



Entrepreneurship II

MGMT 4310-120 (CRN 11023)
Spring semester 2021/16 week online
19 January – 14 May

CONTACT INFORMATION

Instructor: Dr. Anne Sluhan

Email: asluhan@tamuct.edu

Kindly always include "MGMT 4310-120" in the email subject line so that I can easily identify your class.

*CANVAS messages are **not** the appropriate mode of communication with your instructor.*

*Kindly **ONLY** use the above email.*

College of Business Administration (COBA): 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

Virtual Office Hours:

Mondays/Wednesdays 13.00 – 15.00 via ZOOM and by appointment.

Join office hours here: <https://cbs-dk.zoom.us/j/9911115052?pwd=ejJlbVFCOHlwWGdkQVMvOFRPLzBCZz09>

When you log on to ZOOM during office hours, you will land in the waiting room. Since office hours are conducted one-on-one, if you are in the waiting room, it means other(s) are ahead of you in the queue. Zoom pings every time someone enters the waiting room, so I know when you arrive, and I welcome you in the order you arrive.

Looking forward to talking with you!

Mode of instruction and course access: This course meets online. The TAMUCT Canvas Learning Management System <https://tamuct.instructure.com> will be used for you to access all course materials (except textbook), assignments, activities, quizzes, and resource links. Online learning requires students to be very self-disciplined. It is my privilege to facilitate your access to the relevant course information and it is your responsibility to study and learn.

Student-instructor interaction:

Emails (asluhan@tamuct.edu) are checked regularly and I endeavor to respond swiftly during weekdays (48h during weekend and holidays). In days up to deadlines, it is not unusual for a wave of emails with similar questions to arrive. To avoid this inefficiency, always first check in the **Knowledge pool** area under **General course information** for the answer. If the answer is not there, submit your question that will benefit the entire class. Based on past semesters, it is clear that as long as you plan your work in good time and submit critical questions about your assignments ahead of time, you will get helpful answers in due time so you need not feel last-minute stress up to your deadline.

Due to a handful of CANVAS messaging system issues in the recent past, it is preferred you email me (asluhan@tamuct.edu) with any course-related issues. Always provide your course section (i.e. MGMT4310) in the subject line of each email so I can quickly identify your group.



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.
- 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

Textbook

Bamford, C. E., & Bruton, G. D. (2016). *Entrepreneurship: The Art, Science, and Process for Success*. (2nd ed.). New York: McGraw-Hill Education. ISBN-13: 978-0078023187; ISBN-10: 0078023181

Course overview, description, and objectives

In this course, you will develop skills required to manage and grow a new venture past the start-up phase; apply general business concepts to the challenges facing entrepreneurs. This course draws upon a range of business disciplines including management, marketing, finance, and accounting to develop a business plan.

Student learning outcomes

Upon completion of the course, the student should be able to:

1. Apply contemporary management knowledge in entrepreneurial operations,
2. Articulate a collection of practical considerations involved in managing an entrepreneurial business,
3. Formulate entrepreneurial marketing and build customer relationships,
4. Comprehend financial management principles of smaller firms,
5. Discuss and recognize the social and legal environment affecting small business, and
6. Prepare, present, and execute a viable business plan.

INSTRUCTOR POLICIES

Student Participation

We learn from sharing our knowledge, our ideas, and our experiences while simultaneously considering input from our colleagues. Your contribution to class discussion online is important and creates value.

Make-up Policy

If a student has a legitimate reason for missing a deadline and has notified the instructor ahead of time, a solution can be arranged.

Spelling, grammar, and writing skills for assignments

You will be evaluated on the content of all written assignments. Enrique Jardiel Poncela stated, "When something can be read without effort, great effort has gone into its writing." Writing is a consistently challenging endeavor. This course provides you the opportunity to hone your written communication skills and you are expected to write in a professional, concise, and logical manner. Our brilliant world of electronic resources eradicates all excuses for poor spelling and grammar. While a few minor mistakes will likely not affect your grade, your instructor reserves the right to remove of up 10% of the points of a written assignment for excessively bad grammar and spelling. At a minimum, you are expected to proofread your work, to utilize all available spelling and grammar tools, and to seek help from the University Writing Center.



COURSE COMPONENTS

Preliminary assignment

This small quiz must be completed in the introduction week and is intended to ensure you are well oriented about what will follow in this course, that you understand what your responsibilities are, and that you are equipped to commit to the learning modules and the individual and group assignments that follow.

Small Entrepreneurial Business Management (SEBM) Workshop (Group project):

Students will choose with whom they would like to work in a 3-4 member group. Together, they will create a 60-minute workshop designed for a smaller entrepreneurial business owner. Any business must be able to benefit from your training module. Your workshop must include the following elements:

1. A 30-60 minute professional and engaging presentation that has been recorded; (In CANVAS Studio, or YouTube for example).
2. An electronic presentation (PowerPoint, Prezi, Multimedia, for example);
3. Any handouts that would benefit audience members;
4. Any applicable worksheets for the audience;
5. Facilitator’s notes;
6. At least 10 recommended additional annotated resources;
7. At least 10 short answer questions.

You will be evaluated based on the project’s professional completeness as well as the thoroughness of its content. Creativity is a bonus and will be rewarded. All materials will be uploaded to Canvas.

Potential (SEBM) Workshop training topics (including but not limited to):

Stress Management	Customer Service
Evaluating Employee Performance	Small Business Laws and Regulations for the State of Texas
Business Development	Business Communication
Budgeting	Business Etiquette
Human Resources	Accounting and Financial Training
Employee Retention	Conflict Management
Leadership	Safety
Sales/Marketing Strategies	Time Management

Grading checklist: SEBM Workshop

Activity	Max. points
Overall presentation including all material	90
Audience engagement	30
Thoroughly explains training concept and its relevance to audience	50
Main and supporting points are plausible, sophisticated, insightful, and clear	50
All verbal and written communication conveys well-developed thoughts aligned with the overall message	30
<u>Total possible points</u>	<u>250</u>



Business plan

Each student will complete a business startup/continuity plan for a business of her/his choosing (instructor approval required). The business plan provides students with the opportunity to develop an idea for a business concept. The audience for your business plan is potential investors.

All students will upload a business plan to Canvas by the deadline.

APA (7th ed.) guidelines will be used for formatting.

The final body of your business plan will be 8-12 pages in length. This does not include title pages, exhibits, reference pages, appendices, etc.). Writing should be free of spelling and grammar errors that detract for the overall message.

Grading checklist: Business Plan

Activity	Max. points
Cover sheet/ table of contents (with page numbers)	10
Format: APA 6th ed. (double space, margins, general points neatness and appearance, grammar, and spelling).	10
Executive Summary: summarizes business plan, provides an overview of the practice, motivates and excites the reader, describes business purpose, asks for specific funding	30
General business description/ Mission Statement: An overview of the company is provided which includes information regarding the reason for starting, mission statement, primary activity, company focus, goods and/or services provided, primary customers, and location.	30
Industry Analysis: Provides complete information regarding industry size and maturity, opportunities & threats in the industry, overall outlook for the industry, major competitors. Explains how proposed product/service is distinct from others.	30
Management Plan: Form of business ownership was chosen, defined, and reasoning was given for the choice of ownership. Thorough explanation of how things will be accomplished.	30
Marketing Plan: Who are your customers, where are they, what do they want? Marketing of the business was thoroughly discussed including the identification of the target market and how they will be reached, customer needs and product characteristics, pricing, distribution, promotion.	30
Operating plan: describes daily operation; general office layout; facilities and equipment; fee schedule; financial policies.	30
Financial Management: Start-up costs, financing strategies and concepts were discussed.	30
Other: Resume, references, supporting documents, etc.	20
Total possible points	250



Case study

Students are required to expand on the entrepreneurial management concepts through additional ideation techniques and theories using a business case published on Canvas according to the following requirements:

- Length: A minimum of 5 pages, excluding references;
- Minimum 7 scholarly sources field of small business management referenced accurately acc. to APA guidelines;
- Free of spelling and grammatical errors that detract from the overall message;
- Writing demonstrates critical thinking, including the ability to compare, contrast, analyze, and synthesize;
- Presents logical organized arguments, well supported by appropriate resources;
- Free from falsified, plagiarized, or otherwise academically fraudulent work. There will be no exceptions made.

Grading checklist: Case study

Activity	Max. points
Meets all project requirements	40
Explains and analyzes the discussion questions	40
Explains and discerns the owners/managers issues within the case	40
Main and supporting points are plausible, sophisticated, insightful, and clear	40
Written communication is accurate with well-developed thoughts that convey the overall message	40
<u>Total possible points</u>	<u>200</u>

Discussion forum questions

The discussion forum questions count for part of your online participation. Module forum discussions are intended to emulate a class setting and to trigger conversations amongst colleagues about the course content. This is an essential component of this course, as students typically share a wealth of knowledge derived from everyone's unique thoughts, ideas, and experiences. Forum discussions rely on the principles of learner-learner interaction to deepen the understanding of the material. As your instructor, I will rarely intervene in discussions, but will read every post and grade them according to their adequacy.

There will be a total of 8 online discussion topics. In each designated forum you must post at least one main message that answers the question(s) raised.

You must comment on at least two posts from your colleagues, providing substantive feedback. In total, you are required to post a total of three messages per discussion topic in order to receive credit for each forum: one opening point of 150 to 200 words and two counterpoints of 100 to 200 words each. Postings/insights on the discussion topic should:

- a. Apply course concepts,
- b. Articulate your analysis concisely and clearly,
- c. Integrate your colleagues' contributions, leading discussion to a deeper level of understanding, and
- d. Cite relevant external source material (e.g. textbook, ideas/material not originally your own)



Midterm quiz

There will be a midterm quiz in this course worth 10% of the total course grade. Administered online, the quiz covers course material from the textbook, lectures, supplemental resources, and all assignments prior to the midterm.

Overall course assessment

Assessment	% of final grade	Maximum points
Preliminary assignment	2%	20
Small Entrepreneurial Business Management (SEBM) Workshop (Group project)	25%	250
Business plan	25%	250
Case study	18%	180
Discussion forum participation (8)	20%	200
Midterm quiz	10%	100
Total	100%	1000

Course grades are assigned as follows:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0 - 59%	F

Expectations

Quality Work: All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc. Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional.

Submissions must identify the student and the title of the assignment: **Surname_Name_TITLE_4310_120_YYYYmdd**

Style requirements: References must align with APA citation style. Submissions must be in MS Word format.

Deadlines: Assignment instructions and deadlines are clear in the syllabus and online, which means deadlines are NOT flexible. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let your instructor know in **due time** (i.e. **never last minute**) before the due date. Late submissions of written assignments will cost -20% of the grade per day.

Syllabus modification: This syllabus serves as an instructional planning document. Every effort is made to maintain the schedule presented herein. However, it may be necessary during the course to modify it. Any potential modifications will be announced as early as possible.

Posting of grades: Grades are posted in CANVAS, where students can monitor status throughout the term.



COURSE OUTLINE AND CALENDAR*

NB! Assignments are due on Sundays of a corresponding week by 23:59 unless otherwise specified.

Module	Dates	Topic / Reading	Assignments
INTRO	W1 18-22 Jan	Introduction	<ul style="list-style-type: none"> ✓ Read through syllabus in detail ✓ Complete preliminary assignment in CANVAS ✓ Post Discussion forum submission 1: Student introduction (required to show you are active in the course). ✓ Buy/rent the textbook
1	W2 25-29 Jan	Ch 1 The 21 st Century Entrepreneur Ch 2 Individual leadership & entrepreneurial start-ups	✓ Discussion forum submission 2
	W3 1-5 Feb	Ch 3: Business idea generation & initial evaluation	✓ Deadline: SEBM workshop team – upload team names/topic by deadline
2	W4 8-12 Feb	Ch 4: External analysis	✓ Discussion forum submission 3
	W5 15-19 Feb	Ch 5: Business mission & strategy	✓ Deadline: SEBM workshop topic for approval
	W6 22-26 Feb	Ch 6 Analyzing cash flow & other financial info	✓ Deadline: Business plan topic for approval
3	W7 1-5 Mar	Ch 7: Financing & accounting	✓ Discussion forum submission 4
	W8 8-12 Mar	Ch 8: Financial analysis Ch 9: Establishing the legal foundation	<ul style="list-style-type: none"> ✓ Discussion forum submission 5 ✓ Midterm quiz
	15-19 Mar	Spring break	
4	W9 22-26 Mar	Ch 10: Human resource management	✓ Deadline: Case study
	W10 29Mar-2Apr	Ch 11: Marketing	✓ Discussion forum submission 6
	W11 5 – 9 Apr	Ch 12: Establishing operations	✓ Deadline: SEBM workshop
5	W12 12-16 Apr	Ch 13: Exit/Harvest/Turnaround	✓ Discussion forum submission 7
	W 13 19-23 Apr	Ch 14 Franchising & purchasing a going concern	✓ Discussion forum submission 8
	W 14 26-30 Apr	Course conclusion and finalization of business plan	✓ Finalize business plan
	W15 3-7 May		✓ Deadline: Business plan
	W16 10-14 May	Course evaluation	

*Modifications might be made to this outline depending on the pace of the class.



Important University Dates:

January 18, 2021	Martin Luther King, Jr. Day (University closed)
January 19, 2021	Add, Drop, & Late Registration begins for 16- & first 8-week classes - \$25 fee 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 1 st 8-weeks session
March 15, 2021	Deadline for Clinical Teaching/Practicum Applications
March 16, 2021	Deadline for Faculty submissions 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, & Late Registration begins for second 8-week classes - \$25 fee 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 Graduation Application for Spring 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

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal. Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953. For issues related to course content and requirements, contact your instructor.

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>

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



UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](#)

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

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].

Academic Accommodations

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

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]



Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/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, 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. 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.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WConline](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].

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, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, 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.

Copyright Notice

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