>
<td>Week 5</td>
<td>Introduction to Giving Voice to Values (GVV)</td>
<td>Prepare Reflection Journal 1, due 2/19, 5:15 p.m. (40) and bring to class for discussion</td>
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<tr>
<td>2/13 – 2/19</td>
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<td>Read supplemental Readings – GVV Folder course web site Watch “Ethics Unwrapped” Videos</td>
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<td>FACE class</td>
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<tr>
<td>Week 6</td>
<td>Exam 1 covering Chapters 1-6 and supplemental readings</td>
<td>Exam 1 available Online 2/23, 8 a.m., due 2/23, 11:59 p.m. (120)</td>
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<tr>
<td>2/20 – 2/26</td>
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<tr>
<td>Online</td>
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<tr>
<td>Week 7</td>
<td>Ethical Leadership and GVV</td>
<td>Reflection Journal 2 Due 3/5, 5:15 p.m. (40) and bring to class for discussion</td>
</tr>
<tr>
<td>2/27 – 3/5</td>
<td></td>
<td>Read Additional Readings on Ethical Leadership (eReserves) Read GVV – Part 2 Readings, course web site</td>
</tr>
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| **Week 8/9 3/6 – 3/19**  
**FACE class** (extra time due to Spring Break) | Managers as Ethical Leaders – Role of Performance Assessments  
Ethically Engaging and Empowering Employee | Read Collins, Chapters 9 and 10  
Read Supplemental Article in EReserves  
Prepare Case 14, “The Volkswagen Diesel Emissions Scandal”, pp. 458 – 465, Answer Discussion Questions in assignment (NOT text), due 3/19, 5:15 p.m. (50) and bring copy to class for discussion |
| **Week 10 3/20 – 3/26** | Respecting Employee Diversity  
Ethics Reporting Systems | Read Collins, Chapters 7 & 8  
Review Ch. 7 & 8 PPT with notes  
Interim Audit Report #2 on Chapter 7 or 8 elements, Post 1 to Discussion Forum 2 by 3/23 (20), Response posts due 3/26 (10) |
| **Week 11 3/27 – 4/2**  
**FACE class** | Environmental Management and Sustainability | Read Ch. 11  
Supplemental readings (eReserves), web sites and videos (course web site)  
“Momentum for Change” Engagement Assignment due 4/2, 5:15 p.m. and bring to class for discussion (30) |
| **Week 12 4/3 – 4/9** | Exam 2 covering Chapters 7-11 and supplemental readings | Exam 2 available Online 4/6, 8:00 a.m.  
Due 4/9, 11:59 p.m. (120) |
| **Week 13 4/10 – 4/16**  
**FACE class** | Corporate Social Responsibility (CSR) | Read Ch. 12  
Read supplemental readings on eReserves and course web site  
“CSR Reports and Credibility” Engagement Exercise due 4/16, 5:15 p.m. and bring to class for discussion (30) |
<table>
<thead>
<tr>
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<th>Assigned Readings\Assessments and Assignments (Items in bold are for grading points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 14/15 4/17 – 4/30 FACE Class</td>
<td>Final Paper and Presentation</td>
<td>Audit paper due 4/28 (Sunday night) (100) Audit Presentation due 4/30 in class (20)</td>
</tr>
<tr>
<td>Week 16 5/1 – 5/7</td>
<td>Wrap-Up Discussion Forum</td>
<td>Discussion Forum 3, Post 1 due 5/4 (20) and Responses 5/7 (10)</td>
</tr>
</tbody>
</table>

**Important University Dates:**
- January 14, Add/Drop/Late Registration begins, Spring Classes start
- January 16, Add/Drop/Late Registration ends, 16-week and 1st 8-week classes
- January 21, MLK Day, CAMPUS CLOSED
- January 30, Last day to drop 16-week classes with no record
- March 1, Deadline to submit Graduation Application for Ceremony Participation
- March 11 – 15, Spring Break
- April 5, Last day to drop with a Q or withdraw with a W (16-week classes)
- May 10, Last day to withdraw from the University (16-week and 2nd 8-week classes)
- May 10, End of Spring Term
- May 11, Commencement
TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com].

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

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

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [http://hdc.tamu.edu]
Please let the support technician know you are an A&M-Central Texas student.

For this course, you will need reliable and frequent access to a computer and to the Internet.

Check browser and computer compatibility for all computers you will be using for this course this semester. This is a CRITICAL step as these settings are important when you take an exam or submit an assignment.

Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines. Complying with this requirement is part of your “Course Agreement”.

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 Dr. Altman via Canvas messages or the “Course Q&A” Discussion Forum.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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

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

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

For more information regarding the Student Conduct process, [https://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].

The Academic Integrity web site is found in the Orientation portion of the Canvas web site for this class. You are required to read it and verify in your Course Agreement that you have done so and agree to follow it. A found incidence of Academic Dishonesty for any assignment, project or exam in this class will result in 0 points and be referred to the Office of Student Conduct for action. Multiple incidences will result in an F course grade.

Academic Accommodations
At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; phone 254-501-5836. Any information you provide is private and confidential and will be treated as such. For more information please visit our Access &
Inclusion web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].
If you require accommodations for this class, please let Dr. Altman know within the first two
weeks of class, with the appropriate paperwork. All approved requests will be honored.

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
deadra.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 WCOnline 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!

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].
The library Management resource guide and associated databases (https://tamuct.libguides.com/c.php?g=117073) will be particularly useful in this class for the final case paper assigned in this class. This class will also be taking advantage of the Library eReserves resource; copyrighted published articles assigned for this class will be made available through eReserves. The eReserves link for this class is http://tamuct.libguides.com/er.php?course_id=47840

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].

INSTRUCTOR POLICIES
Course Standards
Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues, should be kept professional, including Discussion Forum postings and messages. For online correspondence, appropriate “netiquette” rules should always be followed (see orientation module on course web site for netiquette readings). For written assignments, all work should be proofread, free of grammatical errors, include proper citations and be in accordance with American Psychological Association (APA) standards.

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altman@tamuct.edu.
Professor Altman reserves the right to make changes to this Syllabus should circumstances during the semester cause revision. Note the date below of this Syllabus. Should changes be necessary a revised Syllabus will be posted on the Course web site, an announcement posted to that effect, and the new version will have a different date in the footer.