



Introduction to the Global Business Environment

BUSI3344-160 (CRN 80640)

Online 16 Week Course

Fall 2020 – 24 August – 11 December

Mode of instruction:

This is a 100% online course via TAMUCT's Canvas Learning Management System: <https://tamuct.instructure.com>

Contact information:

Instructor: Dr. Anne Sluhan

Office: Founders Hall, Suite 217

Email: asluhan@tamuct.edu

Kindly always include "BUSI 3344-120" in the email subject line so that I can identify your class.

College of Business Administration (COBA): Ms. Melanie Mason

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: cobainfo@tamuct.edu

COBA Department Main Fax#: 254-501-5825

Office Hours:

Due to COVID19, virtual office hours will be held on Mondays & Wednesdays 9.00-11.00 (CT) via ZOOM and by appointment.

Join office hours here:

<https://cbs-dk.zoom.us/j/9911115052?pwd=ejJlbVFCOHlwWGdkQVMvOFRPLzBCZz09>

When you log on to ZOOM during office hours, you will land in the waiting room. Since office hours are conducted one-on-one, if you remain in the waiting room, it means other(s) are ahead of you in the queue. Zoom pings every time someone enters the waiting room, so I know when you are there, and I welcome students in the order you arrive. Looking forward to talking with you!

Student-instructor interaction:

Emails (asluhan@tamuct.edu) are checked regularly and I endeavor to respond within 24h during weekdays (48h during weekend and holidays). In days up to course deadlines, a backlog of emails tends to develop. I encourage you to: keep updated in the **Knowledge pool** under **General course information**, to plan your work in good time, and to ask critical questions about your assignments ahead of time so you need not feel last-minute stress up to your deadline. Meetings/conferences can occasionally preempt prompt replies; should this happen, you will receive an auto reply via email.

Due to a variety of CANVAS messaging system issues in the recent past, I prefer you to email me (asluhan@tamuct.edu) with any course-related issues. Always provide your course section (i.e. BUSI3344-160) in the subject line of each email so I can quickly identify your class.

Warrior Shield

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

This course covers key concepts and issues in the current global business environment. Political, financial, cultural, and regulatory effects on firm-level operations will be emphasized.

Course objective

This course is designed to increase the student's understanding of the complexity and the continuously evolving nature of global business. The course will introduce issues, such as the role of trade, investment liberalization, economic integration, and the multinational enterprise. We will examine the influence of cultural, social, religious, economic, political, geographic, philosophical, and environmental forces on competitiveness of an international business.

Student Learning Outcomes

At the conclusion of the course the student will be able to:

- a) Develop cross-cultural sensitivity to interact with individuals from different business cultures.
- b) Analyze the cultural, legal, political, and economic forces of international business environment.
- c) Understand specific trade and investment theories.
- d) Understand the impact of government intervention and trade agreements on global business decisions.
- e) Explain the reasons and methods of entering international business through foreign markets and through domestic import/export markets.
- f) Select appropriate entry modes and business organization models to match strategic international business marketing and/or production objectives.
- g) Apply basic marketing, management, and human resource principles to doing business in various countries.

Required reading: Textbook

Wild, J. J., & Wild, K. L. (2015). *International Business: The challenges of globalization* (8th ed.). Harlow: Pearson Education Limited.

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 and assessment

Individual course components

Introduction: students will introduce themselves in the Student introductions forum.

Module Forum Discussions (=class participation): Module forum discussions are intended to emulate a class setting and to trigger conversations amongst colleagues about the course content. This is an essential component of this course, as students typically share a wealth of knowledge derived from everyone's unique thoughts, ideas, and experiences. Forum discussions rely on the principles of learner-learner interaction to deepen the understanding of the material. As your instructor, I will rarely intervene in discussions, but will read every post and grade them according to their adequacy.

To receive a maximum grade for a forum discussions, students must make at least two posts:

1. a primary post should respond to a set of questions asked by the instructor regarding the subject matter (questions to which answers will often be opinion or research based); and
2. a secondary post should respond to at least one other students (an answer should include at least 3 sentences and be relevant to the fellow student's initial post—generic answers will not get points).

Grading for forum discussions largely depends on your ability to follow instructions and give logical, well-considered, thoughtful, and justified answers. This does not necessarily depend on your ability to be right or wrong (e.g. in an exam setting). Students are encouraged to enjoy learner-learner interactions in the discussion fora and you should consider this online space is equivalent to a class discussion. **Forum discussions are mandatory**, and students who do not participate in a given module will not earn points for that module.

Cultural Interview Report

The cultural interview is to be conducted with a person who has a different nationality from yours, or who has a different national origin. Assignment details will be provided in Canvas.

Exam 1, Exam 2, and Exam 3

Three examinations will be given. Exams will contain multiple-choice questions based on the chapters studied. Adjustments may be made to timing of exams, depending on the learning pace of the class.

Group course components

Initial Country Research Report

The initial country research report is intended to prepare you for the final country report. There will be two broad topics to be researched related to trade and monetary environment, and to international opportunity and market entry. Detailed instructions will be provided in Canvas.

Final Country Group Report

By the end of the semester, your group will be expected to provide a full business report regarding the entry of a new product in your selected country. This report will include two major components: a country analysis (including an analysis of political, legal, economic, monetary, trade, and cultural environments) and a proposed plan for new product entry (including an analysis highlighting the challenges and opportunities of doing business in your chosen country, a description of your product, a competitor analysis, and an entry strategy). More detailed instructions will be published in CANVAS.

Final Country Group Presentation

Each group will present their country group report online. Groups are expected to make a professional presentation. Each group member is expected to present a part of the project in class. More detailed instructions will be published in CANVAS.

Grading Polices/Guidelines

- Required Studying: Instructor-created materials and book chapters: Modules are used for instruction in this online course. While Module Forum Discussions are the equivalent to face-to-face discussions, studying the materials in each module as instructed is the equivalent of attending a lecture. If you would like to succeed in this course, you should study the material as instructed. Studying for a module may include: listening to/watching instructor-created audio and/or video content (e.g., narrated presentation), listening to/watching instructor-provided content (e.g., a news segment about an event that impacts business strategy), reading instructor-created notes, slides, and textbook chapters as instructed.

- Individual performance: It is vital that you are active in the course and complete all work in a professional fashion. You are expected to read the chapters as assigned in the syllabus as well as all the relevant supplemental resources that may be found in the Module content folders for that period of time.
- Quality work: All work submitted for grading must be upper level quality, demonstrating understanding, effort, depth of analysis, grammatical structure, professionalism, and clear logical thought.
- Writing skills, spelling, and grammar: The content of all written assignments is how you are evaluated. While a few minor mistakes are acceptable and will not impact your grade, I reserve the right to remove of up 10% of the points of a written assignment for excessively bad grammar and spelling mistakes. Students who proofread, use spelling and grammar checking tools, and/or obtain help from the University Writing Center should not be affected by this policy.
- Identifying Submissions:
 - Submission titles should be formatted: **StudentLastName_Title_of_the_assignment.docx**
- Submission Style Requirements: Submissions must align with The Publication Manual of the American Psychological Association (APA), 7th ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format.
- Due Dates and Late Submissions: The assignment instructions and deadlines are clear in the syllabus. 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 before the due date. Late submissions of written assignments will cost -20% of the grade per day.
- 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 to make modifications. Any necessary changes will be announced on CANVAS as soon as possible.
- Sundown rule: Students have one (1) week (from the date the grade is released) to enquire about a grade on any assignment. The exception to this is the last round of assignments and your Final Letter Grade when enquiries must be made long before grades are submitted to the Registrar.
- Peer evaluation: Student involvement in group activities will be evaluated by peers using a mandatory collective **Peer evaluation process**. Based on the grade awarded by peers, a student will either receive the full points associated with the team grade on a relevant team assignment or only a portion of the points. Participation in scheduled presentations is mandatory to receive credit.
 - NOTE 1: No later than 24 hours after a peer evaluation due date, any team member may request that the instructor arbitrate team ratings. If arbitration is requested, and it is conducted, the decision of the instructor will be final. The Peer Evaluation will be submitted with each of the team assignments.
 - NOTE 2: In the unlikely event a student is “fired” from the team in accordance with conditions outlined in the team’s charter, s/he must complete the remaining project sections alone with a maximum possible grade capped at 79%. Furthermore, a “fired” student may not earn points for the Team presentation.
 - NOTE 3: Collective Peer Evaluations are required for each group assignment in order for it to be graded.

Grading Criteria Rubric and Conversion

A grading rubric will be published in submission locations in Canvas.

Minimum points required for a specific course grade will NOT be revised for any reason. 1000 grading points are available in this class, assigned as follows:

Course Element	Points
Preliminary assignment	10
Student introduction forum entry	10
Module Forum Discussions (=Class participation) 6@20	120
Cultural Interview	100
Exams 3@ 100	300
Initial Country Research Report	110
Final Country Group Report	200
Final Country Group Presentation	150
Total Points Possible	<u>1000</u>

Points		Letter grade
900-1000	=	A
800-899.99	=	B
700-799.99	=	C
600-699.99	=	D
Below 600	=	F

Posting of Grades

All grades will be posted in CANVAS and students should monitor their status there. I will attempt to post grades for all assignments within one week after the due date, unless otherwise noted.

Course outline and calendar

All written assignments are due on Sundays of a corresponding week by 23:59.

Exams will open on Mondays of a corresponding week and will remain open through the following Sunday until 23:59 (NB! Considering the large window of availability for exams, no make-ups will be allowed.)

Module	Weeks	Topic / Reading	Assignments
Intro	W1 24-28Aug		<ul style="list-style-type: none"> ✓ Complete preliminary assignment in CANVAS ✓ Post Student introduction (required to show that you are active in the course). ✓ Read and review syllabus. ✓ Buy the textbook
1	W2 31Aug-4Sept	Ch. 1 - Globalization	<ul style="list-style-type: none"> ✓ Read Chs. 1 & 2 ✓ Study all relevant content provided in the Module ✓ Post to the Module 1 forum and respond to at least one of your peers' post.
	W3 7-11 Sept	Ch. 2 - Cross-Cultural business	
	W4 14-18 Sept	Cultural Interview	
2	W5 21-25 Sept	Ch. 3 – Political Economy & Ethics	<ul style="list-style-type: none"> ✓ Read Chs. 3 & 4 ✓ Study all relevant content provided in the Module ✓ Post to the Module 2 forum and respond to at least one your peers' post. ✓ Initial Country Research Report due by Oct 4
	W6 28 Sept – 2 Oct	Ch. 4 – Economic Development of Nations.	
EXAM 1	W7 5-9 Oct		<ul style="list-style-type: none"> ✓ Exam 1. Covers Modules 1 & 2. To be completed in one sitting.
3	W8 12-16 Oct	Ch. 5 – International Trade Theory	<ul style="list-style-type: none"> ✓ Read Chs. 5 & 6 ✓ Study all relevant content provided in the Module ✓ Post to the Module 3 forum and respond to at least one your peers' post.
	W9 19-23 Oct	Ch. 6 – Political Economy of Trade	
4	W10 26-30 Oct	Ch. 8 – Regional Economic Integration	<ul style="list-style-type: none"> ✓ Read Chs. 8, 10, 9 ✓ Study all relevant content provided in the Module ✓ Post to the Module 4 forum and respond to at least one your peers' post.
	W11 2-6 Nov	Ch. 10 – International Monetary System Ch. 9 – International Financial Markets	
EXAM 2	W12 9-13 Nov		<ul style="list-style-type: none"> ✓ Exam 2 Covers Modules 3 & 4. To be completed in one sitting.
5	W 13 16-20 Nov	Ch. 11 – International Strategy & Organization	<ul style="list-style-type: none"> ✓ Read Chs. 11, 12, 13 ✓ Study all relevant content provided in the Module ✓ Post to the Module 5 forum and respond to at least one your peers' post.
	W 14 23-27 Nov	Ch. 12 – Analyzing International Opportunities Ch. 13 – Selecting & Managing Entry Modes.	
6	W15 30 Nov-4 Dec	Ch. 14 – Developing & Marketing Products Ch. 16 – Hiring & Managing Employees.	<ul style="list-style-type: none"> ✓ Read Chs. 14 & 16 ✓ Study all relevant content provided in the Module ✓ Post to the Module 6 forum & respond to at least one your peers' post. ✓ Submit Final Group Country Report
Conclusion & Evaluation	W16 7-11 Dec		<ul style="list-style-type: none"> ✓ Exam 3 covers Modules 5 & 6. To be completed in one sitting. ✓ Submit Final Group Country Presentation by Thursday, Dec 8 by 18.00

The schedule is subject to change, in which case a new syllabus w/modified version date will be published and students will be notified.

Important University Dates

August 24, 2020	Classes Begin for Fall Semester
August 26, 2020	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
September 7, 2020	Labor Day (University closed)
September 9, 2020	Deadline to drop 16-week Classes with No Record
October 19, 2020	Class Schedule Published for Spring Semester
October 30, 2020	Deadline for Graduation Application for Fall Ceremony Participation
November 2, 2020	Registration Opens for Spring Semester
November 6, 2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2020	Veteran's Day (University closed)
November 26-27, 2020	Thanksgiving (University closed)
December 11, 2020	Deadline to Withdraw from University for 16- and Second 8-Week Classes Fall Semester ends Deadline for Applications for Tuition Rebate for Fall Graduation (5pm) Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee Fall Commencement Ceremony Bell County Expo 7 pm
December 15, 2020	Deadline for Faculty Submission of 16-Week Final Class Grades

Technology requirements and support

This course will use the A&M-Central Texas Instructure Canvas learning management system: <https://tamuct.instructure.com>

Since Canvas no longer supports any version of Internet Explorer, we recommend using Chrome or Firefox.

Username: Your MyCT username 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.

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 minimum computing requirements plus web camera, speaker, and microphone (or headset). Proctorio requires you to use Chrome 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.

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>

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://www.tamuct.edu/student-affairs/student-conduct.html), <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), https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0

Any found incident of academic dishonesty for any assignment 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; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please log into our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page <https://tamuct.instructure.com/courses/717>

If you require accommodations for this class, please let Dr. Sluhan know in the first two weeks of class, along with the appropriate paperwork. All requests approved by the Office of Access and Inclusion 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 [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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. 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, or have any other questions, 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. 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/) [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) [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) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours. This class uses the library eReserves service to access supplemental readings.

A note about sexual violence at A&M-Central Texas

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

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

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, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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.

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 (see link to APA resources in Orientation module).

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.

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NB! Dr. Sluhan reserves the right to make changes to this syllabus should circumstances during the semester cause revision. Note the version date in the footer. 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.