



BUSI 3301-125, Business Communications

8 Week Face to Face Course-Founder's Hall 211

SPRING 2021 (March 22, 2021 – May 14, 2021)

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Sonia B. Aguilar

Office: FH 211-Tuesdays 5:00-6:00 and virtually by appointment

Email: sonia.aguilar@tamuct.edu. Please provide in the subject line of each Canvas Inbox message the course information "BUSI 3301" so that I can identify your class.

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:

Virtual hours by appointment and available throughout the week.

Mode of instruction and course access:

This is a face to face 8-week Web-enhanced course. Classes meet on Tuesday's leaving Thursday's for computerized coursework with materials made available online through the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. For information on how to access Canvas, please refer to section "Technology Requirements and Support" in this syllabus. Once you are in Canvas, there is tab on the left that will have additional resources if you are unfamiliar with Canvas. Though no specific knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the use of Power Point, Microsoft Word, the Internet, and attaching documents at a minimum.

Student-instructor interaction:

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

WARRIOR SHIELD

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

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email,

text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [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: (*Writing Intensive*) (3 Semester Credit Hours). This course you will study and demonstrate the different types of letters and reports utilized in the modern 21st century business environment. Basic business research and APA citation skills will also be an essential component of the course, as well as presentation fundamentals. Completion of this course is recommended in the first semester of enrollment as it is a prerequisite for most business courses.

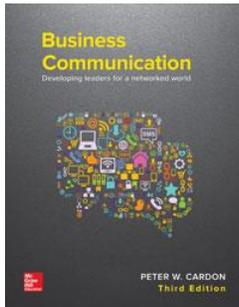
Course Objective: Chapter level objectives are found within the course content folders.

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

- Explain the importance and role communication serves in the business world today, including the impacts of culture and globalization.
- Tailor communications to the interests and preferences of their audience in ways that make oral and written communications clear, concise, and compelling to the reader or listener.
- Apply the principles of effective written communications through the development of various business correspondences, using Microsoft Word. Word is available in the Texas A&M University-Central Texas computer labs.
- Demonstrate the fundamentals of business related research, including the proper use of APA citations.
- Write professionally in web-based interactions with colleagues on issues of business communication, including observance of Netiquette norms.
- Demonstrate proper business oral communication and presentation skills, including the use of Microsoft Power Point.

Writing Intensive Competency, Goals, and Statements: This is a “Writing Intensive (WI) Course.” The purpose of this designation is to develop communication skills needed by those preparing to enter the business world as well as those who are already part of that world. The course will focus on continuous improvement in written and spoken correspondence. The professor will provide ongoing feedback of the individuals written, verbal and nonverbal skills. It will be the student’s responsibility to make the instructional adjustments and corrections throughout the semester. **If you can communicate effectively (written, verbal and nonverbal), you have a highly valued and marketable skill.** Surveys have shown that the ability to communicate well is ranked by business executives as first among the personal factors necessary for promotion. **The WI portion is designated as the average of: Communications #1 & #2, the Research Exercise and the written part of the Individual Proposal.**

2 Required Textbooks:



Book Title: Business Communications: Developing Leaders for a Networked World (With Connect Access)

Author: Peter W. Cardon

ISBN: 978-126-017-8838

Publication Date: February 2017

Binding: Loose Pages with Connect Access

Type: Print

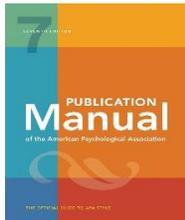
Price: \$144.00

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:** (12 points) – 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 self-discipline needed for an 8-week course.
- **Attendance** (105 points)- Attendance is essential in this class. There are only 8 weeks and they are fast paced. Much will be gained if you attend class each week. It is also a way to be respectful to the presentation of others. The audience is just as important as the presenter. The first day introduction is worth 23 points, and each time we meet after will count for 15 points. If you are absent you will not earn those points, unless you have medical, written documentation.

- **Introduction:** (20 points) – Student introductions will occur the first day of class. This is a great opportunity to get to know one another and express your oral communication skills.

- **APA ‘Competency’ Exam:** (75 points) - You will be required to complete an exam that covers topics on basic APA formatting which is outlined in the APA 6th edition manual. It is essential to apply proper APA formatting on all of your academic papers. This exam will test your knowledge of proper usage of the APA format. You are graded based on the score received and not simply completion, so be diligent. APA resources/materials have been provided in Canvas. You will have **2 attempts** to pass the APA Exam with an 80% or higher.

- **Individual Proposal Paper and Oral Presentation:** (225 total points) - This assignment will be developed in accordance with the parameters below and the rubrics found in Canvas with the assignment instructions. All subjects and materials to be presented in this course must be “new works” researched and assembled by you for this course only. *Recycling of cases, proposals, reports, and subjects from this or other classes “is prohibited” and in violation.*
 - **Proposal:** You will have to complete a **Proposal** that will be worth **150 of the 225 total points..**

 - **Presentation: (75 pts) A 3-5 minute presentation summarizing the proposal.**
 *Do not read word for word in your presentation.
 It will identify the company chosen, research the company history, identify the business problem, provide two of the four alternatives, and provide a minimum of two references (APA format).

 - **Written submission:**
 You will have to produce an internal proposal addressed to the instructor as your supervisor. This proposal must address a business problem (with a Fortune 500 Company) of your choosing, contain an introduction to the problem, provide at least four alternatives (with support) that you believe could correct the problem, provide a cost-benefit analysis, explain your recommended alternative to correct the problem, and an implementation schedule with timeline. Be specific and detailed!

- Your proposal paper must include at least nine references, with a minimum of two books, four scholarly journal articles from the Texas A&M – Central Texas library database and no more than 3 internet articles. All references and citations must conform to APA style guidelines. The final product should be an 11 page report (1-cover sheet, 1-table of contents, 8 body, 1-reference page), excluding attached appendices. *
 - A copy of your paper will be submitted to the assignment link in Canvas.

- **NOTE:** Oral presentations will be conducted in a professional manner, to include appropriate business dress. Men: slacks, shirt, socks, shoes, and tie (No denims, jeans, boot pants, Levi's, sneakers, etc.). Ladies: blouse and slacks or dress, or suit with socks/stockings and either low or high-heeled shoes. Look like professionals! Timing will be strictly adhered to. Presentation points will be deducted if the presentation runs short or over by more than "1"minute.
- **Individual Research Assignment:** (100 Points) – Your individual written research paper will be worth
 - **Individual Paper Requirements:** Utilizing our TAMUCT library databases, you must use at least 3 References (two scholarly journal articles -one may be a mainstream magazine article at least four pages in length- AND 1 credible internet article). The topic of your research must deal with a business communication issue. These may discuss good or bad communication techniques or describe instances where companies struggled or had great success in communicating (in any industry).
 - After reading the three articles, you need to prepare a 6 page research paper (1 Cover Page, 4 Body, and 1 Reference page). You should demonstrate your mastery of professional correctness, proper summarization, and applying proper APA formatting & citations. Your end reference should provide easy access for me to review the articles.
- **Professional Communication Assignments:** (180 total points; 2 assignments) - Each student will develop several original business communications (Communication 1@ 100 pts & Communication; 1@80 points) and submit them on the due dates outlined in the course schedule.
 - (1). **Communication # 1:** (100 pts) You will act as a manager and construct an email communicating a new policy to your employees that they will not be happy with (negative). Some examples you could use include: dress code policy, cell phone use, break time, personal use of computer, etc. Then, in the same document and on the next page you will write an essay describing how your oral communication of this policy would be similar or different than the written policy.
 - (2). **Communication # 2:** (2@25 pts each) Prepare a resume with a cover letter for a job that you would be qualified for based on the degree you are presently pursuing
- **Creating a Presentation:** (30 points) – In this assignment you will develop an effective power point slide presentation with your resume information appropriate white space,

charts, diagrams, figures, pictures, and other images while utilizing a professional font and style.

- **Connect LearnSmart Activities:** (160 points) – There will be 16 Chapter LearnSmart Activities to complete in McGraw-Hill Connect, each worth 10 points.
- **Chapter Quizzes:** (320 total points): You will have 16 chapter quizzes in this course worth **20 points each**. Each exam may be composed of T/F, Matching, Multiple Choice, and Essay in order to assess the course and chapter objectives, as well as the course content in general. They may vary in composition from exam to exam. Quizzes will generally be available the week they are due and dates will be posted online as well as **Instructor 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 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 (**ie: Smith_Essay 1**)
- **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, 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.

Grade Computation

Course Element	Points
Student Profile & Course Agreement	12
Introduction (first day-in class)	23
Attendance	105
APA 'Competency' Exam (2 attempts to pass > 80%)	75
Proposal presentation (75 pts) Research Proposal (written (150 pts)	225
Individual Research on Communication <i>*Written (100 pts)</i>	100
Communication #1 <i>Letter (100)</i>	100
Communication #2 <i>Resume (25 pts), CV (25 pts), and Oral Presentation (30 pts)</i>	80
LearnSmart Activities 16 @ 10 pts	160
Chapter Quizzes (in Connect) 16 @ 20 pts	320
Total Points Possible	1200

POINTS	EQUALS	LETTER GRADE
1080 – 1200	=	A
960 – 1079	=	B
840 – 959	=	C
720 – 839	=	D
Below 719	=	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

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

Dates	Chapter & Topic	Assignment
<p>Week 1 March 22- 29</p>	<p>Ch. 1 Establishing Credibility</p> <p>Ch. 2 Interpersonal Communication and Emotional Intelligence</p>	<ul style="list-style-type: none"> ✓ Student Introduction Due 3/23. ✓ Complete and submit Student Profile and Course Agreement via Canvas Assignment Link. 3/26. ✓ Read Ch. 1 & 2; Study supplementary materials. ✓ Complete the Chapter 1 & 2 Quizzes in Connect. Due 3/29. ✓ Complete the Chapter 1 & 2 LearnSmart Activity in Connect. Due by 3/29.
<p>Week 2 March 30- April 5</p>	<p>Ch. 3 Team Communication and Difficult Conversations</p> <p>Ch. 4 Communicating across Cultures</p>	<ul style="list-style-type: none"> ✓ Read Ch. 3; Study supplementary materials. ✓ Complete the Chapter 3 Quiz in Connect. Due by 4/5 ✓ Complete the Chapter 3 LearnSmart Activity in Connect. Due by 4/5. ✓ APA Exam. Due 4/5. *Two attempts to pass with an 80% or higher. ✓ Read Ch. 4; Study supplementary materials. ✓ Complete the Chapter 4 Quiz in Connect. Due by 4/5. ✓ Complete the Chapter 4 LearnSmart Activity in Connect. Due by 4/5.
<p>Week 3 April 6-12</p>	<p>Ch. 5 Creating Effective Business Messages</p> <p>Ch. 6 Improving Readability with Style and Design</p>	<ul style="list-style-type: none"> ✓ Read Ch. 5; Study supplementary materials. ✓ Complete the Chapter 5 Quiz in Connect. Due by 4/12. ✓ Complete the Chapter 5 LearnSmart Activity in Connect. Due by 4/12. ✓ Midpoint Proposal Worksheet Due 4/12. *Ensure proper APA formatting in your responses! ✓ Read Ch. 6; Study supplementary materials. ✓ Complete the Chapter 6 Quiz in Connect. Due by 4/12. ✓ Complete the Chapter 6 LearnSmart Activity in Connect. Due by 4/12.

<p>Week 4 April 13-19</p>	<p>Ch. 7 Email and Other Traditional Tools for Business Communication</p> <p>Ch. 8 Social Media for Business Communication</p>	<ul style="list-style-type: none"> ✓ Proposal presentation Due 4/13 (3-5 minutes) ✓ Read Ch. 7; Study supplementary materials. ✓ Complete the Chapter 7 Quiz in Connect. Due by 4/19. ✓ Complete the Chapter 7 LearnSmart Activity in Connect. Due by 4/19. ✓ Professional Communication 1: Business Email. Due by 4/19. ✓ Read Ch. 8; Study supplementary materials. ✓ Complete the Chapter 8 Quiz in Connect. Due by 4/19. ✓ Complete the Chapter 8 & 9 LearnSmart Activity in Connect. Due by 4/19.
<p>Week 5 April 20-26</p>	<p>Ch. 9 Routine Business Messages</p> <p>Ch. 10 Persuasive Messages</p>	<ul style="list-style-type: none"> ✓ Read Ch. 9; Study Supplementary Materials. ✓ Complete Ch. 9 Quiz Due 4/26 ✓ Complete Ch. 9 LearnSmart Activity Due: 4/26 ✓ Read Ch. 10; Study supplementary materials. ✓ Complete the Chapter 10 Quiz in Connect. Due by 4/26. ✓ Complete the Chapter 10 LearnSmart Activity in Connect. Due by 4/26.
<p>Week 6 April 27- May 3</p>	<p>Ch. 11 Bad News Messages</p> <p>Ch. 12 Research and Business Proposals and Planning for Business Report</p>	<ul style="list-style-type: none"> ✓ Proposal Written Project Due: 5/2 ✓ Read Ch. 11; Study supplementary materials. ✓ Complete the Chapter 11 Quiz in Connect. Due by 5/3. ✓ Complete the Chapter 11 LearnSmart Activity in Connect. Due by 5/3 Read Ch. 12; Study supplementary materials. ✓ Complete the Chapter 12 Quiz & LearnSmart Activity in Connect. Due by 5/3. ✓ Schedule an ONLINE appointment at the TAMUCT Writing Center for next week to have them review your Individual Research Paper. *Virtual appointments are available – 6 days per week!

Week 7 May 4-11	Ch. 13 Completing Business Proposals and Business Reports Ch. 14 Planning Presentations	<ul style="list-style-type: none"> ✓ Communication #2 (CV/resume) presentation due 3-5 minutes ✓ Read Ch. 13; Study supplementary materials. ✓ Complete the Chapter 13 Quiz in Connect. Due by 5/10. ✓ Complete the Chapter 13 LearnSmart Activity in Connect. Due by 5/10. ✓ Meet with a TAMUCT Writing Center Tutor to review & improve upon your Individual Research Paper. ✓ Read Ch. 14; Study supplementary materials. ✓ Complete the Chapter 14 Quiz in Connect. Due by 5/10. ✓ Complete the Chapter 14 LearnSmart Activity in Connect. Due by 5/10. ✓
Week 8 May 11-14	Ch. 15 Delivering Presentations Ch. 16 Employment Communication	<ul style="list-style-type: none"> ✓ Read Ch. 15; Study supplementary materials. ✓ Complete the Chapter 15 Quiz in Connect. Due by 5/14. ✓ Complete the Chapter 15 LearnSmart Activity in Connect. Due by 5/14. ✓ Read Ch. 16; Study supplementary materials. ✓ Complete the Chapter 16 Quiz in Connect. Due by 5/14. ✓ Complete the Chapter 16 LearnSmart Activity in Connect. Due by 5/14 ✓ Individual research Paper due 5/14
	Final Individual Research Proposal Paper	<ul style="list-style-type: none"> ✓ Individual Research Proposal paper: due 5/14 by 11:59. Upload to the Assignment link in Canvas.

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

IMPORTANT UNIVERSITY DATES:

January 18, 2021	Martin Luther King, Jr Day (University Closed)
January 19, 2021	Add, Drop and Late Registration Begins for 16- and First 8-Week Classes \$25 Fee assessed for late registrants
January 19, 2021	Classes Begin for Spring Semester
January 21, 2021	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 26, 2021	Deadline to Drop First 8-Week Classes with No Record
February 3, 2021	Deadline to Drop 16-Week Classes with No Record
February 26, 2021	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2021	Deadline for Teacher Education Program Applications
March 12, 2021	Classes end for 1st 8-Weeks Session
March 15, 2021	Deadline for Clinical Teaching/Practicum Applications
March 16, 2021	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 15-19, 2021	Spring Break (No Classes - Administrative Offices Open)
March 22, 2021	Class Schedule Published for Summer Semester
March 22, 2021	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
March 22, 2021	Classes Begin for Second 8-Week Session
March 24, 2021	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 26, 2021	Deadline for Spring Graduation Application for Ceremony Participation
March 29, 2021	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2021	Deadline for GRE/GMAT Scores to Graduate School Office
April 5, 2021	Registration Opens for Summer Semester
April 16, 2021	Deadline for Final Committee-Edited Theses with Committee Approval Signatures for Spring Semester to Graduate School Office
April 30, 2021	Deadline to drop Second 8-week Classes with a Quit (Q) or Withdraw (W).
May 14, 2021	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 14, 2021	Spring Semester Ends

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. 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].

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](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. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111. 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

The University Writing Center (UWC) at Texas A&M University—Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Spring 2021 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 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. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

For Spring 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.

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 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/student-affairs/bat.html) website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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