



SYLLABUS - SPRING SEMESTER 2020

CASE STUDIES IN FINANCE

Course Number: FIN 4303. Section 110. Course CRN: 10028

WARRIOR SHIELD – An 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) [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.

➤ **COURSE DATES, MODALITY, AND LOCATION**

This course meets from January 13 through May 7, 2020, in a fully online format, other than days when the campus is closed, as noted on the Course Calendar in this Syllabus, or when announced by the university (see paragraph above on Warrior Shield).

This course uses the A&M-Central Texas Canvas Learning Management System described more fully later in this syllabus and accessed at: <https://tamuct.instructure.com/>. Students must check the Canvas site frequently throughout the semester. You will use the tamuct username and password communicated to you separately to log on to this system. Canvas will be utilized for communication that includes email, announcements, grades, the syllabus, and learning materials for the duration of the course.

➤ **INSTRUCTOR CONTACT INFO**

Name: Dr. Mary H. Kelly; Associate Professor of Finance

Office: 323F Founder's Hall

Phone: 254-501-5846 (university may discontinue phones and more fully utilize email for scheduling appointments done over the phone or on-campus)

Email: Contact me by [Canvas email](#).

If you contact my university email of mhkelly@tamuct.edu **BE SURE THE SUBJECT LINE SAYS FIN 4303-110.**

Office Hours: On-Campus:

Tues: 12:15 – 1:15 pm. Don't hesitate to ask for other days/times.

Online Office Hours thru email and phone calls:

Mon: 11 am – Noon and 6-7 pm.

Tues, Weds, Thurs: 4:00-5:00 pm.

Other days and times available. Don't hesitate to ask me.

Communication between Instructor and Student: The best way to reach me is [email in Canvas](#) or at my university email stated above. [Be sure to put FIN 4303-110 in the subject line.](#) I generally respond within a day or two, or sooner if I am online for virtual office hours.

A General Discussion Board will be set up in Canvas that will allow you to ask questions of others in the class and receive their answers or comments. Utilization of this discussion board is a key feature for class interface beyond the face-to-face class schedule.

Administrator for Course, Department, and the College of Business Administration (COBA).

Appointments and other information can be accomplished via phone or email.

1) call [254-501.5933](tel:254-501-5933).

2) COBA general assistance: Email is cobainfo@tamuct.edu. Phone is 254-519-5437.

3. COURSE OVERVIEW AND DESCRIPTION

Course Description in Catalog:

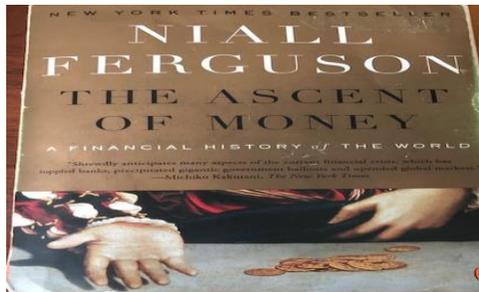
(WI) Utilize fundamental concepts learned in previous finance, accounting, and economics courses to analyze real-world finance problems. In structured and unstructured cases, student teams analyze problems and recommend solutions. Cases drawn from areas such as corporate finance, investments, international finance, and personal finance. Prerequisite(s): FIN 3301.

The WI designation means that FIN 4303 is a “Writing Intensive Course.” The purpose of the WI designation is to offer students a format to develop and improve written communication skills. This means both the mechanics of writing (punctuation, grammar, spelling, format, syntax, completion of requirements, etc.) and writing in formats essential for the finance discipline. The professor will provide feedback on the student’s writing skills and opportunities will be available for the student to revise some writing assignments.

4. COURSE MATERIALS

(1) REQUIRED textbook: The Ascent of Money: A Financial History of the World. By Niall Ferguson. Published by The Penguin Press (2008). Available at campus bookstore – new or used.

ISBN: 978-1-59420-192-9 or 978-0-14-311617-2. Below is a photo of the cover of the text.



(2) REQUIRED: Other Learning Materials for Cases will be posted in Canvas.

(3) REQUIRED: Know how to access the university library to conduct research.

5. COURSE LEARNING OBJECTIVES (LOs)

By best practice, Learning Outcomes (LOs) are measurable. This Syllabus includes a Course Calendar that includes an assessment map stating the connection between assignments and the Course Learning Outcomes (LOs), which are listed below.

Upon successful completion of this course, a student should be able to *demonstrate* the following Course Learning Outcomes, which will be *measured* during the course:

1. Demonstrate effective written communication for a thorough, accurate financial analysis.
2. Demonstrate effective written communication for financial decision-making.
3. Evaluate and describe the risk/return relationship in financial decision-making.
4. Present a cogent, well-written analysis on an assigned topic in the finance discipline.
5. Demonstrate principles of effective written communication in various formats, such research papers with proper APA citations; power point presentations; an executive summary; charts and tables that highlight financial information; etc.

6. COURSE REQUIREMENTS AND GRADING

Course Calendar: This Syllabus includes a Course Calendar. It outlines topics, requirements, due dates, and the connection between requirements and Learning Objectives (LOs) described above in Section 5 of this Syllabus. The Course Calendar may change at discretion of instructor.

Writing Assignments:

As a WI course, the majority of assignments involve writing. The intent is not to write many long papers, but to foster development of and continuous improvement in a student's writing skills. The writing skills developed and evaluated will include both the mechanics of writing (punctuation, grammar, spelling, formatting, syntax, complete cover sheets and/or reference page, etc.) and writing skills that are valued in the finance discipline.

To foster the development of and continuous improvement in writing skills, the professor will provide feedback on certain writing assignments and provide opportunities to revise and re-submit some assignments. It will be the student's decision to make the instructional adjustments and corrections for a re-submission. Revising and re-submitting is not required, even though it will be an opportunity for a revised score that is often higher, leading to a total score on the assignment that is an average of each submission. This structure means that students will work independently much of the time, and at various paces, determined by whether or not to revise and re-submit a writing assignment.

Learning Materials will be posted in Canvas – including cases, grading rubrics, and other guidelines designed to assist in writing a cogent, thorough financial paper.

Exams/Quizzes

Exams are called Quizzes in Canvas, so the words Exam and Quiz have the same meaning and are used interchangeably, regardless of length or format. There will not be many exams/quizzes.

Late or Missed Submissions:

Late submissions are not acceptable. If you make acceptable arrangements with the instructor, it is possible to arrange a make-up exam or arrange for missed points to come from another Exam/Quiz or from an average of other course work.

Extra credit:

There will be opportunities for extra credit during the semester.

Grading:

Letter grades are based on a student’s percentage of the maximum points possible from all requirements. EXTRA CREDIT points will increase a student’s total points, making it possible, albeit difficult, for a student to have more than the 100% of the maximum required points.

Grading Criteria:

- A is 90% or more of the maximum required points in the course.
- B is 80% - 89% “ “ “ “ “
- C is 70% - 79% “ “ “ “ “
- D is 60% - 69% “ “ “ “ “
- F is less than 60% “ “ “ “ “

All grades will be posted in Canvas Gradebook. Grading will generally be done within a week of due date, although some writing assignments may require more time to grade and this will be communicated in Canvas.

Incomplete Grades:

A grade of Incomplete can be given only according to university policy, which requires extenuating circumstances, such as serious illness or other necessary absences, and a grade-to-date in the course of at least a “C,” with most of the course completed. Also, an Incomplete must be completed in accordance with university policy. If this does not happen, the “Incomplete” will be changed to “F.” Requests should be submitted in writing and should include a detailed explanation and documentation. an address and/or telephone number where you may be contacted throughout the following full-term semester (i.e., Fall or Spring). Also, students will be required to enter into a contract with the professor to finish the course with specified requirements and within a timeframe to be determined by the professor.

7. COMMUNICATION GUIDELINES - NETEQUITTE

Online communication is a very critical component for this online course and is also important for this course in a face-to-face format. You are expected to conduct yourself in the same respectful manner, whether in the face-to-face classroom or in online communications. Be sure to abide by the following guidelines when participating in the various methods of communication with instructors and classmates:

1. Think through your response before responding. Before you submit your comments, proofread your comments to minimize any misunderstandings.

2. Do not capitalize everything. Capital letters may be used for EMPHASIS, BUT IT MAY APPEAR THAT YOU'RE SHOUTING!
3. Keep conversations free from offensive language. The online course is an environment for positive feedback and productive dialogue. Profanity will not be tolerated.
4. Use correct spelling and proper grammar. Keep your responses on topic and concise. Do not write long responses, for they will not likely be read or may take too much of another person's time.
5. Do not ramble. You are not the only person behind a keyboard. Be mindful of others' feelings and treat them with the respect everyone deserves.
6. Communicate respectfully.

In this course, you are also expected to abide by the University's student code of conduct and policies on the classroom. [View the University's Student Code of Conduct online \(Click here for link to an external site\)](#). Visit the Office of Student Conduct Website here. [\(Click here for link to an external site\)](#).

8. INSTRUCTOR POLICIES

(8 i.) 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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College of Business Administration. 1001 Leadership Place, Killeen, TX 76549.
Phone 254-501-5846. Fax 254-501-5825. mhkelly@tamuct.edu.

(8 ii.) Additional Information

An important component of a learner-centered syllabus is a section directed to you – the student - that explains the instructor's teaching philosophy for this course. Here it is.

My expectation is for you to demonstrate proficiency with several established theories and practices about financial valuation. Proficiency includes: (i) demonstrating a thorough understanding of the risk - return relationship for financial decision-making; (ii) demonstrating a thorough financial analysis for decision-making; and (iii) demonstrating a cogent, written analysis that is well-written for the finance discipline. I am always enthusiastic about teaching finance and discussing professional development with students!

Remember: **the best way to reach me is [Canvas email](#)** or my university email of mhkelly@tamuct.edu with FIN 4303-110 in the subject line.

9. COURSE CALENDAR

Below is the course calendar. It may change at discretion of professor.

COURSE CALENDAR
Module # Week # and Dates
Topics, Requirements, Extra Credit, Course Learning Objectives (LOs) from Section 5 above

Module # 1: Weeks 1 – 8 Topic: The Ascent of Money: A Financial History of the World

Module 1 addresses Learning Objectives 2, 3, 4, and 5 from Section 5 listed above.

Week #1:

Mon Jan 13 – Sun Jan 19

- **Extra Credit:** Corporate Logo Quiz and Post on Discussion Board
- Begin reading “The Ascent of Money: A Financial History of the World”
- While reading, consider the two writing assignments on this book –
 - (1) Summary of a Chapter that you Select. A few weeks later is the 2nd assignment.
 - (2) Summary of the Text.
- Review Learning Materials in Canvas, Module 1.

Week #2:

Mon Jan 20 – Sun Jan 26

- **Required:** Student Introduction to Class posted on Discussion Board
- Continue reading “ The Ascent of Money: A Financial History of the World.”
- While reading, consider the two writing assignments on this text –
 - (1) Summary of a Chapter that you Select. A few weeks later is the 2nd assignment.
 - (2) Summary of the Text.
- Review Learning Materials in Canvas, Module 1. Included are requirements on assignments.

Week #3:

Mon Jan 27 – Sun Feb 2

- Continue reading “ The Ascent of Money: A Financial History of the World.”
- While reading, consider the two writing assignments on this text –
 - (1) Summary of a Chapter that you Select. A few weeks later is the 2nd assignment.
 - (2) Summary of the Text.
- Conduct and Complete research on writing an effective summary of a chapter in a book.
- Conduct Research on how to write an effective summary of a book.
- Conduct and Complete Research on writing an effective executive summary and abstract.
- Review Learning Materials in Canvas, Module 1. Included are requirements on assignments.

Week #4:

Mon Feb 3 – Sun Feb 9

- **Required:** Submit Chapter Summary from Text, students select the chapter
- **Required:** Submit Post on Discussion Board from Chapter Summary.
- Reflect on “ The Ascent of Money: A Financial History of the World.”
- Begin Draft of 2nd writing assignments on this text – Summary of the Text.
- Review Research on how to write an effective summary of a book.
- Review Learning Materials in Canvas, Module 1. Included are requirements on assignments.

Week #5:

Mon Feb 10 – Sun Feb 16

- Reflect on “ The Ascent of Money: A Financial History of the World.”
- Draft the 2nd writing assignments on this text – Summary of the Text.
- Review Research on how to write an effective summary of a book.
- Review Learning Materials in Canvas, Module 1.
- **Required:** Review Feedback on Chapter Summary; Revise for Continuous Improvement

Week #6:

Mon Feb 17 – Sun Feb 23

- **Required:** Submit Summary of Book
- **Required:** Revise Chapter Summary for Continuous Improvement

Week #7:

Mon Feb 24 – Sun March 1

- **Required:** Submit Revised Chapter Summary if desire to do so for continuous improvement and opportunity for score to be revised upward.

Week #8:

Mon March 2 – Sun March 8

- **Required:** Review Feedback on Summary of Book
- **Required:** Revise Book Summary for Continuous Improvement
- **Required:** Submit Revised Book Summary if desire to do so for continuous improvement and opportunity for score to be revised upward.

Week #9

SPRING BREAK

Mon March 9 – Sun March 15

Module #2: Weeks 10 – 14 Topic: The Risk-Return Relationship in Corporate Lending

Module 2 addresses Learning Objectives 1, 2, 3, 4, and 5 from Section 5 listed above.

Week #10:

Mon March 16 – Sun March 22

- **Required:** Review the Case Learning Materials in Canvas
- Review Learning Materials in Canvas, Module 2. Included are requirements on assignments.
- Draft Outline of Case Analysis

Week #11:

Mon March 23 – Sun March 29

- Review the Case Materials in Canvas
- Review Learning Materials in Canvas, Module 2. Included are requirements on assignments.
- Prepare Final Draft of Case Analysis

Week #12

Mon March 30 – Sun April 5

- **Required:** Submit Case Analysis
- **Required:** Submit Summary of Risk-Return Analysis on Discussion Board

Week #13

Mon April 6 – Sun April 12

- Review Learning Materials in Canvas for Research Case. Included are requirements.

Week #14

Mon April 13 – Sun April 19

- **Required:** Review Feedback on Case for Risk-Return Analysis in Corporate Lending
- **Required:** Revise Case for re-submission for continuous improvement and opportunity for score to be revised upward.

Module # 3: Weeks #15 - #17 Topic: The Tax Shield of Debt – A Close Connection between Corporate Finance and Public Policy

Module 3 addresses Learning Objectives 1, 2, 3, 4, and 5 from Section 5 listed above.

Week #15

Mon April 20 – Sun April 26

- **Required:** Review Learning Materials for this Case in Canvas, Module 3. Included are requirements on assignments.
- **Required:** Review Research Articles; Conduct additional research, if needed
- **Required:** Quiz on The Tax Shield of Debt

Week #16

Mon April 27 – Sun May 3

- **Required:** Review Learning Materials in Canvas, Module 3. Included are requirements on assignments.
- **Required:** Submit Position on the Discussion Board
- **Required:** Reply to a classmate's position
- **Extra Credit.** DUE by May at 4 Noon.

Week #17

FINALS WEEK

Mon May 4 – Fri May 8

- Review Scores and Course Grades
- Discuss Academic Advising and Professional Development

UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES

10. TECHNOLOGY REQUIREMENTS FOR THE COURSE

10a. 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/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

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

10b. 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:

Phone: 1-844-757-0953.

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

Other Technology Support

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

24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

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.

11. IMPORTANT DATES THIS SEMESTER

11a. The Academic Calendar can be found at this link:

<https://www.tamuct.edu/registrar/academic-calendar.html>

The following calendar is proposed and **can change** without notice.

Date	Description
January 13, 2020	Add, Drop and Late Registration Begins for 16- and First 8-Week Classes \$25 Fee assessed for late registrants
January 13, 2020	Classes Begin for Spring Semester
January 15, 2020	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 20, 2020	Martin Luther King, Jr Day (University Closed)
January 21, 2020	Deadline to Drop First 8-Week Classes with No Record
January 29, 2020	Deadline to Drop 16-Week Classes with No Record
February 21, 2020	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2020	Deadline for Teacher Education and Professional Certification Applications
March 6, 2020	Classes end for 1st 8-Weeks
March 9-12, 2020	Spring Break (No Classes - Administrative Offices Open)
March 13, 2020	Spring Break (University Closed)
March 10, 2020	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 15, 2020	Deadline for Clinical Teaching/Practicum Applications
March 16, 2020	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
March 16, 2020	Classes Begin for Second 8-Week Session
March 16, 2020	Class Schedule Published for Summer Semester
March 18, 2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 23, 2020	Deadline to Drop Second 8-Week Classes with No Record
March 27, 2020	Deadline for Graduation Application for Ceremony Participation

Date	Description
March 30, 2020	Registration Opens for Seniors, Post-Bacc, and Graduate Students for Summer Semester
April 3, 2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 6, 2020	Registration opens for all students for the Summer and Fall Semesters
April 24, 2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 8, 2020	Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)
May 8, 2020	Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
May 8, 2020	Deadline to Withdraw from the University for 16- and Second 8-Week Class
May 8, 2020	Spring Semester Ends
May 9, 2020	Spring Commencement Ceremony

11b. Drop Policy.

Drop Policy

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

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the 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.

11c. 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),
[<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].

11d. 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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

11e. 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.

11f. 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. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

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) 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.

11g. University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-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 [WOnline](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.

11h. 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].

11i. OPTIONAL POLICY STATEMENTS

(11 ii.) 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].

(11 iii.) 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 concerning behaviors, or individuals causing a significant disruption to our community, 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.