BUSI 4301-150, Business Ethics and Corporate Social Responsibility
16 Week Web Enhanced Course
DAY T/TH 9:30-10:45 - Founders Hall Room 304
FALL 2020 (August 24 – December 11, 2020)

Obviously, this will be an unusual semester, but I look forward to our time together and helping you learn more about business ethics and other related matters. In this syllabus, I will try to provide as much information as I can about the course and my expectations. Additional information can be found in our Canvas course as well. Please let me know if you have any questions or need something!

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Lucas W. Loafman, J.D., M.B.A.
Office: Founders Hall, Room 217R
Email: loafman@tamuct.edu – This is the best method to contact me for a quick response. You can also use the Canvas email and it will funnel to this address.

College of Business Administration Department Information:
POC: Ms. Melanie Mason
COBA Department Phone Number: 254-501-5944
COBA Department Main Fax#: 254-501-5825

General Office Hours:
Monday: By advance appointment only.
Tuesday: 11:00-1:00, 3:30-4:30
Wednesday: 9:00-1:00
Thursday: 11:00-1:00, 3:30-4:30
Friday: By advance appointment only.

Please reach out to me to schedule an appointment if possible, so I can make sure I don’t miss you. My Wednesday hours may vary, including shifting to a different day that week. I will try to post an announcement in Canvas if that’s the case.

Mode of instruction and course access:

- This is a Web Enhanced course that will generally meet only on Thursdays after the first week of the semester. If we miss a Thursday, we may need to make it up on the following Tuesday.
- This is also a Service-Learning course *SL and requires students to engage the community in a manner that support course content – through indirect Service Learning projects this semester (usually direct).
• This course uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com].

Students will access all course materials (except textbook), assignments, activities, exams and resource links via the Course Web Site in Canvas. Some class dates we will NOT meet face-to-face as online content is substituted or we will be engaging in a Service Learning Project. Please review the course schedule for these dates in the syllabus.

This is a demanding course that requires students to be self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. Be prepared to spend 9-12 hours per week on readings, assignments, and course attendance. Note that the Service Learning requirements of the class (either direct or indirect) requires additional time. Dates and associated assignments are provided in the Course Schedule in the last section of this syllabus and on the course Calendar on the course web site.

Student-Instructor Interaction:
It’s easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to all email in no more than 24 hours if I’m not traveling, and usually within a couple of hours. I will try to make an announcement on Canvas if I will be out of contact for an extended period. Thus, pay attention to the “Announcements” area (it should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

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

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COVID-19 SAFETY MEASURES
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

• Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class
remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

- Face Coverings—Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
  - If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

COURSE INFORMATION

Course Overview and description: (Service Learning) (3 Semester Credit Hours + 2 Indirect Service Learning Projects). Due to COVID-19—this course traditionally requires a direct Service Learning platform where a student engages directly within their local community and completes Service Learning hours. This semester students will doing Indirect Service Learning and engaging indirectly with 2 non-profit organizations in their local community. This course is also being adapted to try to preserve the face to face experience, but also lessen the amount of contact. As such, please bear with me in trying to balance the in person/online pieces.

This course is designed to provide an examination of contemporary organizational ethical issues and challenges. Analysis of stakeholder management and sustainability, with a strong emphasis on the manager’s corporate social responsibilities to a wide variety of stakeholders. Students will study ethical dilemmas and decision-making frameworks and approaches to the personal,
group, organizational and societal levels. Engage in real-world applications through case study analysis and service learning (Direct OR Indirect) which is a critical portion of the course.

Prerequisite(s): BUSI 3301 and MGMT 3301.

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

**A&M-Central Texas - Student Learning Outcomes:** Upon successful completion of the Business Ethics course, the student will be able to:

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

**A&M-Central Texas Service-Learning Course Outcomes:**

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

4. **Civic contexts/structures**: Students will demonstrate ability and commitment to collaboratively work across and within community contexts and structures to achieve a civic aim.

**Writing Competency Goals and Statements**: This course builds off of elementary writing skills that students should have acquired in their general education courses and BUSI 3301. It is intended to further promote professional business level writing skills. Writing skills will be assessed and developed via case studies, analysis, and worksheets. All written work will need to be professional, proof-read, and in compliance with APA 6th edition writing standards.

**2 Required Reading and Textbook(s):**

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

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

**Publication Manual of American Psychological Association** (6th ed.).
American Psychological Association.
ISBN 1433805618

*It is highly advisable 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. **All assignments must be submitted in a Microsoft Word .doc or .docx format.**

- **Student Profile and Course Agreement:** Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement **requires** students to agree to these expectations and promise that they have the computer set-up and self-discipline needed for this course. This profile/agreement is due the end of the first week of class and is worth 10 points.

- **Student Introduction – Discussion Forum (In Class or Canvas):** Given the somewhat personal nature of an ethics course, each student will be required to substantively introduce themselves during the first week of class and is worth 15 points. Any student who misses the first week may introduce themselves via a 2 paragraph posting on the Discussion board.

- **Ethical Discussions:** There will be nine opportunities (15 points each) to participate in discussions, exercises, and activities. Topics will vary and could include “debates” in the text, a question exploring a portion of the text readings in-depth, a supplemental topic based on a current business press article, essay’s, or issues related to Service Learning (135 points total). If an in person class is missed, an alternative opportunity may be allowed with a reasonable excuse.

- **Ethical Dilemma Analysis - Worksheets:** There will be 2 Ethical Dilemma Analysis Worksheets (or “practice dilemma”) in this course. Instructions for the first and second worksheet will be provided in Canvas. The 2 worksheets will be worth 30 points each (60 points total).

- **Ethical Dilemma Analysis:** There will be and Ethical Dilemma Analysis assignment that will require complex analysis of real-world organizational situations using frameworks from the text and assigned discussion questions. This assignment is worth 70 points.

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

- **Exams:** There will be TWO required exams. Each exam will cover 5 text chapters and related supplemental readings, and test students’ knowledge of the key frameworks and concepts. The test questions will be multiple choice and true/false. The Chapter PowerPoint lectures, glossaries, and self-quizzes are all useful study guides for the Exams. Each Exam will be worth 100 points, with 10 questions per chapter and related material, each worth 2 points. The exams will be available all day online, but you may elect to come to the classroom at the normal time to complete it. The online exams will also utilize our Proctorio remote proctoring technology, so you will need a webcam. The proctoring software will also require you to use Google Chrome and have the Proctorio
extension on the browser. You will be able to use your text, publisher resources, any
notes you have made, or my course materials, but the general use of the internet (other
than the publisher website or our course page in Canvas) or the assistance of others is
prohibited and will be monitored with Proctorio.

• **Case Study Assignment**: The ethical Case Study Assignment will require complex
analysis of real-world organizational situations using frameworks from the text and
assigned discussion questions. Detailed instructions will be provided within Canvas. The
case study is worth 60 points.

• **Indirect Service Learning Analysis. To encompass: 2 Discussion Forums and 2
Worksheets.** Indirect Service Learning is an interactive learning methodology that
involves engagement, research, and understanding of community service work within
your local community that directly links to the overall course frameworks. Corporate
social responsibility is a critical concept covered in this course. Most corporations and
business firms now attribute a vital role to be involved in volunteer work in their local
communities. We will “mimic” these types of projects via 2 In-Direct Service Learning
Worksheets and 2 discussion forums during the semester.
  o 2 Indirect Service Learning - Discussion Forum (40 points each)
  o 2 Indirect Service Learning Worksheet (60 points each)

**Grading Policies/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 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 in preparation for class and the exams.

• **Quality Work**: All work submitted for grading shall be of upper level quality in terms of
depth of analysis, grammatical correctness, etc.

• **Identifying Submissions**: Submissions must clearly identify the student and the title of
the assignment.

• **Submission Style Requirements**: Submissions will be in accordance with The Publication
Manual of the American Psychological Association, 6th ed. **Again, 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 major 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, especially with Covid-19. 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 below. There are 850 grading points available in this class, assigned as follows:

<table>
<thead>
<tr>
<th>Course Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Profile and Course Agreement</td>
<td>10</td>
</tr>
<tr>
<td>Student Introduction</td>
<td>15</td>
</tr>
<tr>
<td>Discussion Assignments (In Class or Online)</td>
<td>135</td>
</tr>
<tr>
<td>Ethical Dilemma Analysis Worksheet (2 @ 30 points each) *Twitter *Google</td>
<td>60</td>
</tr>
<tr>
<td>10 Quizzes @ 10 points each in McGraw-Hill Connect</td>
<td>100</td>
</tr>
<tr>
<td>Exam 1 (Ch. 1-5)</td>
<td>100</td>
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<tr>
<td>Exam 2 (Ch. 6-10)</td>
<td>100</td>
</tr>
<tr>
<td>Ethical Dilemma Analysis: Halliburton (1 @ 70 points each)</td>
<td>70</td>
</tr>
<tr>
<td>Service Learning Discussions (2 @ 40 points)</td>
<td>80</td>
</tr>
<tr>
<td>Service Learning Worksheets (2 @ 60 points)</td>
<td>120</td>
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<tr>
<td>Case Study (1 @ 60 points)</td>
<td>60</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>850</strong></td>
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<thead>
<tr>
<th>POINTS</th>
<th>EQUALS</th>
<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>765 –850</td>
<td>=</td>
<td>A</td>
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<tr>
<td>680 – 764</td>
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<td>B</td>
</tr>
<tr>
<td>595 – 679</td>
<td>=</td>
<td>C</td>
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<tr>
<td>510 – 594</td>
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<td>D</td>
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<tr>
<td>Below 509</td>
<td>=</td>
<td>F</td>
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</table>
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 within **one week after** the due date, unless I let you know otherwise.

**COURSE OUTLINE AND CALENDAR**

Complete Course Calendar
- Grading Points available for each assignment noted in ( )
- All graded assignments are noted in bold and due prior to class on the date indicated below
- Chapter quizzes are due on Thursdays by 9:30AM CST.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic / Reading</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td>Be sure to fully understand Syllabus &amp; all course requirements, then complete and submit a copy of your <strong>Student Profile and Course Agreement</strong> via Canvas Assignment Link, <strong>Due 8/30 by midnight (10 pts)</strong></td>
</tr>
<tr>
<td>Aug 24th – 30th</td>
<td>✓ Course Introduction</td>
<td>Read Ch. 1; Study PPT, Glossaries</td>
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<tr>
<td></td>
<td>✓ Chapter 1: Ethics and Business</td>
<td><strong>Complete Chapter 1 Quiz in Connect by 9:30AM on 8/27 (10 points)</strong></td>
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<tr>
<td></td>
<td>✓ Introduction to Service Learning (SL)</td>
<td><strong>Post to the Introductory Forum by 8/30 if you missed both classes (15 points)</strong></td>
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<td></td>
<td>✓ Meet both days this week</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>✓ Chapter 2: Ethical Decision-Making: Personal and Professional Contexts</td>
<td>Read Ch. 2; Study PPT, Glossaries</td>
</tr>
<tr>
<td>Aug 31st – Sept 6th</td>
<td>✓ Service Learning Introduction</td>
<td><strong>Complete Chapter 2 Quiz in Connect by 9:30 AM on 9/3 (10 points)</strong></td>
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<td></td>
<td>✓ In class only on the Thursday, the 3rd</td>
<td><strong>Discussion #1 in Class on 9/3 (15 Points)</strong></td>
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<tr>
<td><strong>Week 3</strong></td>
<td>✓ Chapter 3: Philosophical Ethics and Business – Introduction</td>
<td>Read &amp; Study Ch. 3 and associated resource materials</td>
</tr>
<tr>
<td>Sept 7th – 13th</td>
<td>✓ In class only on the Thursday, the 10th</td>
<td><strong>Complete Chapter 3 Quiz in Connect by 9:30 AM on 9/10 (10 points)</strong></td>
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<td><strong>Discussion #2 in Class on 9/10 (15 Points)</strong></td>
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<td><strong>Complete the Ethical Dilemma Analysis Worksheet: Twitter - due</strong></td>
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<td>Week 4</td>
<td>Sept 14th – 20th</td>
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<tr>
<td>✅ Chapter 4: The Corporate Culture – Impact and Implications</td>
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<td>✅ Indirect Service Learning</td>
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<td>✅ In class only on the Thursday, the 17th</td>
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9/13 by midnight (30 points) and bring a copy to class next week for a follow up discussion.

<table>
<thead>
<tr>
<th>Week 5</th>
<th>Sept 21st – 27th</th>
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<tbody>
<tr>
<td>✅ Chapter 5: Corporate Social Responsibility</td>
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<tr>
<td>✅ Indirect Service Learning</td>
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<tr>
<td>✅ In class only on the Thursday, the 24th</td>
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</table>

Read & Study Ch. 5 and associated resource materials

- **Complete Chapter 5 Quiz in Connect 9:30 AM on 9/24 (10 points)**
- **1st Service Learning Discussion (40 points) *In Class during week 5 OR Online Discussion Forum due 9/27 by midnight.**

<table>
<thead>
<tr>
<th>Week 6</th>
<th>Sept 28th – Oct 4th</th>
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<tbody>
<tr>
<td>✅ Case Study 1</td>
<td></td>
</tr>
<tr>
<td>✅ Chapter 5: Corporate Social Responsibility (Cont.)</td>
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<tr>
<td>✅ In class only on Thursday, the 1st</td>
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</tbody>
</table>

Review Ch 5 & CSR and associated resource materials

- **Discussion #4 in Class on 10/1 (15 Points)**
- **Case Study 1: Ethical Dilemma & Olympic Athletes (60 points). Submit a copy to the Canvas Assignment link 10/4 by midnight**

<table>
<thead>
<tr>
<th>Week 7</th>
<th>Oct 5th-11th</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Exam preparation</td>
<td></td>
</tr>
<tr>
<td>✅ Exam #1 – Online or in class on October 8th</td>
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</tbody>
</table>

Study for Exam 1 covering Chapters 1-5 and supplemental readings on service learning

- **Exam 1 on October 8th (100 points)**

<table>
<thead>
<tr>
<th>Week 8</th>
<th>Oct 12th–18th</th>
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<tbody>
<tr>
<td>✅ Chapter 6: Ethical Decision-Making: Employer Responsibilities and Employee Rights</td>
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</tbody>
</table>

Read & Study Ch. 6 and associated resource materials

- **Take Chapter 6 Quiz in Connect by 9:30AM on 10/15 (10 points)**
- **Discussion #5 in Class on 10/15 (15 Points)**
<table>
<thead>
<tr>
<th>Week 9</th>
<th>Oct 19th-25th</th>
<th>✓ In class only on Thursday, the 15th</th>
<th>✓ Ethical Dilemma Analysis: Halliburton (70 points). Submit a copy of the Worksheet to the Canvas Assignment 10/18 by midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Chapter 7: Ethical Decision-Making: Technology and Privacy in the Workplace ✓ In class only on Thursday, the 22nd</td>
<td>✓ Read &amp; Study Ch. 7 and associated resource materials ✓ Take Chapter 7 Quiz in Connect by 9:30AM on 10/22 (10 points) ✓ Discussion #6 in Class on 10/22 (10 Points)</td>
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</tr>
<tr>
<td>Week 10</td>
<td>Oct 26 – Nov 1</td>
<td>✓ Chapter 8: Ethics and Marketing ✓ In class only on Thursday, the 29th</td>
<td>✓ Read and Study Ch. 8 and associated resource materials ✓ Take Chapter 8 Quiz in Connect by 9:30AM on 10/29 (10 points) ✓ Discussion #7 in Class on 10/29 (15 Points) ✓ Ethical Dilemma Analysis Worksheet: GOOGLE- due 11/1 by midnight (30 points) and bring 1 copy to class next week for a follow up discussion.</td>
</tr>
<tr>
<td>Week 11</td>
<td>Nov 2 - 8</td>
<td>✓ Chapter 9: Business and Environmental Sustainability ✓ In class only on Thursday, the 5th</td>
<td>✓ Read and Study Ch. 9 assigned supplemental readings, and associated resource materials ✓ Take Chapter 9 Quiz in Connect by 9:30AM on 11/5 (10 points) ✓ Discussion #8 in Class on 11/5 (15 Points)</td>
</tr>
<tr>
<td>Week 12</td>
<td>Nov 9-15</td>
<td>✓ Chapter 10: Ethical Decision-Making: Corporate Governance, Accounting &amp; Finance ✓ In class only on Thursday, the 12th</td>
<td>✓ Read and study Ch. 10 and associated resource materials ✓ Take Chapter 10 Quiz in Connect by 9:30AM on 11/12 (10 points) ✓ Discussion #9 in Class on 11/12 (15 Points)</td>
</tr>
<tr>
<td>Week 13</td>
<td></td>
<td>✓ Exam preparation</td>
<td>✓ Study for Exam 2 covering Chapters 6-10 and supplemental readings on service learning</td>
</tr>
</tbody>
</table>
Exam #2 – Online or in class on Thursday, November 19th

Exam #2 on November 19th (100 points)

Service Learning – Part 2
Thanksgiving – No class this week

Be working on your last service learning assignment, but there is no class this week.

Service Learning – Part 2
No class, but SL Worksheet due Thursday night

2nd Service Learning Worksheet - due midnight 12/3 (60 points). Read instructions and grading evaluation criteria very carefully.

Service Learning – Part 2
In class only on Thursday, the 11th

2nd Service Learning Discussion In Class during Week 16
End of Course Survey

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 website and students will be notified of the change.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.
This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.
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]

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 your professor.

**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.

**Online Proctored Testing**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

**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](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 the Drop Request Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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, working with others in an unauthorized manner, 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 referred to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more
about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

**University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering 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. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!
Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WConline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

**University Library**

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

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

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

For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

**OPTIONAL POLICY STATEMENTS**

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

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

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

**Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas/layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Utilizing third party websites to obtain information is also prohibited. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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