



BUSI4301-120, Business Ethics

Face-to-Face & Hybrid/ONLINE 16 Week Course

Class on Wednesday's ONLY from 9:30am-10:45am in FH303

Fall 2021 (August 23 – December 10, 2021)

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Professor Robin

Office: Founders Hall 2nd Floor - COBA

Email: You can also use **Canvas Message tool** on the Course website first OR if Canvas is down email me at: jrobin@tamuct.edu. Please provide in the subject line of each message the course information "BUSI 4301" so that I can identify your class. ALLOW for 24-36 hours for a response.

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

COBA Department Main Fax#: 254-501-5825

Office Hours:

I have office hours immediately following class on Wednesday's from 10:45am-12:45pm & virtual hours all day long. I am readily accessible through Canvas message, which I check daily during the week. 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.

Mode of instruction and course access:

- This course is a **BLENDED Hybrid – combination of both Face-to-Face and ONLINE instruction. You will have the flexibility to attend Class on Wednesday's or complete the course online.**
- This is also a **Service-Learning course *SL** and requires students to engage the community in a manner that support course content – through direct or indirect Service Learning projects.
- This course uses the A&M-Central Texas **Canvas** Learning Management System [<https://tamuct.instructure.com>].

Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, exams and resource links via the Course Web Site in

Canvas. You will be engaging in Service Learning Projects within the semester. Please review the course schedule for these dates in the syllabus and plan accordingly.

This is a demanding course that requires students to be self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. Be prepared to spend 8-12 hours per week on readings and assignments. Dates and associated assignments are provided in the Course Schedule and on the course Calendar within the course web site. **Note that the Service Learning requirements of the class (either direct or indirect) requires additional time.** Dates and associated assignments are provided in the Course Schedule in the last section of this syllabus and on the course Calendar on the course web site.

Student-Instructor Interaction:

I am readily accessible through Canvas Message, which I check daily during the week and once on weekends. I will get back to you within 24 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) [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.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in

courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
 - o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

COURSE INFORMATION

Course Overview and description: (*Service Learning*) (3 Semester Credit Hours + 2 Indirect Service Learning Projects). **Due to COVID-19** – this course traditionally requires a direct Service Learning platform where a student engages directly within their local community and completes Service Learning hours. This semester students will be learning about Indirect Service Learning and engaging indirectly with 2 non-profit organizations in their local community.

This course is designed to provide an examination of contemporary organizational ethical issues and challenges. Analysis of stakeholder management and sustainability, with a strong emphasis on the manager's corporate social responsibilities to a wide variety of stakeholders. Students will study ethical dilemmas and decision-making frameworks and approaches to the personal, group, organizational and societal levels. Engage in real-world applications through case study analysis and service learning (Direct OR Indirect) which is a critical portion of the course.

Prerequisite(s): [BUSI 3301](#) and [MGMT 3301](#).

Course Objective: The overall objective of this course is for each student to develop a critical thinking approach regarding many of the significant ethical concerns confronted by organizational members within the contemporary business world. The extent to which firms are responsible to society concerning such critical issues as the environment will be explored in depth. This course is required for COBA/BBA majors. This course would be a good elective for ANY students having achieved senior level status wanting a better understanding of the manager's social and environmental responsibilities to key stakeholder groups.

TAMUCT - Student Learning Outcomes: Upon successful completion of the Business Ethics course, the student will be able to:

1. Demonstrate understanding of the definition of ethics and the importance and role ethical behavior serves in the business world today.
2. Demonstrate understanding of how business ethics relates to larger moral and philosophical frameworks.
3. Identify ethical dilemmas that occur in the workplace.
4. Evaluate an ethical situation by applying the steps involved in ethical decision making.
5. Evaluate the concept of Corporate Social Responsibility, and explore its relevance to ethical business activity.
6. Identify the moral obligations of businesses to the environment.
7. Comprehensively analyze in professional business caliber writing real-world business firm's activities regarding ethical and social responsibility via written case study analyses.
8. Participate in and reflect upon at least two service learning projects in the student's local community.
9. Formulate a particular stance on a business ethics issues and defend in professional business caliber writing that stance.
10. Apply rules of netiquette and use clear writing in web-based interactions with colleagues on issues of business ethics and social responsibility.

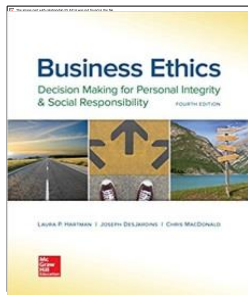
TAMUCT Service-Learning Course Outcomes:

1. **Analysis of knowledge:** Students will connect and extend knowledge (facts, theories, etc.) from one's own academic study/field/discipline to civic engagement and to one's own participation in civic life, politics, and government.
2. **Diversity of communities and cultures:** Students will reflect on how own attitudes and beliefs are different from those of other cultures and communities. Students will exhibit curiosity about what can be learned from diversity of communities and cultures.
3. **Civic action and reflection:** Students will demonstrate independent (direct or indirect Service Learning) experience and show initiative in team leadership of complex or multiple civic engagement activities, accompanied by reflective insights or analysis about the aims and accomplishments of one's actions.

4. **Civic contexts/structures:** Students will demonstrate ability and commitment to collaboratively work across and within community contexts and structures to achieve a civic aim.

Writing Competency Goals and Statements: This course focuses on elementary writing skills that students should have acquired in their general education courses and GBK 301, this course is intended to further promote professional business level writing skills. Writing skills will be tested and developed via case studies, analysis, and worksheets. All written work will need to be professional, proof-read, and in compliance with APA 7th edition writing standards.

2 Required Reading and Textbook(s):



Book Title: Business Ethics: Decision Making for Personal Integrity & Social Responsibility (With Connect Access)

Authors: Laura P. Hartman; Joseph DesJardin; Chris MacDonald

ISBN: 978-126-019-7198

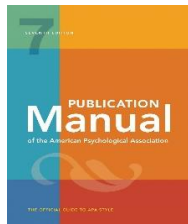
Publication Date: 2017

Binding: Loose Pages with Connect Access

Type: Print

Price: \$146.75

The TAMUCT book store has the package with "Connect/LearnSmart" which you will need.



Publication Manual of American Psychological Association (7th 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

- **Student Profile and Course Agreement:** Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement **requires** students to agree to these expectations and promise

that they have the computer set-up and self-discipline needed for this course. This profile/agreement is due the end of the first week of class and is worth 10 points.

- **Student Introduction – Discussion Forum (in Canvas):** Each student will be **required** to post an introduction on the discussion board under the tab “Introductions”. No work will be graded until your 2 paragraph introduction has been posted. Your Introduction is due the end of the first week of class and is worth 20 points. Get to know your peers and use this forum for reference throughout the semester.
- **Discussion Forums/Assignments:** There will be several opportunity to participate in online discussions, exercises, and activities. Topics will vary and could include “debates” in the text, a question exploring a portion of the text readings in-depth, a supplemental topic based on a current business press article, essay’s, or issues related to Service Learning (40 points total).
- **Ethical Dilemma Analysis - Worksheets:** There will be 2 Ethical Dilemma Analysis Worksheets (or “practice dilemma”) in this course. Instructions for the first and second worksheet will be provided in Canvas. The 2 worksheets will be worth 30 grading points each (60 points total).
- **Ethical Dilemma Analysis:** There will be 1 **required** Ethical Dilemma Analysis assignment during the semester. It will require complex analysis of real-world organizational situations using frameworks from the text and assigned discussion questions. This assignment is worth 70 grading points. ****All assignments must be submitted in a Microsoft Word .doc or .docx format.**
- **Quizzes:** There will be a quiz for each chapter in the textbook (10 total quizzes = 100 points). Each quiz will be 10 questions, worth 1 point per question. The quizzes will be accessed through Connect in Canvas.
- **Exams:** There will be TWO **required** online exams. Each exam will cover 5 text chapters and related supplemental readings, and test students’ knowledge of the key frameworks and concepts. The test questions will be multiple choice and true/false. Exams will be available over a 4 day period online, dates are noted in the course schedule. The online exams will be timed and once started, must be completed at that time. The Chapter PowerPoint lectures, glossaries, and self-quizzes are all useful study guides for the Exams. Each Exam will be worth 80 points, with 16 questions per chapter, each worth 1 point.
- **Case Study Assignments:** There are 2 ethical Case Study Assignments during the semester. Each case will require complex analysis of real-world organizational situations using frameworks from the text and assigned discussion questions. Detailed instructions

for these cases will be provided within Canvas. Each case study is worth 60 grading points.

- **Indirect Service Learning Analysis. To encompass: 1 Discussion Forum(s) and 2 Worksheet.** Indirect Service Learning is an interactive learning methodology that involves engagement, research, and understanding of community service work within your local community that directly links to the overall course frameworks. Corporate social responsibility is a critical concept covered in this course. Most corporations and business firms now attribute a vital role to be involved in volunteer work in their local communities. We will “mimic” these types of projects via 2 In-Direct Service Learning Worksheets and 2 discussion forums during the semester.
 - 2 Indirect Service Learning - Discussion Forum (40 points each)
 - 2 Indirect Service Learning Worksheet (60 points each)
 - ****All work must be submitted in a Microsoft Word .doc or .docx format.**

Grading Polices/Guidelines

- **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.
- **Identifying Submissions:** Submissions must clearly identify the student and the title of the assignment.
- **Submission Style Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6th 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 course of 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 are noted on the table under Grade Computation in the next section. Minimum points required for a specific course grade will **NOT** be revised for any reason. There are 880 grading points available in this class, assigned as follows:

Course Element	Points
Student Profile and Course Agreement	10
Student Introduction – Discussion Forum	20
Discussion Assignments (In Class OR Online) (7 @ 40 points)	280
Ethical Dilemma Analysis – Worksheet (2 @ 30 points each)	60
10 Quizzes @ 10 points each in McGraw-Hill Connect	100
Exam 1 (Ch. 1-5)	80
Exam 2 (Ch. 6-10)	80
Ethical Dilemma Analysis: (1 @ 70 points each)	70
Service Learning Worksheet (2 @ 60 points)	120
Case Study (1 @ 60 points)	60
Total Points Possible	880

POINTS	EQUALS	LETTER GRADE
792 –880	=	A
704 – 791	=	B
616 – 703	=	C
528 – 615	=	D
Below 527	=	F

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).

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

- Grading Points available for each assignment noted in ()
- All graded assignments are noted in bold and due prior to class on the date indicated below
- Due dates for weekly quizzes are noted in bold, time for each is 11:59 p.m.

Unit	Dates	Topic / Reading	Assignments
	Week 1 Aug 23-Aug 29	<ul style="list-style-type: none"> ✓ Course Introduction ✓ Chapter 1: Ethics and Business ✓ Introduction to Service Learning (SL) 	<ul style="list-style-type: none"> ✓ Be sure to fully understand Syllabus & all course requirements, then complete and submit a copy of your Student Profile and Course Agreement via Canvas Assignment Link, Due 8/29 by midnight (10 pts) ✓ Read Ch. 1; Study PPT, Glossaries ✓ Take Chapter 1 Quiz in Connect due 8/29 (10 points) ✓ Post to the Introductory Forum, due 8/29 (20 pts) *Minimum 2 paragraph requirement
	Week 2 Aug 30 - Sept 5	<ul style="list-style-type: none"> ✓ Chapter 2: Ethical Decision-Making: Personal and Professional Contexts ✓ Service Learning Introduction 	<ul style="list-style-type: none"> ✓ Read Ch. 2; Study PPT, Glossaries ✓ Take Chapter 2 Quiz in Connect 9/5 (10 points) ✓ Discussion Forum 1: (40 points). First Post due 9/2; Second Post/Replies due 9/5 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!**NOTE: 2 Distinct DUE DATES for the ONLINE Discussion Forum.
2	Week 3 Sept 6 - 12	<ul style="list-style-type: none"> ✓ Chapter 3: Philosophical Ethics and Business – Introduction 	<ul style="list-style-type: none"> ✓ Read & Study Ch. 3 and associated resource materials ✓ Take Chapter 3 Quiz in Connect 9/12 by midnight (10 points) ✓ Complete the Ethical Dilemma Analysis Worksheet-is due 9/12 by midnight (30 points).
	Week 4	<ul style="list-style-type: none"> ✓ Chapter 4: The Corporate Culture – Impact and Implications 	<ul style="list-style-type: none"> ✓ Read & Study Ch. 4 and associated resource materials ✓ Take Chapter 4 Quiz in Connect 9/19 by midnight (10 points)

	Sept 13-19	<ul style="list-style-type: none"> ✓ Indirect Service Learning 	<ul style="list-style-type: none"> ✓ 1st Service Learning Discussion (40 points) First Post due 9/16; Second Post/Replies due 9/19 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!**NOTE: 2 Distinct DUE DATES for the ONLINE Discussion Forum
3	<p style="text-align: center;">Week 5</p> <p style="text-align: center;">Sept 20-26</p>	<ul style="list-style-type: none"> ✓ Chapter 5: Corporate Social Responsibility ✓ SL Worksheet 	<ul style="list-style-type: none"> ✓ Read & Study Ch. 5 and associated resource materials ✓ Take Chapter 5 Quiz in Connect 9/26 by midnight (10 points) ✓ 1st Service Learning Worksheet - due midnight 9/26 (60 points). Read instructions and grading evaluation criteria very carefully.
4	<p style="text-align: center;">Week 6</p> <p style="text-align: center;">Sept 27 – Oct 3</p>	<ul style="list-style-type: none"> ✓ Case Study 1 ✓ Chapter 5: Corporate Social Responsibility (Cont.) 	<ul style="list-style-type: none"> ✓ Review Ch 5 & CSR ✓ Case Study 1: (60 points). Submit a copy to the Canvas Assignment 10/3 by midnight
	<p style="text-align: center;">Week 7</p> <p style="text-align: center;">Oct 4-10 Exam</p>	<ul style="list-style-type: none"> ✓ Review ✓ Exam 	<ul style="list-style-type: none"> ✓ Exam Review ✓ Take Exam 1, covers Chapters 1-5 and supplemental readings on service learning ✓ Exam 1. (2 hours) October 7-10 Online. Once started must be completed in one sitting (80 points)
5	<p style="text-align: center;">Week 8</p> <p style="text-align: center;">Oct 11-17</p>	<ul style="list-style-type: none"> ✓ Chapter 6: Ethical Decision-Making: Employer Responsibilities and Employee Rights 	<ul style="list-style-type: none"> ✓ Read & Study Ch. 6 and associated resource materials ✓ Take Chapter 6 Quiz in Connect 10/17 by midnight (10 points) ✓ Ethical Dilemma Analysis: (70 points). Submit a copy of the Worksheet to the Canvas Assignment 10/17 by midnight
	<p style="text-align: center;">Week 9</p> <p style="text-align: center;">Oct 18-24</p>	<ul style="list-style-type: none"> ✓ Chapter 7: Ethical Decision-Making: Technology and Privacy in the Workplace 	<ul style="list-style-type: none"> ✓ Read & Study Ch. 7 and associated resource materials ✓ Take Chapter 7 Quiz in Connect 10/24 by midnight (10 points) ✓ Chapter 7 Discussion Forum: Smart Phones (25 points) First Post due 10/21; Second Post/Replies due

			10/24 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!**
6	Week 10 Oct 25-31	✓ Chapter 8: Ethics and Marketing	<ul style="list-style-type: none"> ✓ Read and Study Ch. 8 and associated resource materials ✓ Ethical Dilemma Analysis Worksheet: due 10/31 by midnight (30 points) ✓ Take Chapter 8 Quiz in Connect 10/31 by midnight (10 points)
	Week 11 Nov 1-7	✓ Chapter 9: Business and Environmental Sustainability	<ul style="list-style-type: none"> ✓ Read and Study Ch. 9 assigned supplemental readings, and associated resource materials ✓ Take Chapter 9 Quiz in Connect 11/7 by midnight (10 points) ✓ Online Discussion Forum: Life Cycle Analysis due by midnight 11/7 (40 points First Post due 11/4; Second Post/Replies due 11/7 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!
7	Week 12 Nov 8-14	<ul style="list-style-type: none"> ✓ Chapter 10: Ethical Decision-Making: Corporate Governance, Accounting & Finance ✓ Essay 2 	<ul style="list-style-type: none"> ✓ Read and study Ch. 10 and associated resource materials ✓ Take Chapter 10 Quiz in Connect 11/14 by midnight (10 points) ✓ Discussion Forum: Chapter 10 Corporate Governance, Accounting, & Financing (40 points). First Post due 11/11; Second Post/Replies due 11/14 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!
	Week 13 Nov 15-21	✓ Exam 2	<ul style="list-style-type: none"> ✓ Exam Review ✓ Take Exam 2, which covers Chapters 6-10 ✓ Exam 2 (2 hours) available November 18-21st. Once started must be completed in one sitting (80 points)
	Week 14	✓ Current Issues in Business Ethics	✓ 'Current Event' Discussion Forum due 11/28 (40 points). Summarize 2 current articles about an ethical

	Nov 22-28		dilemma(s) and/or issue(s) that a business is facing. First Post due 11/26; Second Post/Replies due 11/28 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!! **NOTE: 2 Distinct DUE DATES for the ONLINE Discussion Forum
	Week 15 Nov 29 – Dec 5	✓ Service Learning – Part 2	✓ 2nd Service Learning Discussion Forum due 12/5 by midnight. First Post due 12/2; Second Post/Replies due 12/5 @ midnight. ***NOTE: 2 distinct due dates for EVERY discussion forum!!!
8	Week 16 Dec 6-10	✓ Service Learning Wrap-Up	✓ 2nd Service Learning Worksheet - due midnight 12/9 (60 points). Read instructions and grading evaluation criteria very carefully. ✓ End of Course Survey

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: http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

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>].

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

Password: Your MyCT password

Technology Support.

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

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

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.

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

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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

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

24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty 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.

Once you submit the completed 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex

and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University—Central Texas (A&M—Central Texas) is a free service open to all A&M—Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via WCOonline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the

UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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>].

OPTIONAL POLICY STATEMENTS

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 Wellness and 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/compliance/titleix.html) [<https://www.tamuct.edu/compliance/titleix.html>].

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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. 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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