



TEXAS A&M  
UNIVERSITY  
CENTRAL TEXAS™

Texas A&M University-Central Texas

***MGMT 4305-110, CRN 11021, HUMAN RESOURCE DEVELOPMENT***

Spring 2021 rev. 01.14.2021

Texas A&M University-Central Texas

January 14, 2021 – May 14, 2021

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Amanda Eads, Adjunct Faculty

**Phone:** (254) 519-5437 – Calls will be forwarded to me if necessary

**Email:** aeads@tamuct.edu (use this email if 'Canvas Inbox' is down)

**Office Hours:**

I have virtual hours all day! See student-instructor interaction located below.

**Student-instructor interaction:**

I check Canvas Inbox and my TAMU email several times a day. Unless I tell you otherwise - during the week, expect a response from me within 12-24 hours and within 24-48 hours on the weekend. I am happy to set up a web conference or set up a face to face meeting with you schedules permitting.

**Mode of instruction and course access:**

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. 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. You must also know how to access the school's library database for research purposes.

**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.
  - **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.

**BBA HRM Students and TAMU-CT SHRM Chapter #5395:**

If you are a BBA HRM student, please make sure you have the BBA HRM Community listed in your Canvas courses. The BBA HRM Community includes an HR Career Map, which is to be used as a guide for your academic experiences and transition from higher education to a professional HR position.

All students interested in a career in HRM are welcome to join our Facebook Group. The Facebook group includes prospective HRM students, current A&M-CT students, alumni, and HR professionals from CTHRMA and WilcoHR. SHRM Chapter #5395 Texas A&M University-Central Texas – HR Warriors Leadership Team. <https://www.facebook.com/groups/731484783725618/> You can join our HR student group through [SHRM](#). There is a \$49.00 fee paid to SHRM. You will receive the SHRM student member benefits with this membership. When joining through SHRM, be sure to identify Texas A&M University-Central Texas as your student chapter #5395. <https://www.shrm.org/Communities/student-resources/Pages/bufferpage.aspx>

**Warrior Shield:**

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.

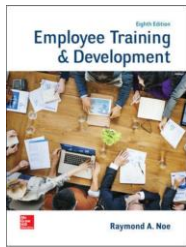
Connect to Warrior Shield by 911Cellular [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION**

**Course Overview and description:** In this course students will develop the knowledge, skills and attitudes to successfully assess training and development needs, and to successfully design, develop, deliver and evaluate a training event. Prerequisite: MGTK 302

**Course Learning Objectives:** Upon successful completion of the MGMT 405 Human Resource Development course, you will be able to:

- Human Resource Development: Knowledge of human resource development concepts related to designing and implementing effective organizational training and development practices.
  - ✓ Identify and describe employment laws that impact human resource development.
  - ✓ Describe the process to identify needs, design, implement, and evaluate a training program.
  - ✓ Identify and describe the talent management process.
  - ✓ Distinguish between employee training and employee development.
  - ✓ Identify and describe legal issues in performance management.
  - ✓ Identify and explain rater issues in assessing employee performance.
  - ✓ Describe the relationship between performance management and human resource development.
  - ✓ Demonstrate appropriate communication and participation skills and understanding of concepts through various related activities.
  - ✓ Design, develop, and deliver a learning experience that addresses specific learning needs.
  - ✓ Evaluate a training program and/or learning experience.

**Required Reading and Textbook(s):****Required Course Materials:****Employee Training and Development, 8<sup>th</sup> Edition**

Raymond Noe

McGraw-Hill Companies ©2020

ISBN 978-1-260-04373-7

**Suggested Course Materials:****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.*

**COURSE REQUIREMENTS****Understanding of Course Design:**

This course design is a traditional approach to learning content. This course design is intended to ensure students' understanding of foundational information related to the human resource management discipline. As a result, this course presents modularized content supported through videos and discussion; then, assessed through objective quizzes and exams as well as subjective assignments.

**Student Profile and Course Agreement:**

Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement requires students to agree to these expectations and promise that they have the computer set-up and self-discipline needed for a fully online course. This assignment is worth 5 pts and must be completed prior to me grading any of your work.

**Introduction:**

Each student will be required to post an introduction on the discussion board under "Introductions". This assignment is worth 5 pts and must be completed prior to me grading any of your work.

**Exams:**

There will be 2 required exams – a midterm (Modules 1 & 2) and a final (Modules 3 & 4). Each exam will contain 50 multiple choice / true false questions covering the students' knowledge of

the key frameworks and concepts from the text and power point presentations/notes. Exams are anticipated to take approximately 60-90 minutes each and must be completed in one sitting. Opportunities to complete exams late will be provided with written documentation of an unavoidable or unforeseeable event. Exams represent the independent work of students; teamwork will not be permitted on exams. Exams will generally be available over a 5 day period and will be posted in the course schedule in this syllabus. Each exam will be worth 150 pts; a total worth of 30% of your grade.

**Quizzes:**

There will be 11 chapter quizzes. They are provided to help students determine their general understanding of the material and prepare for exams. Each quiz will cover its respective chapter and will contain 10 multiple choice questions. There will also be a syllabus quiz and an APA quiz. Quizzes are anticipated to take approximately 10-15 minutes to complete. Quizzes will be timed and once started, must be completed at that time. Quizzes represent the independent work of students; teamwork will not be permitted on quizzes. Availability will vary based on the unit so be sure to review dates posted in the course schedule in this syllabus. Chapter review quizzes will be worth 10 pts each and the syllabus and APA quizzes will be worth 5 pts each; a total worth of 12% of your grade.

**Assignments:**

Assignments in this course are designed to help you practice applying training and development course concepts as well as identifying reliable and credible sources of information. Assignments are anticipated to take approximately 60-120 minutes. There will be one Library Database assignment (25 pts) in order to ensure that students are aware of how to use this vital source. There will be five assignments (40 pts each) that require you to write a memo and/or complete an assigned activity. There will be two 2-3 pages essays (25 pts each) covering course related topics which will require you to include APA citations and references. The final assignment (25 pts) will be a team evaluation for the group you complete your project with. Detailed information will be provided in the Assignment Area on Canvas. The combined total of your assignments (to include the introduction and course profile) will be worth a total of 31% of your grade. Due dates will be posted online as well as in the course schedule part of this syllabus. A rubric will be provided for each assignment.

**Discussion Forums:**

Discussions are intended to teach and reinforce concepts as well as prepare you to complete assignments and assessments. Discussions are anticipated to take approximately 60-90 minutes. The approximate length of initial response should be 2 paragraphs long (6-8 sentences is considered one paragraph). Follow-up responses can be a more conversational tone; however, they should also add to the conversation beyond a simple post summing to "I agree". There will be 4 Discussion Forums associated with topics found in this course. Your original posting and two replies to your classmates' will be required for each forum - please note the

separate due dates. Each forum's participation is worth 30 pts. These discussions will be worth 12% of your grade. A rubric will be provided for each discussion.

### Team Project:

It is imperative that you look over the module in Canvas that pertains to this project. This is something I want you to look forward to and I will be here to help you as much as possible. It is not a secret that sometimes students do not like group projects, but learning to work collaboratively and count on your peers is an essential part of this learning experience. Employers ask us, as instructors, to teach our students how to work in groups and learn to deal with the conflicts that often occur in this setting. In a work environment, the job needs to be done regardless of the circumstances, including personality conflicts and poor performance of group members. This will be no different! I want you to try to work as a team, not a group. Teams work together to accomplish a common goal / outcome! Groups do their own thing and piece it together later.

- ❖ You will work in teams of 4 or 5 to design and develop a training package of interest to individuals involved in the HRD process. It will be pre-approved by the instructor. No one person can be responsible for one specific section of the project – it will be a team effort. A list of topic choices will be provided to you. Additionally, each student will be required to record his/her own individual portion of the project to submit.
- ❖ A mid point assignment to show your current progress will be provided on Canvas.
- ❖ The training package will include:
  - ✓ Cover page
  - ✓ Table of Contents
  - ✓ Needs Assessment
  - ✓ Competency Model
  - ✓ Lesson Plan
  - ✓ Evaluation Plan
  - ✓ Supporting Materials (Power Point Presentation and any additional handouts)
  - ✓ Reference Page
- A min. of 4 references are required to support a grade of "C"; A min. of 6 references are required to support a grade of "B"; A min. of 8 references are required to support a grade of "A"
- No more than 25% of your references can be from the web. (Wikipedia is NOT a source!)
- Your sources should consist of peer reviewed journals from the library database. The course textbook may/should be cited as one of the references used.
- Reference page must be in proper APA format.
- ❖ Oral presentation
  - ✓ Each student will record via: Screencast-O-Matic [<https://screencast-o-matic.com/home>] their portion of the project as if he/she was presenting in a classroom. More information will be provided as the semester progresses. Your

individual presentation should flow as if you were with your group in class. It should be 5-8 minutes in length.

- ✓ Oral presentations will be conducted in a professional manner, to include appropriate business dress. *Men*: slacks, shirt, socks, shoes, and tie. *Ladies*: blouse and slacks or dress, or suit with socks/stockings and either low or high-heeled shoes. Look like professionals!
- ✓ I MUST be able to see YOU and YOUR ppt – screencast-o-matic will allow for this.

❖ Submission details and examples will be provided within Canvas.

This project will be worth 150 points and 15% of your grade.

### Grading Criteria Rubric and Conversion

Course Element	Points	% of Final Grade
Exams (2) @ 150 pts each	300	30%
Chapter Quizzes (13) 11 @ 10 pts each; 2 @ 5 pts each	120	12%
Discussion Forums (4) @ 30 pts each	120	12%
Assignments (9) – 4 @ 25 pts each; 5 @ 40 pts each; 2 @ 5 pts each	310	31%
Team Project – Mid Point 20 pts; Package 130 pts	150	15%
Total	1000	100%

POINTS	EQUALS	LETTER GRADE
900 – 1000	=	A
800 – 899	=	B
700 – 799	=	C
600 – 699	=	D
Below 600	=	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 quizzes and exams will be available immediately, unless it is an essay exam.

### INSTRUCTOR POLICIES:

Individual Performance: It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the calendar 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's name and the title of the assignment.

Submission Style Requirements: While not all instructors require full APA formatting, I do! Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. (Cover page, running head, 1" margins, 12pt font, double spaced, in-text citations, reference page). *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. 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 penalties are severe and as follows:

1. *Discussions* – Discussions are interactive and time sensitive; therefore, contributions to discussions will **NOT** be accepted late.
2. *Assignments* - Assignments are open for an extended period of time, so no late work will be accepted without written documentation of an unavoidable or unforeseeable event.
3. *Quizzes* – Quizzes are open for an extended period of time, so no late work will be accepted without written documentation of an unavoidable or unforeseeable event.
4. *Exams* – If you miss an exam without notifying me in advance, I may allow you an opportunity to take it (not guaranteed) if you contact me within 48 hours of the due date. If I allow you to take it, you will generally score no higher than a 70 regardless of how high your score is.

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.

Professional Etiquette: Students are expected to embody professionalism to include the following: *Demeanor* – polite and well-spoken, demonstrating tact, respect, compassion, appreciation, inclusive, mature - not rude, belligerent, arrogant, or aggressive; *Reliable* – follow through on tasks in a timely manner, communicate unanticipated events; *Competent* – commit to learning and applying content from the course, act in a responsible manner and practice sound judgment, seek assistance when appropriate; *Ethical* – honest and trustworthy; *Equality* – refrain from giving or seeking preferential treatment unless supported by the office of Student Success, adhere to published policies of the university, seek assistance or clarification when appropriate. A student who violates professional etiquette in a manner that is egregious (as determined by the instructor) may result in a failing grade for the course. I reserve the right to provide a less severe penalty depending on the circumstances of the situation.



**COURSE OUTLINE AND CALENDAR****Complete Course Calendar**

Dates	Chapter & Topic	Assignment
<b>Week 1</b> Jan 19 – 24	<b>Class Intro</b>	<ul style="list-style-type: none"> <li>✓ Complete &amp; Submit <b>Student Profile and Course Agreement</b> via Canvas Assignment Link <b>due Jan 24</b></li> <li>✓ Student Introductions via Discussion Forum <b>due Jan 24</b></li> <li>✓ <b>Syllabus Quiz:</b> Available Jan 19; <b>due Jan 24</b></li> </ul>
<b>Week 2</b> Jan 25 – 31	<b>Ch. 1</b> <b>Introduction to Employee Training and Development</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 1; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 1:</b> Available Jan 19; <b>due Jan 31</b></li> <li>✓ <b>APA Quiz</b> due <b>Jan 31</b></li> <li>✓ <b>Team &amp; Topic Choices</b> due on <b>Jan 31</b></li> </ul>
<b>Week 3</b> Feb 1 – 7	<b>Ch. 2</b> <b>Strategic Training</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 2; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 2:</b> Available Jan 19; <b>due Feb 7</b></li> <li>✓ <b>Discussion Forum 1:</b> Strategic Training Questions.  <b>Original Post due Feb 3</b>  <b>2 Replies due Feb 7</b></li> <li>✓ <b>A1:</b> Library Database Activity <b>due Feb 7</b></li> </ul>
<b>Week 4</b> Feb 8 – 14	<b>Ch. 3</b> <b>Needs Assessment</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 3; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 3:</b> Available Feb 8; <b>due Feb 14</b></li> <li>✓ <b>A2:</b> Competency Model Assignment <b>due Feb 14</b></li> </ul>
<b>Week 5</b> Feb 15 – 21	<b>Ch. 4</b> <b>Learning and Transfer of Training</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 4; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 4:</b> Available Feb 8; <b>due Feb 21</b></li> <li>✓ <b>Discussion Forum 2:</b> Learning Style.  <b>Original Post due Feb 17</b>  <b>2 Replies due Feb 21</b></li> <li>✓ <b>A3:</b> Andragogy Essay on <b>Feb 21</b></li> </ul>
<b>Week 6</b> Feb 22 – 28	<b>Ch. 5</b> <b>Program Design</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 5; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 5:</b> Available Feb 8; <b>due Feb 28</b></li> <li>✓ <b>A4:</b> Training v. Development <b>due Feb 28</b></li> </ul>
<b>Week 7</b> Mar 1 – 7	<b>Ch. 6</b> <b>Training Evaluation</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 6; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 6:</b> Available Feb 8; <b>due Mar 7</b></li> <li>✓ <b>A5:</b> Evaluation Memo <b>due Mar 7</b></li> </ul>

<b>Week 8</b> <b>Mar 8 – 14</b>	<b>Midterm</b> <b>Ch. 1 – Chapter 6</b>	<ul style="list-style-type: none"> <li>✓ <b>Project Mid Point due on Mar 8</b></li> <li>✓ <b>Midterm Exam:</b> Ch. 1-6 (Modules 1 &amp; 2); Available Mar 10; <b>due Mar 14</b></li> </ul>
<b>Week 9</b> <b>Mar 22 – 28</b>	<b>Ch. 7</b> <b>Traditional Training Methods</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 7; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 7:</b> Available Mar 22; <b>due Mar 28</b></li> <li>✓ <b>A6:</b> Traditional Training Method Choice Memo <b>due Mar 28</b></li> </ul>
<b>Week 10</b> <b>Mar/Apr 29 – 4</b>	<b>Ch. 8</b> <b>Technology-Based Training Methods</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 8; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 8:</b> Available Mar 22; <b>due Apr 4</b></li> <li>✓ <b>Discussion Forum 3:</b> Tech-Based Training. <b>Original Post due Mar 31</b> <b>2 Replies due Apr 4</b></li> </ul>
<b>Week 11</b> <b>Apr 5 – 11</b>	<b>Ch. 9</b> <b>Employee Development and Career Management</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 9; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 9:</b> Available Mar 22; <b>due Apr 11</b></li> <li>✓ <b>A7:</b> MBTI Activity &amp; Memo <b>due Apr 11</b></li> </ul>
<b>Week 12</b> <b>Apr 12 – 18</b>	<b>Ch. 10</b> <b>Social Responsibility: Legal Issues, Managing Diversity, and Career Challenges</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 10; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 10:</b> Available Apr 12; <b>due Apr 18</b></li> <li>✓ <b>Discussion Forum 4:</b> The Legal Side. <b>Original Post due Apr 14</b> <b>2 Replies due Apr 18</b></li> <li>✓ <b>Bonus Opportunity:</b> Social Responsibility <b>due Apr 18</b></li> </ul>
<b>Week 13</b> <b>Apr 19 – 25</b>	<b>Preparation for Project &amp; Presentations</b>	<ul style="list-style-type: none"> <li>✓ This week is designated for everyone to come together one last time to work on their final touches for the project and do bonus work.</li> <li>✓ This is a great time to get in touch with me!</li> <li>✓ Get your individual parts recorded</li> </ul>
<b>Week 14</b> <b>Apr/May 26 – 2</b>	<b>Ch. 11</b> <b>The Future of Training and Development</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 11; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 11:</b> Available Apr 12; <b>due May 2</b></li> <li>✓ <b>A8:</b> Future of Training Essay on <b>May 2</b></li> </ul>
<b>Week 15</b> <b>May 3 – 9</b>	<b>Project &amp; Presentation Closure</b>	<ul style="list-style-type: none"> <li>✓ <b>A9:</b> Team Evaluation Form <b>due May 3</b></li> <li>✓ <b>Training Package</b> and presentation <b>due May 3</b></li> </ul>

<b>Week 16</b>  <b>May</b> <b>10 – 14</b>	<b>Wrap Up Week</b>	<ul style="list-style-type: none"> <li>✓ <b>Final Exam:</b> Ch. 7-11 (Modules 3 &amp; 4); Available May 10; <b>due May 14</b></li> <li>✓ <b>IDEA Course Eval</b></li> </ul>
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### Important University Dates:

January 19 - Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.

January 19 - Classes Begin for Spring Semester

January 21 - Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

Feb 3 - Deadline to Drop 16-Week Classes with No Record

March 15-19 - Spring Break – No Class (*University Open*)

March 26 - Deadline for Graduation Application for Spring Ceremony Participation

April 1 - Deadline for GRE/GMAT Scores to Office of Graduate Studies

April 30 - Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)

May 14 - Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)

May 14 - Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee

May 14 - Deadline to Withdraw from the University for 16- and Second 8-Week Classes

May 14 - Spring Semester Ends

May 15 - Commencement Ceremony Bell County Expo Center 7:00 p.m.

### TECHNOLOGY REQUIREMENTS AND SUPPORT

#### Technology Requirements.

This course will use the TAMUCT Instructure Canvas learning management system.

Logon to TAMUCT Canvas [<https://tamuct.instructure.com>]

Username: Your MyCT username

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

Password: Your MyCT password

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

Password: Your MyCT password

#### Technology Support.

##### 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.

#### 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](mailto: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 related to course content and requirements, contact [Ms. Eads](#). Remember, technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly, address issues well in advance of deadlines, and have a backup plan.

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## 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 the 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),  
[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].

### **Plagiarism.**

**Students whose assignment contains plagiarized information, i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, will receive a 0 for the assignment and possibly a referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Students whose assignment contains inadequate effort will receive a substantial deduction in points, i.e., a citation that does not include the author and date in the citation or a reference missing the majority of the required information. **All students suspect of academic dishonesty will be reported.**

### **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]

*\*\*\*Please advise Ms. Eads within the first week of class of any accommodations needed.*

### **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 the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, 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. Access Tutor.com through Canvas.

**The 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 WConline [<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. 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>].

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

### **OPTIONAL POLICY STATEMENTS:**

#### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student 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/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **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 online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team 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.

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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