

Course number, Course CRN, COURSE TITLE
CIS 5311 – 110, Management Information Systems
Spring 2021
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

January 19, 2021 – May 14, 2021

This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Rahul Dwivedi, PhD

Office: Founders Hall 323H

Phone: NA

Email: rahul.dwivedi@tamuct.edu (preferred) or Canvas inbox.

Office Hours

Since the course is 100% online, concerns of students will be addressed via email. Students can send emails with their concerns or questions related with any aspect of the course any time between 9 AM – 5 PM Monday to Thursday. If there's something which needs to be addressed via virtual face-to-face meeting, students can request WebEx (<https://tamuct.onecampus.com/task/all/webex>) meeting(s) as well.

Student-instructor interaction

I check my University email many times a day and typically responds within 24 hours of receiving emails on weekdays. Email is also the best mode of communication.

This a 100% online course that makes extensive use of the TAMUCT Canvas Learning Management System (<https://tamuct.instructure.com>). The course syllabus, schedule, supplemental readings, class announcements, power point slides, video lectures, learning modules, homework assignments, exams and other course related documents will be posted on Canvas throughout the week. Each student is responsible for the posted material and should check Canvas several times a week for updates.

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

Course Overview and description

Study the management and use of information and technology as a resource to create competitive organizations, manage global operations, provide useful products and quality services. Examine intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems.

Course Objective or Goal

Student Learning Outcomes

Successful completion of this course should enable student to:

- Demonstrate knowledge of the key terms, concepts and various technology architectures on which information systems are built.
- Explain how businesses can leverage information technology for developing and maintaining competitive advantage.
- Distinguish different types of information systems and evaluate the role played by these systems in serving the various levels of management groups in a business.
- Evaluate the management and organizational issues, opportunities, and challenges raised by information technology
- Analyze the critical ethical, social, and political issues in information systems.
- Discuss the trends in hardware and software that challenge IT infrastructure and management.
- Demonstrate knowledge of database design and management
- Examine the impact of telecommunications, Internet, and wireless technologies in business networking, including digital markets.
- Identify the threats to enterprise information security and describe the important techniques, tools and technologies used for managing information resources and security successfully.
- Demonstrate knowledge of emerging technologies and approaches such as Cloud Computing, Green IT, RFID, Open source software, Customer Relationship Management, Supply Chain Management, Enterprise Resource Planning Systems, Business Process Management, Knowledge Management, Business Intelligence etc., and their potential application in organizations.
- Discuss strategic use of information technology in businesses to support end-user applications, enterprise operations, e-Commerce, and the activities of managers and management decision making.
- Explain the role of knowledge management and knowledge management programs in business. Identify and evaluate the causes of information systems success and failure.
- Assess the benefits of project management in developing information systems.
- Analyze real world scenarios and case studies of information technology enabled

organizational productivity and change.

Competency Goals Statements (certification or standards)

None

Required Reading and Textbook(s)

Required Text: Management Information Systems: Managing the Digital Firm, 15th (regular paperback or loose leaf) or 16th (regular paperback or loose leaf) USA edition, Laudon & Laudon, Saddle River, NJ: Prentice Hall. **There is no difference between the two editions except for the case studies.** Please refrain from using cheaper global edition as material and case studies in global editions may be different from the USA edition of the textbook.

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.

Reading Assignments: All assigned chapters will be used for class and/or canvas discussions. Students are expected to study the assigned readings before each class session.

Supplementary Material: The course textbook will be supplemented with other materials that may include research articles, case studies, industry articles, videos including TED talks, power point presentations etc. Students must know how to search for and download research papers from the Web (more specifically from Google scholar www.scholar.google.com) and from University library (<https://tamuct.libguides.com/index>).

COURSE REQUIREMENTS

Mini Examinations / Quizzes: There will be fourteen mini exams/quizzes. Each mini exam or quiz is worth 5 points and will be based on one chapter every week. For example, the first quiz covers chapter 1, the second quiz covers chapter 2, and so on. All the mini exams will be online via Canvas and timed. The mini exams will be open book / open notes. Multiple attempts are not allowed for any of the mini exams/quizzes. The mini exams consist of multiple-choice questions including true/false. These exams will be available for 24 to 48 hours starting from Tuesday noon and available till Wednesday noon or mid night. Students must finish the exam in a single session. For example, the first exam will be based on chapter 1; will be available between 12 noon on Tuesday January 26th and 11:59 pm on Wednesday January 27th; and once you start the exam you will get 30 or 60 minutes (exact duration might differ, more on this will be announced later) to submit it. For the exams, you will be required to know not only the material from the textbook chapters, but also material from the class lectures such as power point slides and any supplementary/additional material provided as well.

Semester long individual research paper (more details to follow): Each student is required to write a major paper on a topic from the course or contemporary information systems trend that is of interest to you. Tentative list of topics will be provided during the second week. You may choose a topic from the tentative list of topics provided or may choose one of your own. This paper must be 12 to 15 pages in length (not more than 20 pages, double-spaced APA format, and 12-point Times New Roman font) excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA style 6 or 7 (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). You may want to use Microsoft Word plugin for a freely available citation and bibliography generation software such as Mendeley https://www.mendeley.com/?interaction_required=true or Zotero <https://www.zotero.org/>. You may also use the citation tool that comes with Microsoft Word. The paper is expected to meet graduate-level standards. You should research at least 20 external references such as academic journal /conference papers, trade journals, short videos and relevant websites for your paper. At least 12 of these references must be from peer reviewed journals or conferences only. Use of Wikipedia or the class text as a reference will cause a serious loss of points. References must include the published journal conference name and information, NOT a URL where paper was found. The individual research paper is worth **10 points**. Late submissions are not allowed for individual research paper. The strict deadline to submit individual paper is last day of class i.e. May 11th, 2021.

Individual Homework assignments: There will be two homework assignments. The homework assignment will be based on either a textbook topic or a case study analysis. Each homework assignment is worth **5 points**. In case of a case study, students are required to analyze the case and answer questions (if any). The case study might be part of the textbook or may be assigned by the instructor. Students will get two weeks to work on the homework assignments. Homework turned in after due date is considered late. **1 point will be deducted for each day the homework is late.**

Case study writing and analysis: There will be one project where each student will work to create a case study involving a real organization with information-technology related problem. The case will follow problem-oriented method. In other words, student should identify one or more major problem(s) that exist within an organization and suggest solution(s) to these problems. You must also explain how the suggested solution(s) can be implemented. For this project, you can choose a company where you work or familiar with or a Fortune 500 company. This project is worth **10 points** (5 points for case study writing and 5 points for analyzing the case).

The case study analysis and writing must be 15 to 20 pages in length (not more than 30 pages, double spaced APA 6 or 7 format, and 12-point Times New Roman font with 1-inch margins) excluding bibliography, table of contents, graphics, tabular or illustrative material. Projects

turned in after due date are considered late. **2.5 points deducted for each day the project is late.** Special circumstances need to be discussed with the instructor ahead of time when possible. The due date for this exercise is May 11th, 2021.

Grading Criteria Rubric and Conversion

Item	Quantity	Points	Total/Percent
Mini exams/quizzes	14	5	70
Individual Research Paper	1	10	10
Individual case study writing and analysis	1	10	10
Homework	2	5	10
TOTAL			100

89.5 – 100 = A

79.5 – 89.49999 = B

69.5 – 79.49999 = C

59.5 – 69.49999 = D

Below 59.5 = F

Note: Grades will not be curved (for example, the student with 78.9 will receive a C NOT a B).

Posting of Grades

All student grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool. Grades for the mini exam quizzes will be posted automatically as soon as the student submits the mini exam quiz. For homework assignments grades will be posted within two weeks after the due date. Grades for the individual research paper and case study project will be posted at the end of the semester along with final grades.

Grading Policies

Refer to late policy for individual homework's and individual case study writing & analysis above. Late submits are not allowed for individual research paper.

Plagiarism policy: *Students are strongly advised not to copy and paste material from websites, study guides (such as Chegg, Course Hero, etc.), research articles, industry articles, blog posts or any other online resources. Students must rephrase and properly cite any of the material used in their submits. All your submitted writings will be checked using an automated plagiarism check software already built into Canvas available from the University. Following point deductions will apply to your submitted writings:*

- *More than 30% plagiarized – Not acceptable and students will not earn any points*

- 21% to 30% plagiarized – 70% points deducted with warning to be more careful with future submits
- 11% to 20% plagiarized – 60% points deducted with warning to be more careful with future submits
- 0% to 10% plagiarized – Acceptable with warning to be more careful during future submits

The above policy will be followed during the course along with the standard University policy of Student academic conduct as briefly explained below.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Complete Course Calendar (subject to change)

Week	Date	Chapters	Due at midnight	Notes
1	January 19 – 22	Syllabus and Chapter 1		Video lectures based on syllabus and chapter 1 available
2	January 25 – 29	Chapter 2	Quiz/mini exam#1 based on chapter 1 due at January 27 th midnight	Video lectures based on chapter 2 available
February 3 rd , 2020: Deadline to drop 16-week classes with no record				
3	February 1 – 5	Chapter 3	Homework 1 available; Quiz/mini exam#2 based on chapter 2 due at February 3 rd midnight	Video lectures based on chapter 3 available
4	February 8 – 12	Chapter 4	Quiz/mini exam#3 based on chapters 3 due at February 10 th midnight	Video lectures based on chapter 4 available
5	February 15 – 19	Chapter 5	Homework 1 due; Quiz/mini exam#4 based on chapter 4 due at February 17 th midnight	Video lectures based on chapter 5 available
6	February 22 – 26	Chapter 6	Quiz/mini exam#5 based on chapter 5 due at February 24 th midnight	Video lectures based on chapter 6 available
7	March 1 – 5	Chapter 7	Homework 2 available; Quiz/mini exam#6 based	Video lectures based on

			on chapter 6 due at March 3 rd midnight	chapter 7 available
8	March 8 – 12	Chapter 8	Quiz/mini exam#7 based on chapter 7 due at March 10 th midnight	Video lectures based on chapter 8 available
9	March 15 – 19: March 15 – 19, 2020: Spring Break			
10	March 22 – 26	Chapter 9	Quiz/mini exam#8 based on chapter 8 due at March 24 th midnight	Video lectures based on chapter 9 available
11	March 29 – April 2	Chapter 10	Homework 2 due; Quiz/mini exam#9 based on chapter 9 due at March 31 st midnight	Video lectures based on chapter 10 available
11	April 5 – 9	Chapter 11	Quiz/mini exam#10 based on chapter 10 due at April 7 th midnight	Video lectures based on chapter 11 available
12	April 12 – 16	Chapter 12	Quiz/mini exam#11 based on chapter 11 due at April 14 th midnight	Video lectures based on chapter 12 available
13	April 19 – 23	Chapter 13	Quiz/mini exam#12 based on chapter 12 due at April 21 st midnight	Video lectures based on chapter 13 available
14	April 26 – 30	Chapter 14	Quiz/mini exam#13 based on chapter 13 due at April 28 th midnight	Video lectures based on chapter 14 available
15	May 3 – 7	Chapter 15	Quiz/mini exam#14 based on chapter 14 due at May 5 th midnight	Video lectures based on chapter 15 available
16	May 11	Individual paper and case study project due at mid night		

Important University Dates

Refer to TAMUCT academic calendar at: <https://www.tamuct.edu/registrar/academic-calendar.html>]

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course does not require use of any special software except for the MS word to write and submit individual homework assignments and papers. Students are also required to properly cite the references used in their submits. Hence, they may want to download and install any free citation software (such as EndNote, Mendeley, RefWorks or Zotero) or may also use Microsoft's insert citation option under References.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

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

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete 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](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

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

Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

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

University Writing Center

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 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 2021, 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.

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/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.

OTHER POLICIES

INSTRUCTOR POLICIES

Policies related to absence, grading, etc.

- You are responsible for all class material posted on Canvas.
- Homework's must be submitted through Canvas and due on the mid night (11:59 PM) of specified due date/time. No email submissions will be accepted except under unforeseen circumstances.
- Late penalties will be applied to items submitted after due dates. Refer to late submission policy for individual homework assignments above. Late submissions are not allowed under any circumstances for individual research paper.
- The mini exams will be available for 36 hours on Canvas as explained above (although you will get only a limited time to take the exam(s)) and multiple attempts will not be allowed under any circumstances for any of the mini exams.
- Plagiarism check will be carried out using plagiarism check software built into Canvas available from University. Homework assignments with more than 30% plagiarized material will receive grade of zero.

My personal statement

- You will receive feedback in the form of graded assignments within two weeks after the due date. I want you to read the feedback that I provide to you (your personal grading notes and Canvas emails).
- I am almost always available via email and typically respond within 24 hours except on weekends. Student may also request WebEx meeting(s), if required.
- I prefer email to phone conversations.
- I reserve the right to modify the course syllabus during the semester for the benefit of the students.
- I reserve the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- I reserve the right to modify grading policy rubrics. Any change to grading rubrics will be applied to current and possible future assignments.

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.