

**BUSI 4334-110, CRN 80305, Employment Law  
Spring 2020**  
Texas A&M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

Monday evenings, 6:00pm-8:45pm

Founders Hall, Room #211

\*\*\**COURSE CHANGED FROM F2F TO ONLINE-ONLY BEGINNING WEEK 9*

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Marc Rietvelt, J.D., M.B.A.

**Office:** None – Adjunct Faculty

**Phone:** 512-402-3109 (cell; please call before 9pm)

**Email:** [m.rietvelt@tamuct.edu](mailto:m.rietvelt@tamuct.edu)

**Office Hours:**

I will be available before and after class each week and by email.

**Mode of instruction and course access:**

This course met face-to-face Weeks 1-7. Beginning Week 9, the following shall apply:

- This course shall be a 100% online course using TAMUCT's Canvas Learn system (<https://canvas.instructure.com/>). *An online course offers great flexibility but only students with strong self-discipline can enjoy the benefit and succeed in passing the course.* Students often find an online course more time consuming than a traditional face-to-face course. Specific guidelines for taking an online course using TAMUCT's Canvas classroom are available in several short topics under the "Modules" tab on the left-hand menu (then click "Canvas LMS Orientation").
- **Note:** *Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines.*
- Specific technical guidelines for using online course materials in TAMUCT's Canvas classroom are available below in the "**TECHNOLOGY REQUIREMENTS AND SUPPORT**" section of this syllabus and in the same topic in the TAMUCT's Canvas classroom under the "Modules" tab on the left-hand menu (then click "Canvas LMS Orientation").
  - Tutorials for using Canvas can be found under the "Canvas Help" tab in the online classroom.
  - To check browser specifications: <https://community.canvaslms.com/docs/DOC-10720-67952720329>
  - To check computer specifications: <https://community.canvaslms.com/docs/DOC-10721-67952720328>

**Student-instructor interaction:**

You are welcome to shoot me an email or call me on my cell regarding course related questions or matters. Please remember that I am an adjunct faculty member, and my day job takes up most of my time between 8:00am and 6:00pm during weekdays. That said, I generally try to check my TAMUCT email at least once per day (typically within the evening), and I will respond within 24 hours. For emergencies or time-sensitive matters, you may get a quicker response by

calling me on my cell (listed above).

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

### **COURSE INFORMATION**

**Course Overview and description:** The study of the principles of law concerning the employment relationship between an employee and their employer, the protections provided in the workplace by the government, and the rights of workers and employers.

**Course Learning Objectives (CLOs):** At the conclusion of the course the student should be able to at an acceptable level per the grading scale found in syllabus section “Grading Information” (minimum of 700 points):

- 1** – Identify legal resources for employment law and describe how to read legal cases; and be able to fully outline an overview of employment law, and explain the employment-at-will doctrine, its exceptions, and recognize commonly committed workplace torts. (*relates to MLO 1-6*)
- 2** – Discuss the legal implication of creating the employment relationship, including agency law, current federal immigration law and policy, explain the role of alternative dispute resolution, and discuss the legal and managerial implications of employment law protections. (MLO 7-10)
- 3** – Describe the history and framework of Title VII of the 1964 Civil Rights Act, as amended, and explain who is protected, and how cases proceed under it. (MLO 11- 17)
- 4** – Fully explain the protections under Title VII for race, color, national origin, ethnicity, Gender, sexual orientation, religion, as well as the additional protections are provided by the FMLA, ADEA, and ADA. (MLO 18-29)
- 5** – Discuss the privacy rights that public and private-sector employees have in the 21st Century, and describe the role of the GINA legislation. (MLO 30-33)
- 6** – Describe the policy, processes, and penalties under the Occupational Health and Safety Act, and describe the protections under the FLSA, the Equal Pay Act, and other EEO and Employment Legislation on the federal and state levels, for example unemployment and workers’ compensation laws. (MLO 34-38)
- 7** – Fully explain employee safety nets, such as social security, ERISA, COBRA, and HIPPA.(MLO 39-42)
- 8** –Analyze current employment law issues, evaluate alternatives that legally and ethically

resolve the issues, and recommend company action consistent with law, company policy, and culture. (MLO 43-46)

9 – Maintain professionalism in communications. (All Class Activities, All Communications). (MLO 1-46)

**Student Module Learning Outcomes (MLOs):**

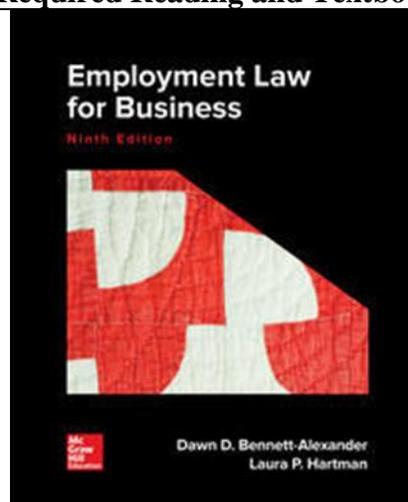
- 1) Discuss an overview of employment law (*relates to* CLO 1).
- 2) Evidence in discussions and assignments, the ability to read legal cases and locate legal resources (CLO 1).
- 3) Demonstrate professionalism in all class activities and communications (CLO 9).
- 4) Explain the concept of employment-at-will (CLO 1).
- 5) List and apply the exceptions to the employment-at-will doctrine (CLO 1).
- 6) Recognize commonly committed workplace torts (CLO 1).
- 7) Explain how agency law impacts the employer-employee relationship (CLO 2).
- 8) Explain the legal rights and obligations of the employer-employee relationship in regard to recruitment, selection, performance evaluation, pay, and discipline (CLO 2).
- 9) Compare and contrast alternative dispute resolution tools and discuss their effectiveness in the employer-employee relationship relative to traditional lawsuits (CLO 2).
- 10) Explain how current federal immigration law and policy impacts the employer-employee relationship (CLO 2).
- 11) Describe the historic development of the Civil Rights Act of 1964 including the Civil Rights Acts of 1866 and 1870 (CLO 3).
- 12) Describe who is protected by Title VII of the Civil Rights Act, as amended (CLO 3).
- 13) Describe how cases proceed under Title VII of the Civil Rights Act, and the role of various types of alternative dispute resolution used by the EEOC (CLO 3).
- 14) Outline the defenses to discrimination under Title VII of the Civil Rights Act (CLO 3).
- 15) Recognize the difference between disparate impact and intentional discrimination (CLO 3).
- 16) Discuss the design and history of Affirmative Action (CLO 3).
- 17) Distinguish among judicial, voluntary, and executive order affirmative actions, as well as Veterans' affirmative action rights (CLO 3).
- 18) Fully explain the protections under Title VII against discrimination based on race, color, national origin, and ethnicity (CLO 4).
- 19) Define what national origin is and recognize the defenses and burdens of proof in discrimination cases involving national origin (CLO 4).
- 20) Fully explain the protections under Title VII against discrimination based on gender, gender identity, and sexual orientation (CLO 4).
- 21) Describe the relationship between gender discrimination and sexual harassment (CLO 4).

- 22) Discuss the employer's liability for sexual harassment in the workplace (CLO 4).
- 23) Describe what is considered discrimination based on sexual orientation and gender identity (CLO 4).
- 24) Fully explain the protections under Title VII against discrimination based on religion, and the defenses and burdens of proof in discrimination cases involving religion (CLO 4).
- 25) Fully explain the protections under Title VII against discrimination under the Pregnancy Discrimination Act, and discuss the rights employees have under the Family Medical Leave Act (FMLA) (CLO 4).
- 26) Fully explain the protections under Title VII against discrimination based on age and describe the procedures and remedies under Age Discrimination in Employment Act (ADEA) (CLO 4).
- 27) Fully explain the protections under the ADA amendments to Title VII against discrimination based on disability (CLO 4).
- 28) Discuss who is a qualified individual with a disability, define what reasonable accommodation means under the Americans with Disabilities Act (ADA), recognize the defenses and processes for enforcing rights under the ADA, and identify impact of recent cases and statutory amendments (CLO 4).
- 29) Describe the policy behind workers' compensation legislation and discuss its role as a protection against disability (CLO 4).
- 30) Discuss what privacy rights employees have in the workplace and outside of work (CLO 5).
- 31) Describe the rights employers have to monitor their employees' computers, phones, and other electronic devices (CLO 5).
- 32) Distinguish between public sector and private sector employee privacy rights (CLO 5).
- 33) Describe the rights employees have in regard to genetic testing, and the protections under the Genetic Information Non-discrimination Act (GINA) (CLO 5).
- 34) Describe the policy and processes of the Occupational Safety and Health Act (CLO 6).
- 35) Discuss the citations, penalties, abatement and appeals available under the Occupational Safety and Health Act (CLO 6).
- 36) Describe the Fair Labor Standards Act (FLSA) in regard to its statutory basis, who is covered, and its minimum wage, overtime, child labor, and retaliation provisions (CLO 6).
- 37) Discuss the protections under the Equal Pay Act, and explain its relationship to the FLSA (CLO 6).
- 38) Describe the legal framework of unemployment compensation benefits (CLO 6).
- 39) Explain the social security and Medicare protections under the Federal Insurance Contributions Act (FICA) (CLO 7).
- 40) Explain the protections offered under the Employee Retirement Income Security Act (ERISA) (CLO 7).

- 41) Explain the protections offered under the Consolidated Omnibus Budget Reconciliation Act (COBRA) (CLO 7).
- 42) Explain the protections offered under the Health Insurance Portability and Accountability Act (HIPAA) (CLO 7).
- 43) Describe the legal, managerial, and policy implications of employment law protections (CLO 8).
- 44) Analyze the development of and current nature of employment law issues in US and multinational companies (CLO 8).
- 45) Evaluate alternative solutions to current workplace employment law issues using legal, ethical, and cultural criteria (CLO 8).
- 46) Recommend company action to resolve current workplace employment law issues, consistent with law, company policy, and company/country culture (CLO 8).

**Competency Goals Statements (certification or standards): N/A**

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



*Employment Law for Business* (9<sup>th</sup> ed.), (2019), Bennett-Alexander, D. D. & Hartman, L.P., New York, NY: McGraw-Hill Education, ISBN - **9781260664492**.

This is a loose-leaf version of the text with Connect access to complete online assignments that is being carried by our bookstore.

**To access Connect assignments:**

Step 1: Sign into Canvas account

Step 2: From Courses, click on course name.

Step 3: On Canvas course home page, locate and click on Assignments (via course navigation menu).

Step 4: Click on the Connect assignment.

Step 5: Click on Begin.

Step 6: Do you already have a Connect account?

- If so, enter your email address and password and click Sign In.
- If you need to create a Connect account, click Register.

Step 7: Enter email address then click Submit.

Step 8: You have three registration options.

- **REGISTRATION CODE:** Enter Connect registration code and click Submit.
- **PURCHASE ONLINE:** Click on Buy Online to use a credit card or PayPal.

Step 9: If you do not have a Connect account, you will

	<p>be prompted to create an account.</p> <ul style="list-style-type: none"> <li>• It is recommended to use your school/institution email address when creating an account.</li> </ul> <p><b>There is at least a one-week free trial available if your book is late in arriving to get you started.</b></p>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer, for exam McGraw-Hill: &lt;<a href="https://www.mheducation.com/highered/product/employment-law-business-bennett-alexander-hartman/M9781259722332.html">https://www.mheducation.com/highered/product/employment-law-business-bennett-alexander-hartman/M9781259722332.html</a> &gt;</i></p>	

## COURSE REQUIREMENTS

*The assessments below will measure the applicable Course Learning Objectives (CLOs) and Module Learning Outcomes (MLOs) stated above. Particular CLOs and MLOs may be assessed by multiple methods, ex. homework and an exam question.*

### Late Assignments

1. McGraw Connect Homework & Quizzes – Late Assignments are not accepted (a certain number (low-grade or missing) will be dropped at the end of the term).
2. Analyzing a Supreme Court Decision Project – Late projects are accepted but will be reduced by 10 points per day.
3. You're the HR Rep! Assignment – Late projects are accepted but will be reduced by 10 points per day.
4. Exams - if you fail to take an exam without notifying me *prior to* the exam, you can score no higher than the lowest grade a class member received who took it on time and only if I approve the excuse as warranting a make-up.

*Below, you will find summary information concerning assignments and exams. Assignment details are will be posted in Canvas classroom (in Canvas, click on the relevant “Module” to find the current assignments).*

**McGraw Connect Homework & Quizzes - (150 points)** - Each week you will utilize Connect to complete Homework (HW) questions and quizzes related to the chapter(s) covered that week. Connect HW (10 pts. each) and Quizzes (5 pts. each) cover 15 chapters, but the worst HWs and the worst quizzes will be dropped, leaving a total of 150 points available. HW and quizzes come with short time limitations, so you need to be very familiar with the content prior to completing them. *Taken together, these assess all CLOs & MLOs.*

**Grading:** Answers are either right or wrong. Connect gives you immediate grade feedback on each of the quizzes and exercises. *Connect HW & Quizzes are due before class begins that week on Mondays by 11:59 CST. See Course Syllabus and Course Calendar for due dates.*

**Class Participation – 50 points** – This course is intended to be an interactive class and to prompt discussion. You will be asked questions and asked to participate during the class, and to engage with me and other students as appropriate. I encourage each of you to share your thoughts, insights, and experiences during the course concerning various employment law concepts, events, and issues.

**Grading:** Class participation shall be graded not on the quantity of questions or comments. In order to receive full credit, you must thoughtfully, substantively, and respectfully contribute to this discussion during the course. This score will reflect my assessment of your level of participation in the course during the semester term. *This assesses all CLOs & MLOs.*

**Analyzing a Supreme Court Decision – 100 points** – Employment law is a constantly evolving area of the law. It is important for employers *and* employees to stay up-to-date on developments in the law and how it affects the workplace. This assignment will ask you to answer read and answer questions about a recent Supreme Court decision on a timely and important employment law issue. *This assignment assesses all CLOs & MLOs.*

**Grading:** You will be graded based on substantive responses to the questions in the Assignment. Grammar and spelling will be considered as part of your score. Details will be posted in the “Assignments” tab in Canvas. You will submit this via hardcopy in class on Monday, February 24.

**You’re the HR Rep! Assignment - 100 points** – Workplaces can be complex social environments. This assignment will place you in the role of HR Representative to face an employment issue that has arisen in the office. You will be asked to review a fact pattern and respond to questions concerning how the employment law issue developed at the company, the present situation facing the company, **and** a recommendation on possible solutions and courses of action in handling the matter in a legally compliant and ethical manner. *This assignment assesses all CLOs & MLOs.*

**Grading:** You will be graded based on substantive responses to the questions in the Assignment, and how you explain and support your course of action. Grammar and spelling will be considered as part of your score. Details will be posted in Canvas. You will submit this on Monday, April 6, by 11:59pm.

**Examinations (600 points)** - There are four exams. Each exam will be worth 150 points. Exams may be comprised of multiple choice, T/F, matching, short answer and essay questions at my discretion, and will not be comprehensive.

**Grading:** Exam answers are either right or wrong (partial credit may be given for essay question answers). *Exams facilitate the assessment of one’s mastery of CLOs and MLOs.*

**Note:** Make-up exams are allowed on a case by case basis, at my discretion. Make-up exams if permitted, will be an entirely different structure (all essay). Normally, you may not make up an

exam unless: **(1)** You inform me prior to the exam and make arrangements with me for an alternative date within one week of the scheduled exam date, or **(2)** In extreme cases when you cannot inform me because of events outside of your control, and for which you produce acceptable documentation.

### Grading Criteria Rubric and Conversion to Letter Grade

Graded Coursework	Points/Percentage Weight
McGraw Connect Assignments (15 HW / 15 quizzes)	150 points = 15 %
Class Participation	50 points = 5 %
Project #1 – Analyzing a Supreme Court Decision	100 Points = 10 %
Project #2 – You’re the HR Rep! Assignment	100 Points = 10 %
Exams (four @ 150 points each)	600 Points = 60 %
<b>Total Points &amp; Weight:</b>	<b>1000 Points = 100%</b>

**As I hope this will be an interactive class, I reserve the right to bump someone to the next higher letter grade if I am confident that the higher letter grade better reflects their overall knowledge and effort, as evidenced to me by contributions to class discussions. Grades may also be adjusted at the end of the semester based on class results, meaning an average may qualify for a higher letter grade than the scale normally provides for, to facilitate an appropriate grade distribution. Please note that students are expected to engage with one another and with me at all times in a professional and courteous manner.**

### Grading Scale and Adjustments: *Note the C, D, and F ranges*

895-1000 = A - Excellent
795-895 = B - Good
<u>715-795 = C – Acceptable</u>
<u>645-715 = D – Needs Improvement</u>
<u>645 or less = F – Unacceptable</u>

### Posting of Grades

- Generally, assignment feedback and grades will be available in Canvas, allowing you to monitor your progress during the semester (click on “Grades” on the course menu).
- I endeavor to give you feedback within a week of due dates, though in exam weeks this may vary somewhat.
- Grades may also be adjusted at the end of the semester based on class results. This means that an average may qualify for a higher letter grade than the scale normally provides for, to facilitate an appropriate grade distribution.

## COURSE OUTLINE AND CALENDAR

### Important University Dates:

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
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 Classes
May 8, 2020	Spring Semester Ends

### **Complete Course Calendar (Subject to Change)**

The following **course schedule** is provided to assist you in keeping up to date in your studies and in completion of your assignments. **Note** that changes to this schedule and to assignments could occur during the semester. Some weeks may be changed to online only. I will let you know as far in advance as possible about any changes.

*(See Following Page)*

<b>BUSI 4334.110 Tentative Course Schedule</b>			
<b>Week</b>	<b>Date</b>	<b>Learning Topics</b>	<b>Assignments &amp; Due Dates (5:59pm CT)</b>
1	Jan. 13	Course introduction and Syllabus <b>Ch 1</b> <i>The Regulation of the Employment</i>	None
<b>***No Class on January 20 for MLK Day***</b>			
2	Jan. 27	<b>Ch 2</b> <i>The Employment Toolkit</i> <b>Ch 3</b> <i>Title VII of the Civil Rights Act of 1964</i>	<b>Connect HW &amp; Quiz Chapters 1-3 due Monday by 5:59pm (CLO 1-3/WLO 1-5, 7-15)</b>
3	Feb. 3	<b>Ch 4</b> <i>Legal Constr. of the Employment Env.</i> Review Chapters 1-4	<b>Connect HW &amp; Quiz Chapter 4 due Monday by 5:59pm (CLO 4/WLO 16-19)</b>
4	Feb. 10	<b>Exam #1 – Chapters 1-4</b>	None
5	Feb. 17	<b>Ch 5</b> <i>Affirmative Action</i> <b>Ch 6</b> <i>Race &amp; Color Discrim.</i>	<b>Connect HW &amp; Quiz Chapters 5-6 due Monday by 5:59pm (CLO 4/WLO 16-18)</b>
6	Feb. 24	<b>Ch 7</b> <i>National Origin</i>	<b>Connect HW &amp; Quiz Chapter 7 due Monday by 5:59pm (CLO 4-7/WLO 27-42)</b>  <b>Project #1 - Analyzing a Supreme Court Decision</b> <i>Hard copy due Monday at the beginning of class</i>
7	Mar. 2	<b>Ch 8</b> <i>Gender Discrim</i> Review Chapters 5-8	<b>Connect HW &amp; Quiz Chapter 8 due Monday by 5:59pm (CLO 4/WLO 20-24)</b>
<b>*** No Class on March 9 - Spring Break***</b>			

BUSI 4334.110 Tentative Course Schedule			
Week	Date	Learning Topics	Assignments & Due Dates (5:59pm CT)
<b>***COURSE CHANGED TO ONLINE-ONLY AFTER WEEK 7</b>			
8	Mar. 16	<b>***NO CLASSES PER TAMU-SYSTEM</b>	
9	Mar. 23	<b>Exam #2: Chapters 5-8</b> <b>Online via Canvas</b>	<b>Exam #2 window opens</b> at 12:01 AM and will close by 11:59 PM on Monday, Mar. 23; You will have exactly <u>2 hours</u> to complete the exam once you begin <b>Grading:</b> Exam answers are either right or wrong. You have one attempt to answer questions, and exams are timed (it will auto-submit after 120 minutes). However, please note that the exam saves your answers automatically every minute; however, do not forget to hit "Submit" when you are fully done. <b>You may use your text and any current class notes to assist you, but you may not consult another student in any form or fashion or the internet.</b> <b>For issues with Canvas during the exam, select "chat with Canvas support" (links are found inside of Canvas using the "Help" link); or call the Canvas support line: 1-844-757-0953.</b> <b>If your computer freezes for any reason during the test, restart your computer and log back into the test immediately. The clock will keep running during this time and it is to your advantage to get back into the test ASAP.</b>
10	Mar. 30	<b>Ch 9 Sexual Harassment</b> <b>Ch 10 Sexual Orientation &amp; Gender Identity Discrim</b>	<b>Connect HW &amp; Quiz Chapter 9-10 due Monday by 11:59pm (CLO 4/WLO 20-23)</b>
11	Apr. 6	<b>Ch 11 Religious Discrim.</b> <b>Ch 12 Age Discrim.</b> Review Chapters 9-12	<b>Connect HW &amp; Quiz Chapters 11-12 due Monday by 11:59pm (CLO 4/WLO 24-26)</b> <b>Project #2 – You're the HR Rep! Assignment</b> <i>Send copy by email to <a href="mailto:m.rietvelt@tamuct.edu">m.rietvelt@tamuct.edu</a> due Monday by 5:59pm</i>
12	Apr. 13	<b>Exam #3: Chapters 9-12</b> <b>Online via Canvas</b>	<b>Exam #3 window opens</b> at 12:01 AM and will close by 11:59 PM on Monday, April 13; You will have exactly <u>2 hours</u> to complete the exam once you begin
13	Apr. 20	<b>Ch 13 Disability Discrim.</b> <b>Ch 14 Employee privacy in the 21<sup>st</sup> Century</b>	<b>Connect HW &amp; Quiz Chapter 13-14 due Monday by 11:59pm (CLO 4-7/WLO 27-29, 30-33)</b>

14	Apr. 27	<b>Ch 16 Selected Employment Benefits</b> Review Chapters 13-14, 16	<b>Connect HW &amp; Quiz Chapters 16 due Monday by 11:59pm (CLO 4-7/WLO 34-42)</b>
15	May 4	<b>Exam #4: Chapters 13-14 &amp; 16</b> <b>Online via Canvas</b>	<b>Exam #4 window opens at 12:01 AM and will close by 11:59 PM on Monday, May 4; You will have exactly <u>2 hours</u> to complete the exam once you begin</b>
<b>***End of Spring Semester***</b>			

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## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements:

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

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

Password: Your MyCT password

### Technology Support:

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

24 hours a day, 7 days a week:

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

Phone: (254) 519-5466

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

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

2. For issues with Canvas,

- Select “chat with Canvas support,”
- Submit a support request to “Report a Problem” or
- Call the Canvas support line: 1-844-757-0953
- Links to all are found inside of Canvas using the “Help” link.

3. For issues with McGraw-Connect

- CALL: (800) 331-5094
- EMAIL & CHAT: [mhhe.com/support](http://mhhe.com/support)
  - MONDAY-THURSDAY: 24 hours
  - FRIDAY: 12 AM - 9 PM EST
  - SATURDAY: 10 AM - 8 PM EST
  - SUNDAY: 12 PM – 12 AM EST

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

**Note:** *Technology issues are not an excuse for missing a course requirement or deadline – make*

*sure your computer is configured correctly and address issues well in advance of deadlines.*

- Specific technical guidelines for using online course materials in TAMUCT’s Canvas classroom are available below in the “**TECHNOLOGY REQUIREMENTS AND SUPPORT**” section of this syllabus and in the same topic in the TAMUCT’s Canvas classroom under the “Modules” tab on the left-hand menu (then click “Canvas LMS Orientation”).
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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy.

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

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, 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)].

### **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, 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](mailto: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.**

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 [WCOonline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library.**

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

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

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all

ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

### **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.

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s), noted on each. 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.