



**TEXAS A&M**  
UNIVERSITY  
CENTRAL TEXAS™

**BUSI 3311-120, CRN 10244, BUSINESS STATISTICS**

Spring 2020 (January 13 – May 8)

Online

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Dr. Brad Almond

**Office:** Founders 217 (Management & Marketing Department)

**Phone:** 254-519-5437

**Email:** Please use Canvas inbox.

**Office Hours:**

**Tuesdays and Thursdays from 1 to 4.** Appointments are STRONGLY recommended and are almost always required (even for phone calls). I am seldom able to accommodate student walk-ins due to my responsibilities as department chair. For routine communications, please use Canvas email.

**Mode of instruction and course access:**

This is a fully online course which will use the TAMUCT Canvas Learning Management System as a document repository and communication channel. All instructional content will be delivered through Canvas in the form of instructional videos. The Canvas system may be accessed at the following URL: <https://tamuct.instructure.com>.

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

**Student-instructor interaction:**

I am most easily accessible via Canvas email. I will check my Canvas email once per day (excluding Sundays). Do not email my TAMUCT email address with course-related questions unless it is an emergency. Students should typically expect a reply within 24 hours unless the email falls on a Sunday, in which case they should not expect a reply until Monday. Note that this 24-hour window is not a guarantee, but it does describe my normal response times.

**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 Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

### **Course Overview and description:**

Business statistics is the science of collecting, organizing, summarizing, and analyzing data to generate information, stated in numerical or graphical form, for the purpose of making objective business decisions. The course will initially cover descriptive statistics, but will also introduce several basic inferential statistical techniques. Topics include the foundations of statistical methods of sampling, classifying, analyzing, and presenting numerical data; frequency and sampling distributions, averages, dispersion, hypothesis testing, and analyzing up to two populations and population proportions. The course will employ the use of an online statistics learning system for problem assignments, in conjunction with the text and lectures, in completing course coverage of each statistics topic. Prerequisite: Junior Classification.

### **Course Objective:**

The student will understand the foundations of statistics, which includes basic statistical graphs and charts, measures of central tendency and variation, basic probability, probability distributions, and hypothesis testing. Additionally the student will be able to apply the statistical foundations in inferential statistics, which will include comparing two populations, two population proportions, comparing two variables or treatments for a single population, one-way analysis of variance, linear regression, and chi-square tests.

### **Student Learning Outcomes:**

- 1 **Demonstrate methods of reporting data numerically and graphically.**
- 2 **Identify and analyze types and levels of data using appropriate statistical methods.**
  - 2.1 Qualitative (nominal, ordinal)
  - 2.2 Quantitative (continuous, discrete, interval, ratio)
- 3 **Demonstrate proficiency in calculating descriptive statistics.**
  - 3.1 Measures of central tendency
  - 3.2 Measures of variation
- 4 **Demonstrate proficiency in analyzing discrete and continuous probability distributions**
  - 4.1 Concepts of probability
  - 4.2 Binomial distributions
  - 4.3 Normal distributions
  - 4.4 Chebyshev's Theorem
  - 4.5 Empirical Formula
  - 4.6 Central Limit theorem
- 5 **Demonstrate understanding and proficiency in calculating confidence intervals, conducting hypothesis tests, and calculating  $p$ -values.**

- 5.1 Calculate confidence intervals when the population standard deviation is known/unknown and for proportions
- 5.2 Conduct hypothesis testing when the population standard deviation is known/unknown and for proportions
- 5.3 Calculate p-values for all hypothesis tests
- 6 **Demonstrate proficiency in calculating inferential statistics.**
  - 6.1 Compare means or proportions of two populations
  - 6.2 Compare means of two treatments within one population
- 7 **Demonstrate basic proficiency with common statistical analytic methods**
  - 7.1 Analysis of variance (one-way)
  - 7.2 Simple and multiple linear regression
  - 7.3 Chi-square tests
  - 7.4 Control charts

### Required Reading and Textbook(s):

The following materials are **REQUIRED**.

- An access code for the Hawkes Business Statistics (HLS) software.
  - The access code (user license) for Hawkes may be bundled with a course textbook (optional) or purchased separately. Instructions for how to purchase an access code are included below as well as on the course Canvas page. The current cost for a user license is **\$85.00**. All students must pay the user license regardless of how they access or use the Hawkes system (see below).
- Access to a computer with a FULL version of Microsoft Excel. All TAMUCT lab computers will have Excel, as will most computers everywhere. If your home or office computer does not have a COMPLETE version already installed (many PCs come with basic and partial versions of Microsoft Office that will NOT be sufficient for this class), you can download and install a free version from Office 365. The instructions for how to do this are stored in the Canvas Community called *IT Support for Students*. Please note that acquiring this software is your responsibility.
- Access to a computer with a reliable, fast internet connection (for completing Hawkes Learning System lessons and exams, and for viewing the course Canvas page). Please note that your instructor is NOT available for technical support. See below for more information on technical support.

The following materials are **OPTIONAL**.

- A course textbook. Nearly all students report NOT benefiting from the textbook. If you think you you would benefit from one, you should purchase *Discovering Business Statistics* by Nottingham and Hawkes. The textbook is available in e-book or hard copy, and can be bundled with downloadable software and access codes. Each textbook purchase option is available at the following URL:  
<http://hawkespublishing.stores.yahoo.net/dibust.html>.
- Hawkes Learning Systems software. This software may either be downloaded and

installed (and used offline) or simply accessed and used through the Web directly (i.e., without downloading anything). The interfaces have the same functionality either way, but they look slightly different. Note that I will be using the downloaded software interface for many of my lectures as it is easier to see on screen.

- A hand held calculator. At a minimum must have square root key in addition to the basic functions of addition, subtraction, multiplication, and division. This item is optional because all of our course calculations may be done using Microsoft Excel.
- The Data Analysis ToolPak add-in in Excel. More information will be given about this in class. If your version of Excel has this, the more ambitious/curious among you may want to try. If it doesn't, I will provide an alternative for you in class at no extra cost.

## **COURSE REQUIREMENTS**

### **Homework Assignments:**

This portion of the class comprises 38 lessons, broken up into 4 modules. All assignments will be administered through **the Hawkes Learning System (HLS)**. Each lesson allows for a practice mode and a certify mode. A student in practice mode may practice a lesson as long as he or she likes without penalty. In certify mode students are only permitted so many errors (“strikes”) before they are forced to start over. Students are given an unlimited number of attempts to complete each lesson without penalty. Students must successfully certify each lesson to receive credit for it—merely practicing a lesson is not enough. Once a student successfully certifies a lesson (where “successfully” means correctly answering about 80% of the questions within a lesson—this percentage varies slightly from lesson to lesson), he or she will receive full credit (100%) for the lesson. Although the mode of instruction is face-to-face in this class, there will be no traditional, paper-and-pencil homework assignments in this class. **The lowest 3 lesson scores will be dropped, but this may not appear correctly in your Hawkes gradebook until the end of the semester.** To allow maximum flexibility for the student, all lessons are due on the last day of the semester. However, students are strongly encouraged to complete HLS lessons as the corresponding material is introduced and covered in class. Students will not receive credit for any lessons left incomplete at the end of the semester. Thus, the only grade a student can receive for a lesson is 100% or 0%.

### **Exams:**

There will be four (4) non-cumulative module exams administered during the semester, PLUS an applied (but not comprehensive) exam near the end of the term as indicated on the course calendar. Exams must be completed alone by the student without the use of any resource other than those explicitly permitted or provided by your instructor. With the exception of Exam 1 (which may be taken twice), exams may be taken only once. No makeup exams will be given except in cases of emergencies for which written and official documentation is provided. All exams will be completed online within the Hawkes Learning System environment. The permitted time on each exam varies depending on length and rigor, but usually ranges between 2 to 3 hours per exam. Exact exam durations will be listed on Hawkes. The point values for each exam will vary based on the number and type of problems we are covering in Hawkes, but

the weighting of each module exam will be equal, and according to the scale below. Your instructor reserves the right to modify the exam structure and schedule at will, with advance notice, in order to best fulfill course objectives and assess student competencies. See the schedule below for exam availability and due dates. The first date indicates when the exam will be available to you (beginning at 12:00 a.m.). The second date indicates when the exam will be due (no later than 11:59 p.m.).

### Grading Criteria Rubric and Conversion

Final grades will be calculated as follows:

Evaluation Item	Possible Points	Percentage
Homework (35 @ 13 points ea.)	455	45.5
Module Exams (4 @ 110 points ea.)	440	44.0
Applied Exam	105	10.5
Total	1000	100

Final course grades will be determined according to the following scale.

- A = 90% or better
- B = 80% and up to but not including 90%
- C = 70% and up to but not including 80%
- D = 60% and up to but not including 70%
- F = below 60%

*Please note that standard rounding (i.e., .50 and up) will be used to compute final grades. There will be no exceptions to this standard. I have to draw the line somewhere.*

### Posting of Grades

All grades will be displayed in the Hawkes Learning System gradebook only. They will NOT be in Canvas. Grades will be posted immediately after an assignment or exam is submitted.

## COURSE OUTLINE AND CALENDAR

Please note that homework is due on the next to last day of the semester, but EXAMS HAVE FIXED DUE DATES AS SHOWN BELOW.

Week Starting	Class Topic	SLOs	Assigned HLS Lesson(s) / Exam	Due Date
Jan 13	populations and samples variables, levels of measurement	2.1, 2.2	1.1 - 1.3 2.5 - 2.6	
Jan 20	frequency distributions graphical displays of data	1 1	3.3; 3.4 3.5 - 3.9; 3.10	
Jan 27	measures of location measures of dispersion	3.1 3.2	4.1 4.2a	
<b>All assigned lessons from Chapters 1, 2, and 3, plus lessons 4.1 and 4.2a.</b>			<b>Module 1 EXAM (opens Jan 30)</b>	<b>Feb 2</b>
Feb 3	percentiles applying the standard deviation	3.3 3.3, 4.5, 4.6	4.3 4.5 - 4.7 ( <i>not</i> 4.8)	
Feb 10	discrete random variables the binomial distribution	4.1 4.2	6.1 - 6.3 6.5	
Feb 17	the normal distribution more on the normal distribution	4.3 4.3	7.2; 7.3a 7.3b; 7.3c	
<b>Lessons 4.3 and 4.5 - 4.7 from Chapter 4, plus all assigned lessons from Chapters 6 and 7</b>			<b>Module 2 EXAM (opens Feb 20)</b>	<b>Feb 23</b>
Feb 24	central limit theorem <i>t</i> distribution	4.7 4.4	8.3 9.4a	
Mar 2	confidence intervals ( <i>z</i> distribution) confidence intervals ( <i>t</i> distribution)	5.1 5.1	9.1 - 9.3 9.4b; 9.5	
Mar 16	intro to hypothesis testing hypothesis testing, 1 sample	5.2 5.2	10.1 - 10.3 10.4a; 10.4b	
Mar 23	hypothesis testing, 1 sample hypothesis testing for 2 samples	5.3 6.1	10.4c 11.1; 11.2	
<b>All assigned lessons from Chapters 8 - 11</b>			<b>Module 3 EXAM (opens Mar 26)</b>	<b>Mar 29</b>
Mar 30	analysis of variance correlation, scatterplots; simple regression	7.1 3.2, 7.2	12.2 - 12.4 <b>4.8</b> ; 13.1 - 13.5	
Apr 6	simple regression multiple regression	7.2 7.2	13.8 14.5a	
Apr 13	multiple regression chi square goodness of fit test	7.2 7.3	14.7 15.2	
Apr 20	chi square test for association control charts	7.3 7.4	15.3 17.3a; 17.3b	
<b>Chapters 10-15 only</b>			<b>Applied Exam (opens April 23)</b>	<b>April 27</b>
Apr 27	control charts	7.4	17.4	
<b>Lesson 4.8, plus all assigned lessons from Chapters 12-15 and 17</b>			<b>Module 4 EXAM (opens April 28)</b>	<b>May 7</b>

### Important University Dates:

See <https://www.tamuct.edu/registrar/academic-calendar.html> for the full academic calendar

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 29, 2020	Deadline to Drop 16-Week Classes with No Record
March 9-12, 2020	Spring Break (No Classes - Administrative Offices Open)
March 13, 2020	Spring Break (University Closed)
March 16, 2020	Class Schedule Published for Summer Semester
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
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
May 9, 2020	Spring Commencement Ceremony

### TECHNOLOGY REQUIREMENTS AND SUPPORT

For purposes of this course, "online" means that all instructional interactions and content delivery will occur via a pre-recorded video format. In addition, we will use computing technology for all of the work (assignments and exams) in this course.

#### Canvas:

This course will use the A&M-Central Texas Instructure Canvas learning management system, but only as a document repository and communication portal. **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/>] using the credentials below:

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

For Canvas technical support, use the Canvas Help link located at the bottom of the left-hand Canvas menu. 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.

### **Hawkes Learning Systems:**

This course will also utilize the Hawkes Learning Systems (HLS) software for all coursework (homework and exams).

HLS may be accessed and used via the Web. All students will need to set up a Hawkes Learning Systems account. To set up an account, go to <http://www.hawkeslearning.com/> and click on the “Student Sign-In” link in the upper-right corner of the page. At the bottom of the window that opens you will see a “New User?” prompt and a button labeled “Create an Account.” Click on this button and follow the prompts to set up your account. If you purchased a textbook, you may use the access code provided with your book to set up your account, and will not need to purchase a separate access code. Otherwise you’ll need to purchase an access code. You may either do this at any time (before, during, or after you create a new account). As always, if you have any questions about Hawkes, please call them at 1-800-426-9538. They are very helpful and patient, and will be happy to walk you through anything you need.

### **To purchase the access code to use the software:**

- Go back to the main Hawkes Learning Page (<http://www.hawkeslearning.com/> )
- Find the Students menu, scroll down to the Getting Started window and click on “Purchase Access” under the sub-heading “3. Choose an Option.”
- Begin typing *Texas A&M University – Central Texas*. You will see it appear below in the list. Click on this, then click "Continue"
- Under **Please Select Your Product**, click **Discovering Business Statistics**
- Your license will cost **\$85**. Follow the prompts to complete the purchase.
- If you are asked which textbook this software is meant to accompany, choose the *Discovering Business Statistics* textbook with a picture of set of colorful thumbtacks on it.
- Your course ID is **TAMUCTDBS**
- Be sure to select my name (Dr. Brad Almond) and this course section (**BUSI 3311 online**) so that you will see the same assignments and exams that everyone else will.
- Again, if you get stuck, please call Hawkes at (800) 426-9538. Do not contact your instructor for technical support.

**THE CUSTOMER SUPPORT AT HAWKES IS VERY GOOD, SO DO NOT HESITATE TO CALL THEM FOR ASSISTANCE. They are great, so don’t hesitate to call for help with installing or troubleshooting the software. I and my former students have had great success with them in the past. A real person almost always answers the phone. Their number is 1-800-426-9538.**

For technical support related to Hawkes Learning Systems, you have several options:

- The support page: <http://support.hawkeslearning.com/supportcenter/>



- Many resources including help videos and FAQs
- Chat. Available 24/7. Go to [www.hawkeslearning.com](http://www.hawkeslearning.com) and scroll down to the bottom of the page—a chat prompt will automatically appear.
- Phone: 843-571-2825 (during normal business hours) or 800-426-9538

**Additional Technical Support:**

For TAMUCT log-in problems, students should contact Help Desk Central (available 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.*

**Please note that personal technology issues are not a valid excuse for missing or committing an error on a course requirement . This includes PC failure/infection or Internet service interruption. Be sure your personal computer is configured correctly, and address issues well in advance of deadlines and/or complete your work on a University computer.**

---

**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](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].

Please note that the utilization of any unsanctioned class resource constitutes an academic integrity violation. This includes class materials from past semesters accessed via websites and former students. Allowing another individual to complete homework or exams on your behalf is also strictly forbidden. Academic integrity violation penalties may be assessed retroactively if they are discovered after a course is complete, and may result in assignment/course failure, university suspension/expulsion, or degree nullification. Any student caught cheating on an exam in this course will automatically fail the course and have their case reported to student affairs.

### **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]

### **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](#) 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 [WOnline](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].

---

### **INSTRUCTOR POLICIES.**

Late work will only be accepted in cases of documented emergencies. Documentation on official letterhead must be provided by a third party (hospital, police, employer, military). No exceptions.

There are no extra credit opportunities in this course.

### **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 and may be prosecuted.

Copyright 2020 by Bradley A. Almond at Texas A&M University-Central Texas, College of Business Administration; 1001 Leadership Place, Killeen, TX 76549; 254-519-5437;  
[brad.almond@tamuct.edu](mailto:brad.almond@tamuct.edu)