

Welcome to BUSI 4334-110, CRN 81012 (Employment Law) at Texas A&M University - Central Texas for the fall of 2021! This is a 16 week fully online course.

I look forward to helping you learn more about employment law issues this fall. In this syllabus and the syllabus video, I try to provide as much information as I can on the course and my expectations. Additional course information can also be found in our Canvas course.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Department Phone: 254-501-5944 - Just leave a message and I will respond as soon as possible.

Email: loafman@tamuct.edu or Canvas Inbox: These are the best methods to contact me for a quick response. Please let me know if you have any questions!

General Office Hours:

Monday: By advance appointment

Tuesday: 10:00-1:30 and 3:30-5:00, other times by advance appointment

Wednesday: 10:00-3:00, other times by advance appointment

Thursday: 10:00-2:00, other times by advance appointment

Friday: By advance appointment

Please try to schedule an appointment so I can make sure I don't miss you, as sometimes meetings are scheduled during office hours. I can be available earlier in the day or later in the evening with advanced notice and am also available for Web Ex virtual meetings for "after hours" situations, such as nights and weekends. **There may be an occasional shift in some hours** and I will try to post an announcement on Canvas if that is the case.

Mode of instruction and course access:

This is a fully online course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for supplemental materials (like readings and lecture PowerPoints), audio lectures, quizzes, exams, grade reporting, and assignment submissions. The instructions that follow in this syllabus will assist you with gaining access and technical support. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

To be enrolled in this course you should have taken either BUSI 3332 or MGMT 3302 (preferably both). It will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission.

Student-Instructor interaction:

It is easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to email in no more than 24 hours if not traveling, and usually within a couple of hours. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period. Thus, pay attention to the "**Announcements**" area (should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas

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

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

COURSE INFORMATION:

Course Overview and description:

Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): [BUSI 3332](#) or [MGMT 3302](#).

Course Level Objectives (CLO's):

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision on employment law.
2. Discuss, recognize, and explain legal issues within the employment life cycle, including:
 - The basic employment relationship
 - Employment discrimination
 - The hiring process
 - Managing a Diverse Workforce
 - Pay, Benefits, and Terms of Employment
 - Terminating Employment
3. Analyze hypothetical employment law issues, evaluate alternatives that legally and ethically resolve the issues, and recommend company action consistent with law.
4. Effectively research a current employment law issue.
5. Summarize an employment law news article or case and apply to course concepts.
6. Communicate professionally. (All Course Communications)

Weekly Learning Objectives (WLO's):

At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

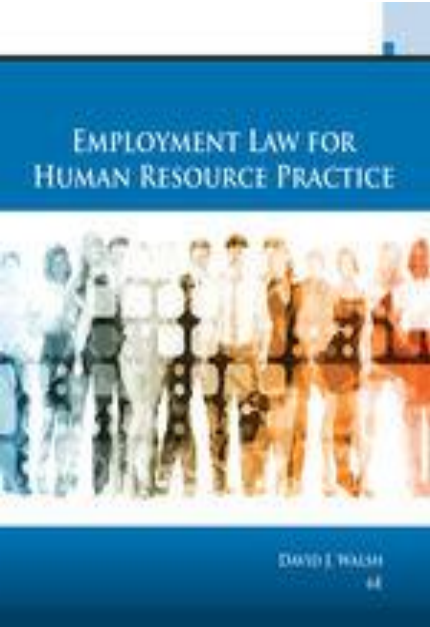
1. Identify sources and applicability of employment law/regulation
2. Explain the concept of at will employment
3. Recognize how employees can pursue their employment rights
4. Identify key aspects employment law cases and their impact

5. Discuss the role of managers in legal compliance
6. Identify the implications of worker classification
7. Classify a worker as an employee and an independent contractor.
8. Determine who is an employer.
9. Differentiate between disparate treatment and disparate impact discrimination
10. Identify the component of the prima facie case
11. Recognize the scope of a claim of retaliation.

The WLO's for weeks 4-16 will be listed in Canvas.

Required Textbook(s) and Resources:

1.

	<p>Walsh, David J. (2019). Employment Law for Human Resource Practice (6th ed.). Cengage.</p> <p>There are several ways you can access this text since you DO NOT need access to Mindtap. You just need the book.</p> <ol style="list-style-type: none"> 1. Buy it through the Bookstore. 2. Buy a used copy online. 3. Cengage Unlimited eTextbooks – Buy the option through the Bookstore or through Cengage for about \$70 for one semester. This gives you electronic access to all textbooks (not the electronic resources like MindTap which I do not require) that come with Cengage unlimited, which may include some for your other courses too. If you want a hard copy, Cengage will then rent you one for just \$7.99 per book. So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks. 4. If you want the electronic resources or a longer subscription, then you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for 4 months, \$180 for a year or \$240 for 2 years. Rentals of a hard copy are still \$7.99. <i>You might be able to really leverage the 2 year option over multiple courses.</i>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i></p>	

2. Reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

3. Access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), **a webcam for exams, Google Chrome Browser with Proctorio Extension**, PDF software reader (Adobe) for readings, MS Word & PowerPoint.

4. Other Course Instructional Materials: Click on “Modules” on the left side of Canvas to access audio lectures of the material, a summary PowerPoint, and additional readings, resources, and materials. **I do provide substantial information beyond the text that is found in the PowerPoints, audio lectures, and additional resources. This information may be assessed on quizzes and exams.**

COURSE REQUIREMENTS

1. **Quizzes – 80 total points (16 @ 5 points each)** - You will have a 5 question, 10 minute quiz on each chapter we cover (16 total). These will **be due by 11:59PM CST (23:59) on Thursday nights**, but you may certainly complete them earlier in the week.

2. **Application Activities - 150 Points (15 @ 10 points each)** - We will an application activity associated with the first 15 chapters we cover consisting of discussion posts and/or application questions on the chapter material. The activities **must be submitted by 11:59PM (23:59) on Saturdays and are scored primarily based on reasonable effort and thought**, not if the answer is technically right or wrong. After the due date passes, I will post an answer video in Canvas.

3. **Article Presentation – 50 points** – You will find a recent article connected to a class concept. It is up to you to **make the articles connection to class concepts crystal clear**. That connection component and the summary are worth 25 points of the grade. The remaining 25 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills and how this assignment is scored. **The article presentation video must be submitted in Canvas by 11:59PM (23:59) on Sunday, November the 21st.**

4. **Current Issue Research Paper – 140 points** – I am going to give you some flexibility here with regards to what you want to research. It could be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues, paid leave, potential changes in EEOC, OSHA, DOL, etc. policies. **Your research proposal draft must submitted via Canvas for review by 11:59PM (23:59) on Sunday, October 10th.** More details on the proposal requirements will be available in Canvas. Ultimately, we will quickly work together on finalizing a research plan that will lead to an approximately five page paper by the end of the semester. 15 points will be awarded once we are in agreement on the research plan. The remaining 125 points will go towards the completed paper, including writing quality. The final paper **must submitted via Canvas by 11:59PM (23:59) on Sunday, December 5th.**

5. **Exploring a Major Employment Law Case – 100 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59PM (23:59) on Sunday, October 24th.**

6. Exams - 480 points (4 @ 120 Points each) – Each exam will cover 4 Chapters and will be comprised of 32 multiple choice/true false question worth 2.75 points each (88 total points) and 4 application essay questions worth 8 points each (32 points total). Exams are available over a 48 hour period and will be two hours in length. 11:59PM CST on the day they are due is a hard cut off. If you start the exam at 11:00PM, you will only have one hour to complete the exam. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases. Unfortunately, since I have been lied to in the past, I will likely require documentation of such extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. The online exams will also utilize our Proctorio remote proctoring technology, so you will need a webcam. **The proctoring software will also require you to use Google Chrome and have the Proctorio extension on the browser. If you do not have this set-up done, you will get a message asking for a password that DOES NOT exist.** The is a three minute Tech Check exam set up in Canvas worth five “bonus” points to ensure you are ready to go.

Grading Scale and Notes

Chapter Quizzes	80
Application Activities	150
Article Presentation	50
Research Proposal/Paper	140
Case Assignment	100
Exam Tech Check	5
<u>Exams</u>	<u>480</u>
Total	1005

Note the C, D, and F Ranges Especially

895-1005 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement (Credit is awarded and a retake is not required)*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that a point total may qualify for a higher letter grade than the scale normally provides for to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one’s career, thus we have CLO #6. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example: Saying I’m a grumpy grader and giving me a link to a medical center to have my testosterone level checked, as I need help. Yes, this happened in 2016. We can disagree with one’s view or judgment, but we must learn how do so respectfully to maintain employment and be successful in business today.

Posting of Grades

All assignment grades should be posted within seven days of the due date, but I will try for a 72 hour turnaround. The most frequent grading delay is waiting on those who did not submit on time.

Late Work Issues:

1. **NO** credit will be given for missed quizzes, application exercises, the article presentation video, or a late draft plan without pre-approval.
2. The final research paper and case assignment will lose 10% of the points available per day late. As an example, 12:01AM on the due date for the case assignment is technically late by one day.
3. For Exams, see the previous explanation under “Course Requirements” and “Exams.”

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Unit #1 – Weeks 1-4 and Chapters 1-4

Week 1 – August 23rd

1. Get familiarized with the course, including watching the introductory videos on the syllabus, course navigation, and getting to know me.
2. Read Chapter 1 (Overview of Employment Law) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
- 3. Complete the Chapter 1 Quiz by 11:59PM on Thursday, the 26th.**
- 4. Complete the Application Activity for Chapter 1 by 11:59PM (23:59) on Saturday, the 28th.**

Week 2 – August 30th

1. Read Chapter 2 (The Employment Relationship) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
- 2. Complete the Chapter 2 Quiz by 11:59PM on Thursday, September 2nd.**
- 3. Complete the Application Activity for Chapter 2 by 11:59PM (23:59) on Saturday, the September 4th.**

Week 3 – September 6th

1. Read Chapter 3 (Overview of Employment Discrimination) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
- 2. Complete the Chapter 3 Quiz by 11:59PM on Thursday, the 9th.**
- 3. Complete the Application Activity for Chapter 3 by 11:59PM (23:59) on Saturday, the 11th.**
- 4. Ensure a computer is properly configured for a Proctorio Exam (Tech Check Exam worth 5 points available in Canvas).**

- Week 4 – September 13th
1. Read Chapter 4 (Recruitment) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 4 Quiz by 11:59PM on Thursday, the 16th.**
 - 3. Complete the Application Activity for Chapter 4 by 11:59PM (23:59) on Saturday, the 18th.**
 - 4. Complete Exam #1 covering Chapters 1-4 between 12:01AM on Sunday, September 19th and 11:59PM on Monday, the 20th.**

Unit #2 – Weeks 5-8 and Chapters 5-8

- Week 5 – September 20th
1. Read Chapter 5 (Background Checks, References, and Verifying Employment Eligibility) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 5 Quiz by 11:59PM on Thursday, the 23rd.**
 - 3. Complete the Application Activity for Chapter 5 by 11:59PM (23:59) on Saturday, the 25th.**
- Week 6 – September 27th
1. Read Chapter 6 (Employment Tests) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 6 Quiz by 11:59PM on Thursday, the 30th.**
 - 3. Complete the Application Activity for Chapter 6 by 11:59PM (23:59) on Saturday, October 2nd.**
- Week 7 – October 4th
1. Read Chapter 7 (Hiring and Promotion Decisions) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 7 Quiz by 11:59PM on Thursday, the 7th.**
 - 3. Complete the Application Activity for Chapter 7 by 11:59PM (23:59) on Saturday, the 9th.**
 - 4. Submit the draft of your research plan by 11:59PM (23:59) on Sunday, the 10th.**
- Week 8 – October 11th
1. Read Chapter 8 (Harassment) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 8 Quiz by 11:59PM on Thursday, the 14th.**
 - 3. Complete the Application Activity for Chapter 8 by 11:59PM (23:59) on Saturday, the 16th.**
 - 4. Complete Exam #2 covering Chapters 5-8 between 12:01AM on Sunday, October 17th and 11:59PM on Monday, the 18th.**

Unit #3 – Weeks 9-12 and Chapters 9-12

- Week 9 – October 18th
1. Read Chapter 9 (Reasonably Accommodating Disability and Religion), and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 9 Quiz by 11:59PM on Thursday, the 21st.**
 - 3. Complete the Application Activity for Chapter 9 by 11:59PM (23:59) on Saturday, the 23rd.**
 - 4. Submit your Case Briefing Assignment by 11:59PM (23:59) on Sunday, the 24th.**
- Week 10 – October 25th
1. Read Chapter 10 (Work-Life Conflicts and Other Diversity Issues) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 10 Quiz by 11:59PM on Thursday, the 28th.**
 - 3. Complete the Application Activity for Chapter 10 by 11:59PM (23:59) on Saturday, the 30th.**
- Week 11 – November 1st
1. Read Chapter 11 (Wages, Hours, and Pay Equity) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 11 Quiz by 11:59PM on Thursday, the 4th.**
 - 3. Complete the Application Activity for Chapter 11 by 11:59PM (23:59) on Saturday, the 6th.**
- Week 12 – November 8th
1. Read Chapter 12 (Benefits) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 12 Quiz by 11:59PM on Thursday, the 11th.**
 - 3. Complete the Application Activity for Chapter 12 by 11:59PM (23:59) on Saturday, the 13th.**
 - 4. Complete Exam #3 covering Chapters 9-12 between 12:01AM on Sunday, November 14th and 11:59PM on Monday, the 15th.**

Unit #4 – Weeks 13-16 and Chapters 14-17

- Week 13 – November 15th
1. Read Chapter 14 (Occupational Safety and Health) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 14 Quiz by 11:59PM on Thursday, the 18th.**
 - 3. Complete the Application Activity for Chapter 14 by 11:59PM (23:59) on Saturday, the 20th.**
 - 4. Submit your Article Presentation Video by 11:59PM (23:59) on Sunday, the 21st.**

- Week 14 – November 22nd
1. Read Chapter 15 (Privacy on the Job) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 15 Quiz by 11:59PM on Thursday, the 25th.**
 - 3. Complete the Application Activity for Chapter 15 by 11:59PM (23:59) on Saturday, the 27th.**
- Week 15 – November 29th
1. Read Chapter 16 (Terminating Individual Employees) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 16 Quiz by 11:59PM on Thursday, December 2nd.**
 - 3. Complete the Application Activity for Chapter 16 by 11:59PM (23:59) on Saturday, the 4th.**
 - 4. Submit your Research Paper by 11:59PM (23:59) on Sunday, the 5th.**
- Week 16 – December 6th
1. Read Chapter 17 (Downsizing and Post-Termination Issues) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
 - 2. Complete the Chapter 17 Quiz by 11:59PM on Thursday, the 9th.**
 - 3. Complete Exam #4 covering Chapters 14-17 between 12:01AM on Thursday, December 9th and 11:59PM on Friday, the 10th.**

Important University Dates for the Fall 2021 Session:

- August 23, 2021 Add, Drop, and Late Registration Begins for 16- and First 8-week Classes
\$25 Fee assessed for late registrants
- August 23, 2021 Classes Begin for Fall Semester
- August 25, 2021 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
- September 6, 2021 **Labor Day (University open and classes will be held)**
- September 7, 2021 Deadline to drop 16-week Classes with No Record
- October 18, 2021 Class Schedule Published for Spring Semester
- October 19, 2021 Deadline for Graduation Application for Fall Ceremony Participation
- November 1, 2021 Deadline for GRE/GMAT Scores to Graduate School Office
- November 1, 2021 Registration Opens for Spring Semester
- November 5, 2021 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- November 11, 2021 Veteran's Day (University Closed)
- November 25-26, 2021 Thanksgiving (University Closed)
- December 10, 2021 Deadline to Withdraw from University for 16-Week Classes
- December 10, 2021 Fall Semester Ends
- December 10, 2021 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
- December 10, 2021 Deadline for Fall Degree Conferral Applications to the Registrar's Office
\$20 Late Application Fee
- December 10, 2021 Fall Commencement Ceremony Bell County Expo 7 pm
- December 14, 2021 Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)

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.

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 a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled,

FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

University Statement: 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].

My Statement: All work in this course is to be **done individually**. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, even though your answers may differ slightly.

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 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 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].

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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Studying the Law Considerations (Especially Online)

For some, legal terminology is a foreign language that may not be understood as quickly as it will be for others, which I understand. There were a few topics in law school that I “got by” on but didn’t really master until a year or two later when I was studying for the bar exam. As such, this course is designed to allow the student who struggles with some content, yet is diligent and perseveres, to earn an acceptable grade.

Being an online student takes discipline! The biggest issue with online student performance is not tracking due dates and then either missing assignments or turning them in late. If you struggle with the material, you cannot afford to give points away through late or missing work.