BUSI 5310-115 Business Research Methods (CRN 60150)

Summer Term 2020
Online Section
June 1 – July 24, 2020

Instructor: Dr. Rick Simmons  
Phone: 254-501-5842  
Email: simmrick@tamuct.edu (please use the course messaging system to send messages about the class).  
Office Hours: I will be available through the Canvas Classroom at least 5 days per week. I will answer all questions within 24-36 hours of the posting time.

Access to the Canvas classroom is at: https://tamuct.instructure.com/

Emergency Warning System (911 Cellular)

Emergency Warning System for Texas A&M University – Central Texas
911Cellular 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 911 Cellular through their myCT email account.

Connect at 911Cellular [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

Course General Information

Course Overview and description: Business Research Methods introduces students to the nature, scope, and significance of research and research methodologies. Additionally, the course studies primary and secondary research methods with applications to specific problems, using qualitative and quantitative designs for individual investigation on current problems within a student’s area of interest. Students will complete a research project based on a business topic of interest, using the course’s textbooks and selected scholarly and peer reviewed sources. Students in the summer session will prepare to conduct an “in-depth” interview and prepare to conduct survey research, using class members to test the survey, and, using responses provided by class members test their methods of analysis. Each chapter will have an associated Connect assignment (individual assignment), as well as discussions throughout the semester for you to practice and understand various important concepts covered in the text.

Course Prerequisite: Undergraduate business statistics or a leveling course in statistics.

Course Objectives
The student will select a research topic, conduct initial research to develop appropriate problem statements, research questions or hypotheses so that appropriate qualitative and quantitative research methods can be selected. The student will also be able to conduct a literature review and develop a research methodology
based on the selected topic. Additionally, students will conduct preliminary data collection, so that they may test their methods of analysis, and then provide a discussion of those methods and expected results. Finally, students will use specified manuscript requirements in preparing scholarly research documents and will demonstrate mastery by achieving at least 80% on each assignment.

Student Learning Outcomes (SLOs)

1. Demonstrate proficiency in defining or refining a management dilemma, management question, or opportunity, research questions (RQs), investigative questions (IQs) and/or hypotheses, by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler’s Chapters 1-3; APA Publication Manual Chapters 1-4, 6, 7).
2. Demonstrate proficiency in developing survey designs and survey items (SIs) by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler’s Chapters 4, 5, 9 - 12; APA Publication Manual Chapters 1-4, 6, 7).
3. Demonstrate proficiency in developing a research methodology, and collecting preparing, and examining data for qualitative and quantitative designs, using appropriate statistical methods for data analysis, by achieving 80% on associated assignments, discussion questions, and responses to student posts (Schindler’s Chapters 4-15; APA Publication Manual Chapters 1-7).
4. Demonstrate proficiency in reporting scholarly research, using appropriate manuscript writing procedures and considering ethical issues, by achieving 80% overall on the individual proposal grading rubric (Schindler’s Chapter 16; APA Publication Manual Chapters 1-7).

Meeting the Course Objectives: In meeting the course objectives, students must first familiarize themselves with this course syllabus and with the Canvas Learning Management System (LMS) Classroom. Read and study the assigned chapters in the textbook and complete the associated Connect assignments. Additionally, complete all other assignments, meeting all requirements stated therein.

Module Goals

Module 1 (Foundations of Business Research) (SLO 1, Chapter’s 1 - 3): Demonstrate understanding of business research foundations with a minimum of 80% mastery by: identifying, describing, and applying research fundamentals, research process, and the research question hierarchy.

Module 2 (Business Research Design) (SLO 2, Chapter’s 4 - 9): Demonstrate understanding of business research design with a minimum of 80% mastery by: identifying, describing, and applying skills in designing samples and in designing methods of qualitative and quantitative data collection.

Module 3 (Measurement, Collecting, Preparing, and Examining Data) (SLO 2, SLO 3, Chapter’s 10 - 13): Demonstrate understanding of measurement, collecting, preparing and examining data with a minimum of 80% mastery by: identifying and describing measurement foundations, developing measurement questions and measurement instruments, and in collecting and preparing data for analysis.

Module 4 (Analyzing and Interpreting Data and Reporting Results) (SLO 3, SLO 4, Chapter’s 14 – 16): Demonstrate understanding of the analysis and interpretation of data, then reporting the results with a minimum of 80% mastery by: identifying and describing statistical methods and by applying these methods
through the interpretation and reporting of the results in cases and in team and individual research projects.

**Required Textbooks and Software**


If you desire only the e-book (with Connect access), you may purchase it from the bookstore using ISBN: 9781260210040.


You may also rent or purchase a digital version:


It is also available via RedShelf at: https://redshelf.com/book/1281425/publication-manual-of-the-american-psychological-association-1281425-9781433832185-american-psychological-association

Both VitalSource and RedShelf give you the option to rent or buy the Publication Manual.
NOTE: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore.

- Access to a computer with Microsoft EXCEL is required.
- Qualtrics (Online survey software):
  - You are required to design a survey questionnaire and input that questionnaire into an operational survey using Qualtrics. Our university has campus-wide access to Qualtrics. Instructions on how to set up your Qualtrics accounts will be provided at a later date on Canvas. NOTE: You do not have to be on campus to create or access your Qualtrics account. You can access Qualtrics anywhere as long as you have Internet connection.
  - There is an assignment due date for Qualtrics. However, do not wait for the due date; access as soon as you can and become familiar with the program.

**Course Requirements:**

**Online Course:** This course is completely online and will be conducted in an asynchronous mode. The asynchronous mode does not require the students or the instructor to be online at any specified day or time. Daily work is completed by the student according to the weekly schedule in this syllabus, but at a time that is convenient to the student. This mode does require the instructor to be available (online), at least 5 days a week, to answer questions. Students are responsible for ensuring constant access to the Internet and operability of their personal computers. The class sessions are a combination of readings, discussions, and experiential learning. Course materials are posted on Canvas in various formats – e.g., Connect links, videos, PPT slides, Word files, and PDF files. Contact me immediately if you have difficulty viewing any of the course material.

**NOTE 1:** This is not a Weekend Only Course! You will need to study and work throughout each week. Additionally, assignment due dates are scheduled on various dates depending on holidays and events; do not begin the assignment on the due date. You should complete all readings, presentations, and notes, before completing your assignments, at least one to two days before an assignment is due. Then, when there are questions, begin asking questions in the discussion threads, before making final submission. Again, this is not a weekend only course!!

**Online Course Classroom:** The classroom will be in Canvas Learning Management System (LMS) under this course’s name and section number. Access to Canvas is through the Texas A&M – Central Texas website. The course homepage provides a link for using the Canvas LMS. Please refer all technical problems to the Canvas help desk; contact information is on the Canvas login page.

Login 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:** For login problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
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Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.
For issues with Canvas, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

Canvas Course Navigation: Please read the “To Get Started” message (in the Canvas classroom) and become familiar with the online classroom environment.

Class Discussions: Select Discussions from the menu found on the left side of the Canvas class home page. All discussions and questions will be placed in their respective topics for ease of understanding by all class members and the instructor. All entries are threaded so that you may easily see a question and the respective responses to that question. All class members are invited to fully participate in the discussions, assisting their class members when they are able. This means class members may answer questions if they know the answers. The instructor will always read each question and the respective answers to ensure correctness and accuracy. If the instructor is unable to effectively answer the question in the threaded discussions groups, the instructor will provide a recorded answer and post that recorded answer in a designated discussion thread.

Lectures: There are no formal lectures in this course. You are expected to read and understand concepts and theories given in each assigned chapter within the assigned week (the Connect assignments will assist you with this requirement).

Individual Participation: To ensure successful course completion, participation is expected. Participation is defined as actual work conducted in the homework assignments, in discussion groups, and in the Team groups (when or if assigned), in the Canvas classroom.

Assignments: All assignments must be completed as indicated on the schedule. The instructor retains the right to assess a late penalty (20% per day) for all late assignments, unless prior coordination is conducted with the instructor. All assignments are web-based through Canvas and must be completed by the due date. Written assignments must be completed in MS Word and must be formatted according to the APA formatting method (Use the provided templates for ease of formatting).

APA Review:

Complete the graded assignment in Canvas. You will have two attempts to achieve your highest score. This assignment is not timed and you are required to use the APA manual to assist you in answering the questions.

Connect Chapter Assignments:
For specified assigned chapters you will complete the associated Connect individual assignment. Ensure you have thoroughly read and understood the chapter before attempting the Connect assignment. You will not have a Connect assignment for every chapter, but for those requiring complete understanding, and in support of the research you will be conducting throughout the course. Connect assignment chapters: Chapters 1, 3, 4 – 16.

Organization Research:

This is an individual assignment. Select an organization local to you. Conduct initial research on the organization so that you understand its history, background, vision, and mission. Based on the initial research, you will develop a management dilemma or opportunity, a conceptual model, and, at most, two research questions (RQs). You will use a multiple-methodology research design, in which you will first prepare to conduct qualitative research (interview), and then follow up with quantitative research (survey).

- Your initial assignment will be to develop a research proposal to obtain approval to continue with the research.
  - More information and resources are available in the assignment instructions, in Canvas.
  - Once approval is obtained, you may not change organizations.
- Your second assignment will be to prepare for an interview with a manager of your selected organization.
  - Depth interviews are a commonly used qualitative research technique in the business environment. Depth interviewing is a learned skill that needs practice to master, thus each student will individually conduct a depth interview. The interview must be recorded (for your use in transcribing) and you must provide a verbatim transcription of your interview. Be aware that this can be a very tedious and time-consuming task, but it is necessary because the transcription is the data for your qualitative portion of your study! You then must analyze your typed transcription and report interview results.
  - Detailed instructions and materials for the depth interview will be provided in Canvas.
- Your third assignment will be to develop and submit a “crosswalk” of your research questions (RQs), investigative questions (IQs), variables, and survey items (SIs) and a discussion of how each survey item will provide you the data needed to answer each research question. Additionally, you must describe the method of analysis you will use to analyze the data received from the responses on the survey (this will include appropriate statistical methods).
  - You must identify all your variables, and their type (dependent, independent, etc.).
  - You must develop and prepare (and format) all RQs and IQs per the guidance given in the lecture presentations (PDF files), found in the modules.
- Your fourth assignment will be to conduct a content validity (CV) of your survey items, using the members in the class.
  - Use the given Content Validity Instrument (MS Word) to collect the data from class members (instructions of the use of the instrument is on the first page of the document: password: 1234).
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- Use the given Content Validity Analysis spreadsheet for this analysis. Instructions for the use are on the first worksheet (Instructions tab) and the reportable table is in the tab labeled “Content Validity Overall”.
- Report the results of the analysis in paragraph format in an MS Word document.
- After you submit the report (do not wait for a grade). Make any required corrections, as per the CV results and then fully develop your survey and enter the survey into Qualtrics. Once your survey has been entered, provide the link to the class members. All class members will then take each survey as if they were a viable respondent. Then you will collect and analyze your data, determine your findings, and develop recommendations that the management may use to make effective decisions (ensure you discuss the limitation of having class members as your actual target population).

- Your final assignment will be to develop a full research report that incorporates your proposal information (and updated management dilemma or opportunity and RQs), provides the details of methods of analysis, and provides the findings and recommendations.
- You will use the given report template in MS Word.
- You will strictly adhere to APA manuscript formatting.
- The report will be graded based on the given rubric given in the assignment.
- This report will be checked for similarity (plagiarism). You must achieve a similarity index of 10% or less. Penalties will be applied to the total points available.
  - Penalties for greater than 10%:
    - 11-20%: 10% of your final report grade
    - 21-25%: 15% of your final report grade
    - 26-30%: 20% of your final report grade
    - < 30%: 50% of your final report grade (your paper will fail).

Discussion Questions (DQs):

As per the course schedule, each person will individually provide a response to the DQs, and turn in either a MS Word document, MS Excel document, or both, depending on the requirements of the DQ. DQs are worth a total of 140 points.

Instructor Access: The instructor will be available online a minimum of 5 days a week and will answer all questions, either in the messages or discussions forums, within 24-36 hours of the question’s posting date. Feedback for assignments and exams will be provided within a week after the due date has passed.

Netiquette

Netiquette refers to appropriate ways of communicating through the Internet. It is very important to any online course including this course.
Here are some specific policies for this course:

- You do not dominate any discussion. You will let other students give input in the discussion.
- You do not use aggressive and/or offensive language to present your ideas or opinions to other students or the instructor.
- You do not use sarcastic language when you do not agree with another student or the instructor. Therefore, be cautious in using your humor and make sure you are just being humorous, NOT sarcastic.
- Popular emoticons such as 🙂 can be helpful to convey your tone in your reply to another student in discussion but do NOT overuse them.
- You do not make fun of another student’s ability to read or write.
- You should be open-minded and listening to others’ opinions.
- You do not ever use Internet slangs like “LOL,” “Q4U,” and “C U” in your postings and emails.
- You always think, edit, and proofread your postings and emails before you push the “send” button to make sure your spelling and grammar is correct.
- You do not ever post your entire reply using all bold upper-case letters – it is hard on the eye and can be interpreted as “yelling” according to Internet language.
- You respect diversity (e.g., gender and ethnicity) in your communications.
- Your postings should be direct, to the point, and relevant. You do not include wordy sentences that do not add any value to the discussion.
- You should be patient and read all other discussions before you add something. This will help you avoid repeating something someone else has already contributed.

Continued enrollment in this course indicates agreement with these policies.
Grading Criteria

Grade Computation: Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To pass this course satisfactorily, students must complete each of the graded items listed below. Failure to complete appropriate assignments may result in a failing grade. Refusal to complete assigned work will result in a failing grade.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>1503 - 1670</td>
</tr>
<tr>
<td>B</td>
<td>80-89.99%</td>
<td>1336 – 1502.9</td>
</tr>
<tr>
<td>C</td>
<td>70-79.99%</td>
<td>1169 – 1335.9</td>
</tr>
<tr>
<td>D</td>
<td>60-69.99%</td>
<td>1002 – 1168.9</td>
</tr>
<tr>
<td>F</td>
<td>59.99 % &amp; below</td>
<td>0 – 1001.9</td>
</tr>
</tbody>
</table>

Final grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet and Greet</td>
<td>20</td>
<td>1%</td>
</tr>
<tr>
<td>APA Review</td>
<td>60</td>
<td>4%</td>
</tr>
<tr>
<td>Connect Assignments (15@25 pts. each)</td>
<td>375</td>
<td>22%</td>
</tr>
<tr>
<td>CITI Ethics Training</td>
<td>25</td>
<td>1%</td>
</tr>
<tr>
<td>Interview Prep</td>
<td>50</td>
<td>3%</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>140</td>
<td>8%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>200</td>
<td>12%</td>
</tr>
<tr>
<td>Survey Item Crosswalk/Method of Analysis</td>
<td>200</td>
<td>12%</td>
</tr>
<tr>
<td>Content Validity</td>
<td>200</td>
<td>12%</td>
</tr>
<tr>
<td>Research Report (Final) Research Centric (see rubric)</td>
<td>400</td>
<td>24%</td>
</tr>
<tr>
<td>Similarity Penalty (based on 400 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1670</td>
<td>100%</td>
</tr>
</tbody>
</table>
## Course Schedule

<table>
<thead>
<tr>
<th>WK</th>
<th>Class/Activity</th>
<th>Subject</th>
<th>Assignments Due (due dates) (Check the Canvas class for assignment requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Module 1 APA / Connect Chapter 1-2</td>
<td>Meet and Greet Discussion APA Review Assignment Connect Assignments Discussion 1</td>
<td>Meet and Greet: 7 Jun APA Review: 7 Jun Connect Ch 1: 7 Jun Discussion 1: 7 Jun</td>
</tr>
<tr>
<td>2</td>
<td>Module 1 Chapter 3</td>
<td>Connect Assignments Discussion 2 Citi Ethics Training Qualtrics Account Setup</td>
<td>Connect: Ch 3: 14 Jun Discussion 2: 14 Jun Citi Ethics: 14 Jun Qualtrics Account: 14 Jun</td>
</tr>
<tr>
<td>3</td>
<td>Module 2 Chapters 4-6</td>
<td>Connect Assignments Discussion 3 Research Proposal</td>
<td>Connect: CHs 4-6: 21 Jun Discussion 3: 21 Jun</td>
</tr>
<tr>
<td>5</td>
<td>Module 3 Chapters 10-11</td>
<td>Connect Assignments Discussion 5 Interview Prep</td>
<td>Connect: CHs 10-11: 5 July Discussion 5: 5 July Interview Prep: 5 July</td>
</tr>
<tr>
<td>6</td>
<td>Module 3 Chapters 12-13</td>
<td>Connect Assignments Discussion 6 Survey Item Crosswalk/Method of Analysis</td>
<td>Connect: Chs 12-13: 12 July Discussion 6: 12 July Crosswalk: 12 July</td>
</tr>
<tr>
<td>7</td>
<td>Module 4 Chapters 14-15</td>
<td>Connect Assignments Discussion 7 Content Validity Exercise</td>
<td>Connect: Chs 14-15: 19 July Discussion 7: 19 July Content Validity: 19 July</td>
</tr>
<tr>
<td>8</td>
<td>Module 4 Chapter 16</td>
<td>Connect Assignments Discussion 8 Research Report (Final)</td>
<td>Connect: Ch 16: 24 July Discussion 8: 24 July Research Report: 24 July</td>
</tr>
</tbody>
</table>
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].

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. More information can be found at [Academic Integrity](https://www.tamuct.edu/student-affairs/access-inclusion.html).

In this course, any evidence of cheating or collusion will result in a grade of zero (0) for each affected assignment or exam and each participating student will be reported to the Office of Student Conduct.

**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 Department 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 Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and 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. For more information, please visit https://www.tamuct.departments/index.php. 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].

Tutoring: Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at lmdavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject 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 and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

The University Writing Center:

NOTE: In an effort to stay as safe as possible during the COVID-19 pandemic, the UWC will be operating online for the Summer 2020 semester. Rest assured, though, we still have the same hours of operation and the regular amount of tutoring hours. Using WCOnline, students can work with trained UWC tutors via video and/or text chat from the comfort of their own homes!

Please view the following video:

https://www.youtube.com/watch?v=qw1-gxqvy9g&feature=youtu.be

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. 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 WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. 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
University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

**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 72,000 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 twenty-four 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](https://tamuct.libguides.com/).

**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 A&M-Central Texas, 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 Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

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).
### Important University Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2020</td>
<td>Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes. $25 Fee assessed for late registrants</td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>Classes Begin for First 5-, 10-, and 8-Week Session</td>
</tr>
<tr>
<td>June 4, 2020</td>
<td>Deadline to Drop First 5-Week Classes with No Record</td>
</tr>
<tr>
<td>June 8, 2020</td>
<td>Deadline to Drop 8-Week Classes with No Record</td>
</tr>
<tr>
<td>June 16, 2020</td>
<td>Deadline to Drop 10-Week Classes with No Record</td>
</tr>
<tr>
<td>June 19, 2020</td>
<td>Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>Deadline for Teacher Education and Professional Certification Applications</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Classes End for First 5-Week Session</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Deadline for Graduation Application</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Deadline to Withdraw from the University for First 5-Week Classes</td>
</tr>
<tr>
<td>July 6, 2020</td>
<td>Add, Drop, and Late Registration Begins for Second 5-Week Classes. $25 Fee assessed for late registrants.</td>
</tr>
<tr>
<td>July 6, 2020</td>
<td>Classes Begin Second 5-Week Session</td>
</tr>
<tr>
<td>July 7, 2020</td>
<td>Deadline for Faculty Submission of First 5-Week Final Class Grades (due by 3pm)</td>
</tr>
<tr>
<td>July 9, 2020</td>
<td>Deadline to Drop Second 5-Week Classes with No Record</td>
</tr>
<tr>
<td>July 10, 2020</td>
<td>Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 17, 2020</td>
<td>Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>Classes End for 8-Week Session</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>Deadline to Withdraw from the University for 8-Week Classes</td>
</tr>
<tr>
<td>July 28, 2020</td>
<td>Deadline for Faculty Submission of 8-Week Final Class Grades (due by 3pm)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Classes End for 10- and Second 5-Week Sessions</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Deadline for Applications for Tuition Rebate for Summer Graduation (5pm)</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Deadline for Degree Conferral Applications to the Registrar's Office. $20 Late Application Fee</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Deadline to Withdraw from the University for 10- and Second 5-Week Classes</td>
</tr>
<tr>
<td>August 7, 2020</td>
<td>Summer Commencement Ceremony</td>
</tr>
<tr>
<td>August 11, 2020</td>
<td>Deadline for Faculty Submission of 10-Week and Second 5-Week Final Class Grades (due by 3pm)</td>
</tr>
</tbody>
</table>