

Texas A&M University Central Texas  
ONLINE - HEAD 5312- 110 – Health Eco, Fin, and Accounting –  
Fall 2021 Aug. 30 – Dec. 14

**Mode of instruction and course access:**

This course is 100% online.

CANVAS log in: <https://tamuct.instructure.com>

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Dr. Roe A. Roberts, PhD, MPH**

**Office: 107 Martin Bld located at the MWSU campus in Wichita Falls**

**Phone: (940) 397-4732**

**Email: [roe.roberts@tamuct.edu](mailto:roe.roberts@tamuct.edu) (Utilize Canvas Messenger for course communications)**

**Office Hours: You can contact me via email Monday through Thursday**

This is an intensive 16 week online graduate course. This means that you must budget your time wisely and accomplish work in advance so that your submissions will be on time.

All assignments will be accessed and submitted in the class WEEK Module in Canvas. **Work is assigned each week, including WEEK 1** via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

**Student-instructor interaction:**

Welcome to HEAD 5312

This is a completely online course with no face-to-face meetings so COVID classroom rules are not applicable.

I will check Canvas and email at least twice a day, between 8:00 and 5:00, except Friday through Sunday. Unless it's after 5PM on Thursday or Before Monday at 8AM, I will attempt to respond to your emails within 24 hours. Email or Canvas messages sent Thursday after 5PM through Sunday will receive a response no later than the following Monday afternoon.

Remember, I can't 'see' you, it's not possible for me to tell if you are confused about a section of the book, so it's up to you to contact me so I can assist you if you are confused about at any point. If you plan to work on weekends ensure that you plan to work ahead and try to read ahead so if you have a question, you can pose it to me during the week prior to the weekend that work is due. If there's a technical issue and you can't see an assignment that is due on Sunday, you need to let me know by at least Thursday before 5PM for me to try to fix the problem.

Assigned chapters must be read and chapter quizzes and exams taken by date and time noted in canvas.

Learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignments are posted in the syllabus and on Canvas with due dates noted on the assignment and in the syllabus.

Graduate learning requires students to be very self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignment are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. If there is a conflict in due dates, which I try to avoid, the Canvas date controls. Notice that the Canvas submission time is 11:59 pm and that you may not be able to make a submission, other than late submissions. Submissions are to be made on Canvas in the associated Assignment drop box, contained in the WEEK due. Late submissions, if allowed, will carry a 25% per day penalty. If you have any questions or need clarification as to an assignment be sure to contact me either in the discussion area or via Canvas mail.

**You must be self-motivated, disciplined, and an excellent planner of your time to complete an online course with satisfactory results.**

Plan well and allocate sufficient time to complete the assignments, quizzes, exams, and research paper in a timely manner. Late submissions are not accepted without severe penalties.

**No late submissions will be allowed once the assignment is graded.**

**If you have an emergency it is your responsibility to inform me as early as possible.**

### **WARRIOR SHIELD**

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

Connect to Warrior Shield by 911Cellular

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

### **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. If you are on-campus please review the back to campus rules for this fall: <https://www.tamuct.edu/covid19/documents/Return-to-Campus-Plan-Fall-2021.pdf>

## COURSE INFORMATION

### 1.0 Course Overview and description:

This course provides for the highest cognitive and affective understanding of applied health care economics, finance and accounting in health services organizations. Theoretical frameworks and empirical analyses will be used to emphasize organizational and provider services. These services will be assessed in relation to capacities and competencies within the health care industry and patient/client needs and wants. **Prerequisites:** Graduate Status or permission of instructor.

### 2.0 Course Objectives:

#### 2.1 Course Learning Outcomes & Student Learning Objectives(SLOs)

At the end of the course, students will;

1. Present through class participation, an appreciation of payments, and standard costs in health financing.
2. Demonstrate through tests, an understanding of health care cost effectiveness and benefit analyses.
3. Explain through course discussions, the increased need for productivity and quality of care improvement.
4. Present through tests, an understanding of acute/long-term care reimbursements.
5. Present through tests, the differences in financing alternatives and capital/debt financing in health care.
6. Demonstrate through tests, an appreciation of how health finances and economics contribute to the effectiveness of health service organizations.
7. Demonstrate through tests, an understanding of health economic tools and the implementation of results based on economic evaluations.
8. Demonstrate through tests, an understanding and ability to apply quantitative health economic techniques related to planning, managing and evaluating health services product lines.
9. Demonstrate the overall use of managed care in health organizations.
10. Demonstrate the role of the Health Reform Act and impact on healthcare financing.
11. Demonstrate a knowledge of the accounting process for health care by budget preparation.

### 3.0 Required Reading and Textbook(s):

#### 3.1 Textbooks

Baker, J., Baker, R.W. and Dworkin N.R. (2018). Health Care Finance: Basic Tools for Nonfinancial Managers, Fifth Edition. Jones and Bartlett. ISBN: 978-1-284-11821-6

## COURSE REQUIREMENTS

### 4.0 Course Requirements:

Participation is essential to enhancing each student's awareness about the subject area and developing their knowledge base. You must participate in each class, turn in all assignments on time and complete all exams on time.

#### **4.1 All Quizzes/Exams, unless otherwise specified, are due on the date noted in Canvas by 11:59 PM.**

The quizzes/exams will be timed and may consist of multiple choice, short answer, and fill in the blanks questions. Once a quiz/exam is started it must be completed in the same setting. Exiting the quiz/exam for any reason will cause the exam to no longer be available. The quiz/exam will be open book, but will require you to understand the information in the chapters before attempting the exam if you are going to have time to consult your text book during the allotted time. The time allowed assumes that you have read the chapters and have studied sufficiently so as to be well prepared for the test.

I recognize many of you may also work, so have very busy schedules. So, I have scheduled twelve quizzes, instead of ten. I will drop the two lowest quiz grades from the grading score. So, if you are unable to take a quiz for any reason, there is no need to contact me, as that quiz will automatically become one of your lowest scores. The quizzes will help prepare you for Exams 1 and 2, so if at all possible it will benefit you to take all of them, if at all possible.

#### **If you do not understand why your answer to a quiz or exam question is marked wrong:**

Please send me your answer and the reason you chose the answer that you chose.

Provide the quiz or exam number and the question number.

Cite the example or page number that you used in the book to support your answer.

This will allow me to evaluate your answer and your reasoning and either count your answer as correct or help you in your understanding of the chapter to assist you in finding the correct answer.

#### **4.2 Research Paper – (250 points)**

(Research Question 5 points, Outline 10 points, Research Articles (PDF files) 5 points each (maximum 25 points), Paper 200 points)

The research paper must be prepared utilizing APA guidelines.

The purpose of the research paper is to prepare you for research and writing projects you will encounter in your business career. The **topic** of the paper **must** explore *CURRENT ACCOUNTING, FINANCE Or ECONOMIC TOPICS WHICH RELATE TO THE CURRENT PRACTICE IN ANY HEALTH FIELD.*

#### **Research Paper Steps and Requirements**

Most future job promotions after graduation will be greatly influenced by your mastery of communication skills. A frequent comment concerning college graduates, during my teaching career, have been concerning their lack of effective communication skills. This paper is intended to help you develop and achieve the writing skills to ensure your future success.

Many of you have never been required to write a proper research paper, utilizing good research guidelines and the usage of accepted, professional English language in your writing. This is the reason writing a research paper is required to build your writing, research, and communication skills.

Grading the paper, and each of the required steps, requires much additional time on my part and this grading effort is intended to help you with your success. I read your sources to ensure that the paraphrasing and use of quotations are correct and accurate. Your future employers will check your work and your lack of factual detail properly presented, or less than professional writing may cause you to encounter severe consequences in your employment and job progression.

### **Paper Requirements**

The final completed paper will be composed of at least 6 full pages and will contain at least 8 articles. A perfectly written 6 page paper with 8 authoritative articles properly incorporated in the paper, that thoroughly covers the paper topic, can achieve a maximum grade of a "B".

To be eligible for an "A" the paper must be at least 8 full pages long with 10 authoritative articles. However, if your paper contains a lot of 'filler' and repetition, points will be deducted.

The paper must be completely up to date and cover the topic thoroughly. Please limit your paper to 15 pages, but this limit can be exceeded if necessary to cover your topic.

#### **Step 1 Research Paper Subject (RPS) (5 points) (Required submission)**

The research paper subject or title, followed by an annotated bibliography of five (5) sources you have selected to use in your paper.

Each source article used in this step and submitted in step 4 must be greater than 2 full pages in length. It should be a peer reviewed research article not an editorial.

The annotated bibliography must thoroughly cover the information in the article. If I cannot determine the applicability of your article, as presented in the annotated bibliography, I will return your submission.

The sources must support your subject. As your writing and research continues you can add or eliminate articles to ensure that you cover your subject properly.

#### **Step 2 Research Paper Outline (RPO). (10 points) (Required submission)**

You must prepare and submit an outline of your approved research paper topic.

You must include, under the proper outline heading, the annotated bibliographies of sources you intend to use and which will support your outline heading and your paper topic.

Remember: "Enough time" and effort must be devoted to any project to achieve your desired results. "A Lot of Time" is anything less than enough. Many people, even published authors, find it very helpful to have someone read their final paper and point out the errors and unclear or misleading sentences. If a proof reader does not understand your writing you have a problem.

**Refer to TECHNOLOGY REQUIREMENTS AND SUPPORT in your syllabus for all university provided services including ADA and tutoring services**

**Step 3 Research Paper Articles (RPA) (5 per article for a total of 25 points)  
(Required submission)**

This step supports steps 1-2 And Step 4. You must use PDF format to submit each article utilized in your paper. Each file should be submitted separately.

Each individual file must be identified in the same format used for the first article citation in your paper. For example if your first cited file is (Adams, Jones, Smith, 2019, p. 321) the PDF will be identified as Adams, Jones, Smith, 2019.

Arrange your files alphabetically – by the first author's last name.

If you do not submit your properly identified PDFs on time as required, or the files are improperly identified, you will incur a 25 point penalty. Your paper will not be graded until all your PDFS are submitted

**Step 4 Research Paper (RP) (200 points)**

**A Research Paper is a Required Submission for this course.**

**Not submitting a research paper will result in a 250 point deduction.**

**Submit your paper as a Word document using the APA style 6 Ed or 7 ED.**

**Research Paper – GUIDELINES**

Closely read and ensure that you understand the following requirements for a successful research paper.

1. **Prepare the paper utilizing APA guidelines.** The Purdue Owl contains a great overview of research, writing, and APA style guidelines.

<https://owl.english.purdue.edu/owl/resource/558/01/>

3. **A departure from APA guidelines is that this paper requires page numbers be included for paraphrasing as well as quote citations.** The page numbers are used to find the source of the paraphrase so that the paraphrase can be checked for accuracy.

4. **Failure to include specific page numbers** in all citations whether direct quotations or paraphrases will result in a 40 point deduction and the paper being returned to you for correction and resubmission.

5. **Use a cover page (A separate page)** which will not count in paper length.
6. **Place the Abstract on a separate page** which does not count in paper length.
7. The **Running Head** must be within the one inch top margin.
8. **Use a one paragraph, properly identified, Introduction and Conclusion in your paper.** The Introduction and Conclusion are each limited to 10 lines.
9. **The paper must be long enough to thoroughly cover the paper topic.**
10. **Refer to the Purdue Owl** for all requirements of a research paper. The Purdue Owl covers the process from the initial research step to the writing of the paper.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

If you do not understand a requirement or suggestion please contact me or go to the Writing Center for assistance or refer to online sources.

**11. All cited sources, except for landmark Court cases, must be less than 5 years old.** If an article is not current, regardless of date, the information will be considered as filler, incur a 10 point penalty and the paper length will be reduced by the filler length. It's important to recognize that health care is a very dynamic field, so information changes constantly, as a result, what was accepted procedure yesterday may not be acceptable today.

**Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 5 point deduction per occurrence and the paper being returned to you for correction and resubmission. If the source does not have page numbers you must supply the page numbers for citations.**

**12. Acceptable references (sources) include:**

Court Cases which have not been superseded, government publications, other than press releases, refereed journals, professional journals, and professional magazines published by recognized professional associations such as medical journals, State licensed law and accounting publications, and other reputable professional publications published in the United States, Canada, or Great Britain.

**When utilizing acceptable current periodical publications such as professional journals ensure that you verify the information the article contains.** Remember that trade journals, company publications, magazines, newspapers, politically motivated periodicals, presidential and other government press releases, and web sources are intended to provide the author's point of view which is not authoritative or verifiable **and will not count in your total articles and will be counted as filler which will reduce your paper length.**

**All reference sources must be published in the United States, Canada, or Great Britain and must contain proper English.** Elsevier is a Netherlands publishing company. Wiley also publishes foreign publications. You must research to find the

publisher to ensure that the source is a valid source. Unapproved sources will result in a 10 point penalty each.

**13. Quotations – any quoted material must be properly cited and noted.**

Each paper will be submitted to Turnitin for review. Points will be deducted for any accidental, rare, uncited quotations. **Plagiarism will result in an “F” for the course**

Direct quotes used in your paper should be rare and very brief. They should be preceded by your own comments and followed by your own comments. Do not simply insert a quote without any explanation as it doesn't demonstrate to me that you understood the intended meaning of the author. Place lengthy quotes over 5 lines, pictures, illustrations, and tables in the appendix and then you can reference them in your paper.

**14. Paragraph structure.**

Every paragraph, should contain a 10 line maximum and a 5 line minimum. The paper should include an Introduction, and Conclusion. Each paragraph should include a 1 line introduction sentence at the beginning of the paragraph that identifies the subject of the paragraph. It should also contain a closing sentence that transitions the reader to the next subject and shows the relationship between the new paragraph and the current one. The paragraph must be identified by APA style citations to the source from which you obtained the information conveyed in your writing. Each paragraph will contain multiple citations.

**15. The completed paper must be submitted through Canvas by the due date.**

**16. The PDF files of sources cited in the paper must be submitted through Canvas on the due date as separate, individual, PDF documents.** The sources must be submitted as individual PDF files. NO ZIP FILES. If you submit your sources as one file, or as a word file or a zip file you will be charged a 30 point penalty and you will be required to submit the files correctly before your paper is graded. **SEE Step 4.**

**17. A 10% per day late penalty for the paper will also apply if you must submit the corrected files after the paper due date.**

**18. Do not use books, blogs, periodicals, wiki, encyclopedias, or dictionaries as sources or for citations.**

**19. Do not cite the Abstract of a publication.**

**20. Do not use more than one article from any source document.**

**21. Do not use more than 3 government publications( U.S., State, or Local)**

**22. Do not use bullet points in writing the paper.**

**23. Do not use “I”, “we”, “you”, “they”, or other personal pronouns in the paper as this violates APA style guidelines.**



**24. Do not use "Common Knowledge".** This is a research paper and not an essay. Every paraphrase must contain a citation. You obtained all of your knowledge from some source and are required to cite each source. **Personal knowledge or "common knowledge" is not acceptable in research for this course and will be treated as sources not cited for the determination of plagiarism.**

**I read your attached articles, and will deduct for inaccurate paraphrasing and erroneous quotations.** To prevent a loss of points be sure that you read and study your article until you understand what the author is trying to convey before using the information from the article. I know for some of you English is not your first language so if you have read and read the paper, but are still confused by parts of it you can contact me, but be sure to send me a copy of the paper and specify the exact section of the paper that is confusing you.

**If you turn in a paper which is less than the required number of pages, contains less than the required number of citations, or is not properly cited, it will receive a minimum 100 point penalty and may incur a penalty of up to 250 points. If the articles are not submitted the paper will not be graded and you will receive no points for the paper.**

**If you do not cite an article do not use it in your references.** Along with OWL (see link on previous page) another good online source for writing a research paper can be found at - <http://writing.wisc.edu/Handbook/PlanResearchPaper.html>

**Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 5 point deduction per occurrence and the paper being returned to you for correction and resubmission. If the source does not have page numbers you must supply the page numbers for citations.**

**Failure to write the minimum number of pages required for a B paper will result in a deduction of the appropriate points. EG A well written paper consisting of 6 full pages will be considered a B level paper, a well written paper consisting of 5.5 pages may be considered a B- paper (5 pages a C+, 4.5 pages a C, and so forth).**

**Inadvertent Plagiarism,** sources not properly cited, will result in deduction of 10 points for each occurrence. Refer to Inadvertent Plagiarism above. Personal knowledge or "common Knowledge" is not appropriate in research and will be counted as sources not cited for the determination of plagiarism.

## **GRADING RUBRIC**

Specific point deductions are as listed on the previous page.

## **Research Paper Rubric**

Specific point deductions are as listed on the previous page.

### Research Paper Rubric

<p>CONTENT (40% of paper grade)</p> <p><b>Criteria</b></p>	<p><b>"A" paper(90 – 100%)</b></p>	<p><b>"B" paper(80 – 89%)</b></p>	<p><b>"C" paper(70 – 79%)</b></p>	<p><b>"D" or lower paper (below 70%)</b></p>
<p><b>Content</b> <i>Author produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</i></p>	<p>All ideas are presented accurately and in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. All authoritative sources are utilized correctly</p>	<p>Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.</p>	<p>Most ideas are presented in a logical order. There is an indication of an organized research effort with properly cited authoritative data to support the research topic.</p>	<p>Weak research and few or no authoritative citations to support the research subject Details may be missing, disjointed, or inapplicable. Inaccurate or misleading paraphrases.</p>
<p><b>Inadvertent Plagiarism</b> <i>( Negative Points for each occurrence) Sources not correctly cited Personal or "common knowledge" is not acceptable in research and will be treated as sources not cited for the determination of Plagiarism.</i></p>	<p>All sources correctly cited. No points deducted</p>	<p>1-3 sources not cited.<b>(-5 points per occurrence)</b></p>	<p>4-5 sources not cited.<b>(-10 points per occurrence)</b></p>	<p>More than 5 sources not cited. <b>(-100 point deduction and an F on the paper)</b></p>

MECHANICS (60% of paper grade) Criteria	"A" paper(90 – 100%)	"B" paper(80 – 89%)	"C" paper(70 – 79%)	"D" or lower paper (below 70%)
<p><b>Format, Organization &amp; Writing Standards</b></p> <p><i>Student produces logical, coherent, and well- structured writing.</i></p>	<p>All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation format. Page Numbers in all citations including quotes and paraphrases. This is an APA guideline departure.</p>	<p>Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. 3 page numbers omitted in citations. This is an APA guideline departure.</p>	<p>Most ideas are presented in a logical order. There is an indication of an organizational pattern— introduction, body and conclusion— although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers omitted in Citations. This is an APA guideline departure.</p>	<p>Limited presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation. Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. Poor writing skills. 5 page numbers omitted in citations. This is an APA guideline departure</p>
<p><b>Spelling and misused words</b></p>	<p><i>Words are spelled correctly and used in a grammatically correct manner.</i></p>	<p>Words that are incorrectly spelled <u>or</u> used incorrectly will incur a 5 point penalty for each occurrence. As English is a tricky language I strongly urge you not to use words when you are not sure of their exact meaning.</p>		

**4.3 Discussion Topics – 15% (10 points per initial responses plus 4 points for responses to 4 other students; 10 quality response points and additional bonus points(see below))**

Discussion topics are intended to help your communication and writing skills which will be an integral part of your professional career. Well prepared posts will also help you and your classmates in the understanding of the course material.

**Your first post is due by Tuesday each week. Waiting until the Friday deadline to finish your responses to your classmate's posts DOES NOT ALLOW THEM TO BENEFIT FROM**

**YOUR POSTS.** Ensure that you post your initial response by Tuesday to allow others to review your posting and comment. Posting your initial discussion topic post after Tuesday will result in a 25% penalty and will not allow you to earn extra points.

Posting all responses in one brief visit to the discussion board will result in a 50% penalty. Remember that Discussions are an ongoing process and if you do not hold up your side of the Discussion you are harming your Classmate's ability to participate.

Discussion topics will be posted eleven times during the term. You must participate in ten discussions.

**Minimum participation**, for a 70% credit, requires posting 1 original response, reading **all** posts by other class members, and responding to 4 class member's responses with a comment or question. Receiving more than 70% requires a quality response (see below for more information).

At least 5 quality responses are necessary to earn 100% of the points awarded for this activity. (Refer to response criteria below)

**Quality Responses** - To get the most learning from this course, you must actively participate in the online class experience. Participation means actively participating in the course discussions. Each discussion question will have its own threaded discussion space. You are expected to offer responses to these questions and/or comments on your classmates' responses. I will monitor the quantity and quality of your responses. Participation accounts for 15% of your total grade. If the quality of your postings is not sufficient, the points will not be earned. A quality response:

- Contributes new and relevant information to the course discussion and online sources;
- Comments in a positive manner;
- Builds on the remarks of your fellow students;
- Poses questions of your fellow students; and sharing quotes, websites, and other supplementary information.
- Demonstrates practical application of the week's key concepts from your professional/personal experience.

- “Substantive” does not include “I agree,” “Great point” or “You’re wonderful” type postings. These types of postings are examples of positive “teaming” and are fine but not by themselves. They do not add depth or breadth to the discussion.

- A “substantive” posting should include:
  - Your thesis (main point)
  - Your supporting arguments
  - A reference to class or outside material to support your thesis

**Additional credits**, beyond the five quality response points noted on the previous page, will be rewarded at the discretion of the instructor. Well-researched, thoughtful, discussion with original responses (beyond the five noted previously), as well as in depth responses to other class member posts may receive additional positive credits; up to 2 additional points per response; and/or 1 additional point per in depth response to another student. So, it is possible to earn a total of 6 bonus points by posting extra, meaningful and well researched postings.

**Weak initial responses** and random, off topic responses to other students will also receive point deductions.

### 5.0 Grading Criteria Rubric and Conversion

Exam 1	(200 points)
Exam 2	(200 points)
Quizzes	(200 points)
Research Paper	(250 points)
Discussion Topics	(150 points)

**TOTAL (1000 points) 100%**

A= 90-100%	B= 80-89%	C=70-79%
D= 60-69%	F= Below 60%	

### 5.1 Posting of Grades:

*Quiz and Exam Grades will be posted within one week of completion of the submission due date. Discussion grades will be posted within ten working days after they are posted.*

### 6.0 TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will be fully online utilizing Canvas for all assignments. So, you will need to be able to access the internet during the semester. 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

**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.

All written submissions will be made as Word docs.

All article submission will be in PDF format.

No zip files will be accepted

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

**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]

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

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## **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. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

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

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 Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

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

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting.

Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, 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. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. 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](mailto:studentsuccess@tamuct.edu) .

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

### **University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. \* SEE note below

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.

- **For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.**



## COURSE OUTLINE AND CALENDAR

### 7.0. Complete Course Outline

#### Course Schedule

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Assignments</b>
<b>1</b>	<b>8/25</b>	<p style="text-align: center;"><b>Course Welcome – Introduction and Expectations</b></p> <p style="text-align: center;"><b>Chapters 1-3 Informal Discussion –</b> Questions about the syllabus should be posted in the discussion area; other students may welcome to try to clarify the question</p>	<p>You should purchase your text ASAP so that you don't fall behind</p> <p>Review the research process as outlined in the Purdue Owl or another similar source.</p> <p>Begin Research to identify a topic for your Research Paper.  <b>READ AND UNDERSTAND THE ENTIRE SYLLABUS</b></p>
<b>2</b>	<b>8/31</b>	<p style="text-align: center;"><b>Chapters 4-6 Discussion 1 Quiz 1 Chapters 1-6</b></p>	<p style="text-align: center;"><b>Discussion Topic 1 Quiz 1 Due 9/7</b></p> <p><b>Research Paper Subject</b>, with at least 5 annotated bibliographies of authoritative sources which support your subject, due by Sunday</p>
<b>3</b>	<b>9/8</b>	<p style="text-align: center;"><b>Chapters 7-8 Discussion 2 Quiz 2</b></p>	<p style="text-align: center;"><b>Discussion Topic 2 Quiz 2 Due 9/13</b></p>
<b>4</b>	<b>9/14</b>	<p style="text-align: center;"><b>Chapters 9-10 Discussion 3 Quiz 3</b></p>	<p style="text-align: center;"><b>Discussion Topic 3 Quiz 3 Due 9/20</b></p>
<b>5</b>	<b>9/21</b>	<p style="text-align: center;"><b>Chapters 11-12 Discussion 4 Quiz 4</b></p>	<p style="text-align: center;"><b>Discussion Topic 4 Quiz 4 Due 9/27</b></p>
<b>6</b>	<b>9/28</b>	<p style="text-align: center;"><b>Chapters 13-14 Discussion 5 Quiz 5</b></p>	<p style="text-align: center;"><b>Discussion Topic 5 Quiz 5 Due 10/4</b></p>
<b>7</b>	<b>10/5</b>	<p style="text-align: center;"><b>Chapter 15</b></p>	<p style="text-align: center;"><b>Exam 1 (Chapters 1-15) Due 10/11</b></p>
<b>8</b>	<b>10/12</b>	<p style="text-align: center;"><b>Chapters 16-17 Discussion 6 Quiz 6</b></p>	<p style="text-align: center;"><b>Discussion Topic 6 Quiz 6 Due 10/19</b></p>
<b>9</b>	<b>10/19</b>	<p style="text-align: center;"><b>Chapters 18-19 Discussion 7 Quiz 7</b></p>	<p style="text-align: center;"><b>Discussion Topic 7 Quiz 7 Due 10/25</b></p>
<b>10</b>	<b>10/26</b>	<p style="text-align: center;"><b>Chapters 20-21 Discussion 8 Quiz 8</b></p>	<p style="text-align: center;"><b>Discussion Topic 8 Quiz 8 Due 11/1</b></p>

11	11/2	Chapters 22-23 Discussion 9 Quiz 9	Discussion Topic 9 Quiz 9 <b>Research Paper is due by 11/8, 11:59PM</b> <b>Research Paper PDFs</b> of articles in the research paper are due at the same time
12	11/9	Chapters 24-25 Discussion 10 Quiz 10	Discussion Topic 10 Quiz 10 Due 11/15
13	11/16	Chapters 26-27 Discussion 11 Quiz 11	Discussion Topic 11 Quiz 11 Due 11/29
14	11/23	Chapters 28 Thanksgiving Break 11/25-26	
15	11/30	Chapters 29-30 Quiz 12 (Chapters 27-30)	Quiz 12 Due 11/30
	12/9- 12/10	Exam 2 (Chapter 16-30)	Exam 2 (Chapter 16-30)