



**MGMT 3301- 115, 10296, Principles of Management**  
**Spring 2020 (January 13- March 6)**  
**Texas A&M University-Central Texas**

**COURSE DATES, MODALITY, AND LOCATION**

This course is an 8-weeks, face-to-face course that meets on **Tuesday's & Thursday's from 6:00-8:45 PM at Founders' Hall, Room 313**, that also uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. For information on how to access Canvas, please refer to section "Technology Requirements and Support" in this syllabus. Once you are in Canvas, there is tab on the left that will have additional resources if you are unfamiliar with Canvas. Though no specific knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the use of Power Point, Microsoft Word, the Internet, and attaching documents at a minimum. Access to the McGraw-Hill ConnectPlus is through the Canvas Classroom.

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Adj. Professor Fernando Rodriguez- Ramos**

**Office:** Virtual Office (24 hours a day) – **Physical Office: FH Room 313, Before and/or after class.**

**Email:** You can use Canvas Inbox via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] first **OR** if Canvas is down email me at (as a last resort): [f-rod55@tamuct.edu](mailto:f-rod55@tamuct.edu). Please provide in the subject line of each Canvas Inbox message the course information "MGMT 3301" so that I can identify your class.

**Phone:** (254) 247-5063

**College of Business Administration Department Information:**

**POC: Ms. Melanie Mason**

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu)

COBA Department Main Fax#: 254-501-5825

**Office Hours:**

I have virtual hours all day long and I am available right after class and by phone from 8:00 A.M. to 6:00 P.M.

**Student-instructor interaction:**

I am readily accessible through Canvas Message/Inbox, which I check daily during the week and once on weekends. I will get back to you within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date, if you are asking about an assignment.

## **WARRIOR SHIELD**

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

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

## **COURSE INFORMATION**

Course Overview and description: *(3 Semester Credit Hours)*.

**a. Course Overview and description:** A study of the basic managerial functions of planning, organizing, staffing, directing and controlling resources to accomplish organizational resources. The systems concept of management and the role of the manager at each level of the organization are emphasized.

**b. Course Objective:** The objective of this course is for each student to know, comprehend, apply, analyze, synthesize and evaluate the basic fundamentals of managing organizations. Students will complete specific activities, as identified in the syllabus, related to each of the four functions of management: planning, organizing, leading and controlling, according to the five modules and their associated goals.

### **c. Module Goals:**

- **Module 1:** Foundations of Management (SLO 1.0, 2.0, 3.0, 4.0; Chapters 1-3). Demonstrate understanding of the foundations of management, in particular managing and performing, external and internal environments, and managerial decision making with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.
- **Module 2:** Planning (SLO 1.0, 2.0, 3.0, 4.0; Chapters 4-7). Demonstrate understanding of planning, in particular strategic management, ethics and corporate responsibility, international management, entrepreneurship with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.
- **Module 3:** Organizing (SLO 1.0, 2.0, 3.0, 4.0; Chapters 8-10). Demonstrate understanding of organizing, in particular organization structure, organizational agility, and human resources management with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.
- **Module 4:** Leading (SLO 1.0, 2.0, 3.0, 4.0; Chapters 12-15). Demonstrate understanding of

leading, in particular leadership, motivating for performance, teamwork, and communicating with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

- **Module 5:** Controlling (SLO 1.0, 2.0, 3.0, 4.0, Chapters 16). Demonstrate understanding of controlling, in particular managerial control and creating and leading change with a minimum of 80% mastery by successfully completing the ConnectPlus exercises for each chapter, the weekly activities, discussions, and the weekly organization analysis.

#### **d. Student Learning Outcomes (SLOs):**

**1.0** Develop a working knowledge of fundamental terminology and frameworks in the four functions of management: planning, organizing, leading, and controlling.

**2.0** Analyze a self-chosen Fortune 500 organization and determine its methods of using each of the four functions of management.

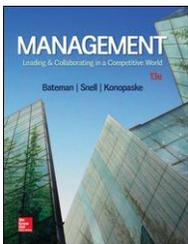
**3.0** Identify and apply appropriate management techniques for managing contemporary organizations.

**4.0** Describe the skills, abilities, and tools needed to obtain a job on a management track in an organization of their choice.

Meeting the Course Objective and Student Learning Outcomes. In meeting the course objective and learning outcomes, students must:

- Become familiar with the Canvas classroom
- Thoroughly read and understand this course syllabus.
- Familiarize themselves with the Canvas classroom.
- Thoroughly read and understand the information in each chapter reading.
- Fully participate in all classroom discussions.
- Complete all required work in this course, submitting on time (the essence of a good manager and leader).
- Finally, ask questions about information or materials you do not understand (also the essence of a good manager and leader).

#### **e. Required Textbook and Supplemental Materials:**



The required textbook for this course is Management: Leading & Collaborating in a Competitive World, 13th Edition, by Bateman, Snell, & Konopaske and has been one of the leading books in Principles of Management for many years.

Over the duration of the semester, you will also be required to complete a variety of assignments that will be delivered via ConnectPlus, an innovative online learning system that is integrated with the text and proven to help

students achieve greater success. Assignments completed in ConnectPlus will make up a significant portion of your total grade in this course so you should arrange access immediately.

To access and purchase ConnectPlus: Click the first Connect assignment in your Canvas course.

You'll be prompted to either login with an existing Connect account username and password, or to create a new account. Then enter your access code, purchase access online or begin a free

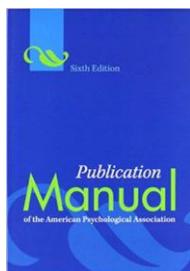
trial period. Once you've completed your selection, you'll arrive at the start of your first Connect assignment.

### Student Options for Purchasing

- 1. Campus Bookstore:** You can purchase your package in the bookstore, which includes the loose-leaf version and the ConnectPlus access code. ISBN: 9781260513486;
- 2. Online:** You can purchase a 1-semester ConnectPlus online access for \$125, which includes an e-text, following the instructions above. ISBN10: 1260194213; ISBN13: 9781260194210  
<https://www.mheducation.com/highered/product/M1259927644.html#buying-options>

**SUPPORT:** If you need any Technical Support for Connect, please contact McGraw-Hill Customer Experience at (800) 331-5094 or the chat or email features found on the help button within Connect. Please be sure to make note of your case number when you contact the McGraw-Hill Customer Experience team. FAQs: <http://www.connectstudentsuccess.com/>

### Suggested Course Materials:



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

American Psychological Association.

ISBN 1433805618

*It is highly advisable that that you keep this text following the course, as APA citations are the required citation method within the Department of Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

**Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.**

### COURSE REQUIREMENTS AND ASSESSMENTS

**a. Learn Smart Completion activities (SLO 1.0: 160 total points, 16 at 10 points each):** Each week you will be responsible for completing a required Learn Smart activity with ConnectPlus that helps measure and improve your understanding of key concepts. The end score is what you make it in terms of effort. You can continue to work at each activity until you earn the full points available. These always must be completed by the end of the day on Sundays (CST), with the exception of the very last week of class when it must be completed by Thursday.

**b. Management Activities (SLO 3.0, 4.0: 120 total points, 6 at 20 points each):**

Six times this semester, you will complete an activity either practicing or reflecting on some of the necessary tools for good management, as well as participate in an in-class discussion with your classmates. All management activities will be assigned during the class period.

**c. Exams (400 Total Points, 4 at 400 points each):** You will have four exams over the book, lectures, and supplemental resources provided in class.

- Exam 1 will cover chapters 1-4
- Exam 2 will cover chapters 5-8
- Exam 3 will cover chapters 9-13
- Exam 4 will cover chapters 14, 16-18

All exams will be administered in class. There will be no make-ups for missed exams unless there is a documented medical emergency.

**d. Company Analysis Assignment (SLO 2.0, 3.0, 4.0: 320 total points):** In this course, you will be learning about how organizations differ from each other in terms of its strategies, design and structure, control systems, leadership, and other management practices.

There are two main components with the Company Analysis Assignment:

**1. Company Analysis** - There are six (6) company analysis assignments based off of the text that challenges you to analyze and apply the concepts learned for a company that you will choose at the beginning of the course. The organization you select should be a Fortune 500 company or another business that has enough written about it in the press (e.g., Business Week, Fortune, Forbes, The Wall Street Journal) and online (not Wikipedia) for you to do an in-depth analysis. The questions to be addressed are found in Appendix A. In each analysis, make sure to follow APA guidelines. Each analysis should be approximately 1-2 paragraphs in length. Make sure to cite your sources in answering the questions posted and include the associated references at the end. Each analysis assignment is worth 40 points (10 points are devoted to grammar, citations and references), thus they're worth 240 total points of your final course grade.

**2. Reflection Assignment** – At the end of the semester you will re-assess whether or not you would still be interested in working for the company you identified. This component will be worth 80 of the 320 points.

For information on APA standards and correct citation formats consult the following sources:

<http://www.tamuct.edu/departments/library/citingsources.php>

<http://owl.english.purdue.edu/owl/section/2/10/>

[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/apa.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/apa.html)

<http://research.lesley.edu/content.php?pid=36436&sid=374698>

**Evaluation criteria for these analysis submissions also include:**

1. Effective and accurate use of management terminology and principles.
2. Appropriate application of management principles and theories.
3. Quality and sophistication of writing and expression.

A detailed grading rubric will be available with the assignment instructions and submission locations in Canvas. See additional instructions below:

## **Company Analysis Assignment Instructions**

### **Part 1 –Getting to Know Your Company**

When you submit the answers for each analysis, it must be cited and grammatically correct, as well as have proper APA style references at the end. Each chapter's questions should be answered in one or two paragraphs (**no more than a half page**) total and double-spaced.

**Analysis 1) Company Identification** A good, approach to this assignment should probably begin with choosing a company you might like to work for some day that would allow you to fulfill your ultimate career aspirations. After identifying a company give a brief history including: How old is it? What products or services does it sell? Why did you choose it? What are the company's mission, vision, values, and major goals?

**Analysis 2)** Find two examples of a significant strategic error or a significant strategic success that managers at the organization have made over the last decade? What concepts discussed in the text contributed to the failure or success?

**Analysis 3) Ethics and Corporate Social Responsibility** *(This one should approach a page in length)*

1. How would you characterize the ethical climate of your company? What evidence is there to support your conclusion? If there have been any problems, try to determine whether this was due to the isolated actions of rogue managers or to more systemic, organization wide problems.
2. Does the organization undertake investments related to corporate social responsibility or the natural environment and sustainability that go beyond its narrow economic self-interest? If so, what kind of investments has it made?

**Analysis 4)** Who are your organization's major competitors and how is your company performing in comparison? Also, conduct a detailed SWOT analysis for your company. What are your company's core capabilities and what unique challenges does it face in the future? How does your organization manage change? Is there evidence that your organization is a change agent, responsive and/or flexible?

**Analysis 5)** What is your company's main approach for staffing the organization? Do they appear to value diversity? Cite examples, including any legal issues they have had from a labor and/or employment discrimination standpoint.

**Analysis 6)** Who is the CEO? How long has she or he been in this position? What has been the career track of the CEO? Discuss the CEO's leadership style. Would you characterize the CEO as an effective leader? How would you explain his or her success or lack thereof based on text principles? (Cite examples)

## Part 2 – Lessons Learned

**Reflection Assignment:** You are to re-assess whether you are still interested in working for your chosen company. Expand on Why or Why Not? Also, discuss management lessons learned in doing the company analysis assignment. This reflection assignment should be a minimum full page in length, double-spaced.

### **GRADING POINTS AND POLICIES**

a. There are a total of 1,000 grading points possible in this course. The points and percentages associated with each assignment as it contributes to your final grade include:

Learn Smart (16 @ 10 points each)	16%	160
Management Activities (6 @ 20 points each)	12%	120
Exams (4 at 100 points each)	40%	400
Company Analysis (320 points total):		
1. Company Analyses (6 at 40 points each)	24%	240
2. Company Reflection Assignment	<u>8%</u>	<u>80</u>
	<b>100%</b>	<b>1000</b>

POINTS	EQUALS	LETTER GRADE
900 – 1000	=	A
800 – 899	=	B
700 – 799	=	C
600 – 699	=	D
0-- 599	=	F

### **Instructor Grading Polices/Guidelines:**

- **Grading Policy:** Minimum points and percentages required for a specific course grade are noted on the above table. There are NO expectations that I may deviate from these required point ranges.
- **Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.
- **Quality Work:** All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc. Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept

professional, including Discussion Board postings and email correspondence.

- **Identifying Submissions:** Submissions must clearly identify the student and the title of the assignment (**ie: Smith\_Essay 1**)
- **Submission Style Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. **All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format.**
- **Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Though some assignments are fairly involved, you do not have more than one assignment due in any week. As such, it is expected that all work will be submitted **on time**, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. **Late work is not accepted.**
- **Changes to Syllabus:** This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the semester to make changes to the syllabus. In such events, changes will be announced, and students will receive written notice as soon as possible.

#### **Grading Criteria Rubric and Conversion**

A detailed grading rubric will be available with the assignment instructions and submission locations in Canvas. Minimum points required for a specific course grade will NOT be revised for any reason.

**Posting of Grades:** All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. I will attempt to post grades for all assignments and discussions within **one week after** the due date, unless I let you know otherwise. Grades on exams will be available immediately (unless essays must be graded as well).

#### **PROFESSIONAL WRITING AND COMMUNICATION STANDARDS**

**Course Standards:** Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations and references in accordance with American Psychological Association (APA) standards.

**NOTE:** Regardless of the device you are using to complete this course (phone, tablet, computer, etc.), your writing must be grammatically correct, with few to no errors, complete sentences,

and, ***under no circumstances*** reflect a “text message” style of shortened writing.

**Plagiarism:** Plagiarism is the *intentional or unintentional* claiming of the statements or ideas by others, as their own (APA, 2010, p. 15; Owl Purdue Online Writing Lab, 2018, para 1). For Owl see: Plagiarism at <https://owl.english.purdue.edu/owl/resource/589/01/>. Both of these sources (APA and Owl) show you how to avoid plagiarism. Plagiarism is considered a grievous offence in academia and is not tolerated in the TAMUCT, Management and Marketing Department, and will not be tolerated in this course. Plagiarism is an ethical decision someone makes and as undergraduate students, you must decide to learn how to avoid plagiarism and make avoiding plagiarism your standard in writing throughout your academic career and beyond. Any student caught plagiarizing within any assignment in this course will receive a zero for that assignment. Any student caught continuously plagiarizing assignments in this course will be considered for failing and will be reported to Student Affairs for possible university level disciplinary action.

#### ▪ **COURSE OUTLINE AND CALENDAR**

All graded assignments & due dates are noted in bold, time for each is 11:59 p.m. CST

<b>Week</b>	<b>Chapter Readings and Discussions</b>	<b>Homework and Assignments</b>
<b>Week #1 01/13-01/19</b>	Review the Syllabus Read Chapter 1- Managing and Performing, Chapter 2 - The External and Internal Environments, and listen to or read any supplemental resources	1. Complete the LearnSmart activity for Chapters 1 & 2 by Sunday, 01/19 2. Submit Company Analysis #1 by Sunday, 01/19 3. Complete Management Activity #1
<b>Week #2 01/20- 01/26</b>	Read Chapter 3 - Managerial Decision Making, Chapter 4 - Planning and Strategic Management, and listen to or read any supplemental resources	1. Complete Exam #1 by 01/26 (Chapters 1-4); 2. Complete the LearnSmart activity for Chapters 3 and 4 by Sunday, 01/26 3. Complete Management Activity #2 4. Submit Company Analysis #2 by Friday, 01/26
<b>Week #3 01/27-02/02</b>	Read Chapter 5 - Ethics and Corporate Responsibility, and Sustainability, Chapter 6 - International Management, and listen to or read any supplemental resources	1. Complete LearnSmart activity for Chapters 5 and 6 by Sunday, 02/02 2. Submit Company Analysis #3 Sunday, 02/02
<b>Week #4 02/03- 02/09</b>	Read Chapter 7 – Entrepreneurship, and Chapter 8 – Organization Structure and listen to or read any supplemental resources	1. Complete Exam #2 by 02/09 (Chapters 5-8) 2. Complete LearnSmart activity for Chapters 7 and 8 by Sunday, 02/09 3. Submit Company Analysis #4 by Sunday, 02/09 4. Complete Management Activity #3
<b>Week #5 02/10- 02/16</b>	Read Chapter 9 – Organizational Agility, and Chapter 10 – Human Resource Management and listen to or read any supplemental resources	1. Complete LearnSmart activity for Chapters 9 and 10 by Sunday, 02/16 2. Complete Management Activity #4
<b>Week #6 02/17- 02/23</b>	Read Chapter 11 – Managing the Diverse Workforce, and Chapter 12 – Leadership,	1. Complete Exam #3 by 02/23 (Chapters 9-12)

	Chapter 13 – Motivating for Performance, and listen to or read any supplemental resources	<ol style="list-style-type: none"> <li>2. Complete Learnsmart activity for Chapters 11 and 12 by Sunday 02/23</li> <li>3. Submit Company Analysis #5 by Sunday, 02/23</li> <li>4. Complete Management Activity #5</li> </ol>
<b>Week #7 02/24- 03/01</b>	Read Chapter 14 – Teamwork, Chapter 15 – Communicating, Chapter 16 – Managerial Control, and listen to or read any supplemental resources and listen to or read any supplemental resources	<ol style="list-style-type: none"> <li>1. Complete LearnSmart activity for Chapters 13 and 14 by Sunday, 03/01</li> <li>2. Complete Management Activity #6</li> <li>3. Submit Company Analysis #6 by Friday, 03/01</li> </ol>
<b>Week #8 03/02- 03/06</b>	Read Chapter 17- Managing Technology and Innovation, and Chapter 18- Creating and Leading Change, and listen to or read any supplemental resources	<ol style="list-style-type: none"> <li>1. Complete Exam #4 by 03/06 (Chapters 13-16)</li> <li>2. Complete LearnSmart activity for Chapters 15 and 16 by Friday, 03/06</li> <li>3. Submit company analysis reflection assignment by Friday, 03/06</li> </ol>

*This course schedule is subject to change at the discretion of the Instructor. Should it change, a new Syllabus with different date in the footer will be published on the course web site and students will be notified of the change.*

**Important University Dates:**

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
March 30, 2020	Registration Opens for Seniors, Post-Bacc, and Graduate Students for

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements.**

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

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] 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

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953. For issues related to course content and requirements, contact your instructor.

### **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](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.*

## 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 University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and

Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

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

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [<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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit: <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.

**Please advise your Professor within the first week of class of any accommodations needed.**

### **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, 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 FREE online tutoring. 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-on-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/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) for any assistance needed 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 workspaces, 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>].

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### **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 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 at:

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](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.

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