

Welcome to BUSI 4334-130, CRN 11283 (Employment Law) at Texas A&M University - Central Texas for the spring of 2021!

This a 16 week “Web Enhanced” course that generally meets on Wednesdays from 11:00-12:15 in Founders Hall, Room 313.

Though the vaccine is now here (Woohoo!), things will not yet be back to normal. I look forward to helping you learn more about employment law and related matters this semester. In this syllabus, I will try to provide as much information as I can about the course and my expectations. Additional information can be found in our Canvas course as well. Please let me know if you have any questions!

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Department Phone: 254-501-5944 - Just leave a message and I will respond as soon as possible.

Email: loafman@tamuct.edu – This is the best method to contact me for a quick response.

General Office Hours:

Monday: 10:00-11:00, 12:30-3:30, and other times by advance appointment

Tuesday: 11:00-5:00, other times by advance appointment

Wednesday: 10:00-11:00, 12:30-1:30, other times by advance appointment

Thursday: By advance appointment

Friday: By advance appointment

Please reach out to me to schedule an appointment, so I can make sure I don't miss you, as sometimes meetings are scheduled during office hours. I can be available later in the day/evening with advanced notice and for Web Ex virtual meetings as well for “after hours” situations. There may be an occasional shift in some hours and I will try to post an announcement in Canvas if that is the case.

Mode of instruction and course access:

This course is classified as a “web enhanced” course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for supplemental materials (like readings and lecture PowerPoints), audio lectures, quizzes, exams, grade reporting, and assignment submissions. The current plan is to meet only on Wednesdays after the first week, but we need to be prepared for a possible Monday meeting if a Wednesday is forced to be cancelled. The instructions that follow in this syllabus will assist you with gaining access and technical support. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission at a minimum.

Student-Instructor interaction:

It is easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to email in no more than 24 hours if not traveling, and usually within a couple of hours. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period. Thus, pay attention to the **“Announcements”** area (should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
 - o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

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.

COURSE INFORMATION:

Course Overview and description:

Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): [BUSI 3332](#) or [MGMT 3302](#).

Course Level Objectives (CLO's):

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision on employment law.
2. Discuss, recognize, and explain issues with the employment relationship, such as worker classification, at will employment, and hiring.
3. Discuss, identify, and explain the applicability and protections of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.
4. Recognize and discuss the privacy rights that public and private-sector employees have in the 21st Century.
5. Demonstrate an understanding of labor laws and current labor issues.
6. Identify, discuss, and explain worker protections under OSHA, the FLSA, and FMLA.
7. Analyze hypothetical employment law issues, evaluate alternatives that legally and ethically resolve the issues, and recommend company action consistent with law.
8. Communicate professionally. (All Course Communications)

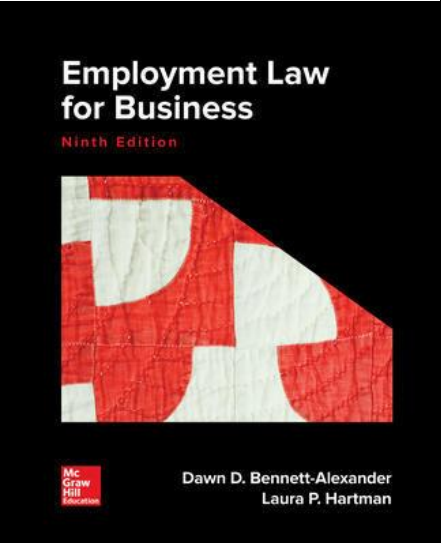
Weekly Learning Objectives (WLO's):

At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

Weekly Learning Objectives will be available in the Modules section of Canvas.

Required Textbook(s) and Resources:

1.

	<p>Bennett-Alexander, D. D. & Hartman, L.P. (2018). <i>Employment Law for Business</i> (9th ed.). New York, NY: McGraw-Hill Education</p> <p>Access Card ISBN#: 9781260664492</p> <p>The above ISBN is a loose-leaf version of the text with Connect access to complete online assignments that is being carried by our bookstore for about \$185.</p> <p>You can just purchase the Connect access with the E-book as well through McGraw-Hill for \$122. https://www.mheducation.com/highered/product/employment-law-business-bennett-alexander-hartman/M9781259722332.html#interactiveCollapse</p> <p>To access Connect assignments:</p> <p>Step 1: Sign into Canvas account Step 2: From Courses, click on course name. Step 3: On Canvas course home page, locate and click on Assignments (via course navigation menu). Step 4: Click on the Connect assignment. Step 5: Click on Begin. Step 6: Do you already have a Connect account?</p> <ul style="list-style-type: none">• If so, enter you email address and password and click Sign In.• If you need to create a Connect account, click Register. <p>Step 7: Enter email address then click Submit. Step 8: You have three registration options.</p> <ul style="list-style-type: none">• Use Connect Code (received through bookstore): Enter Connect registration code and click Submit.• Connect (But from MH now): Click on Buy Online to use a credit card or PayPal.• Temporary Access: Two week access to get you started if your book is late in arriving or you cannot immediately purchase. <p>Step 9: If you do not have a Connect account, you will be</p>
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	<p>prompted to create an account.</p> <ul style="list-style-type: none"> • It is recommended to use your school/institution email address when creating an account.
<p><i>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.</i></p>	

2. Reliable internet access for accessing materials, quizzes, exams, and assignment submissions.
3. Access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), **a webcam for exams, Google Chrome Browser**, PDF reader software like Adobe for additional readings, MS Word & PowerPoint.
4. Other Course Instructional Materials: Click on “Modules” on the left side of Canvas to access audio lectures of the material, a summary PowerPoint, and additional readings, resources, and materials. **I do provide substantial information beyond the text that is found in the PowerPoints and audio lectures. This information is assessed on quizzes and exams.**

COURSE REQUIREMENTS

1. **Quizzes – 110 total points**- You will have an 8 question, 12 minute quiz on the chapters covered in the course (except 10). These will generally be due at 11:00AM (11:00) before the class session where we start discussing that chapter (exceptions with Chapters 1 and 12). Each quiz will be worth 8 points, but I essentially have more than one “free one” built in in case you miss one or have a couple of bad ones since there are really 120 total points available.
2. **Article Presentation – 40 points** – You will find a recent article connected to a class concept. You have the option of either presenting a summary of the article in class (please let me know in advance) or recording and submitting via Canvas. It is up to you to **make the articles connection to class concepts crystal clear**. That connection component and the summary are worth 20 points of the grade. The remaining 20 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills and how this assignment is scored. **The article presentation must either be presented in class or the video submitted in Canvas by 11:59Pm (23:59) on Saturday, February 13th.**
3. **Current Topic Research “Paper” – 120 points** – I am going to give you some flexibility here with regards to what you want to research. It could be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues , paid leave, potential changes in EEOC, OSHA, DOL, etc. policies. **Your research plan draft must submitted via Canvas for review by 11:59PM (23:59) on Wednesday, March 3rd.** More details on the plan requirements will be available in Canvas. Ultimately, we will quickly work together on finalizing a research plan that will lead to an approximately five

page paper by the end of the semester. 10 points will go to having a final plan by Wednesday, March 10th, and the remaining 110 will go towards the completed paper, including writing quality. The final paper **must submitted via Canvas by 11:59PM (23:59) on Wednesday, May 5th.**

3. Class “Participation” - 90 Points – We have approximately 15 class days (including the first day of class) where we will discuss the chapters further, work on application problems, have a guest speaker, etc. Each of these class days is worth approximately seven points. Your participation points might come from exercises in class (most likely), attendance (sign in sheet), or some other activity/method. Though you may score no higher than 90 points, you do have approximately two “free” days built in. Historically, those that regularly attend and participate make higher grades. **If you must miss a day, an activity will be available, but it generally must be submitted by 11:59PM (23:59) on that class day for credit.**

4. Exploring a Major Employment Law Case – 100 Points – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59PM (23:59) on Monday, March 22nd.**

5. Exams - 3 exams worth 180 points each (540 points combined) – Our exams will be available on Sundays and Mondays via Canvas so that you can do them without a face covering if the location allows for it. I will also be in the classroom from 11:00-12:30 if you prefer to do one or more in person. Midnight on Monday is a hard cut off. If you start the exam at 11:00PM, you will only have one hour to complete the exam. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases. Unfortunately, since I have been lied to in the past, I will likely require documentation of extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. Exams will likely be comprised of multiple choice, T/F, and essay questions. The current plan, subject to change, is for 40 MC/TF questions worth 3.5 points each and four essays worth 10 points each. The online exams will also utilize our Proctorio remote proctoring technology, so you will need a webcam. **The proctoring software will also require you to use Google Chrome and have the Proctorio extension on the browser. If you do not have this set-up done, you will get a message asking for a non-existent password.**

BONUS

The LearnSmart practice exercises are a good way to see how well you are understanding the material in preparation for the exam. I am setting these up as bonus with all chapters on an exam being due the night before the exam (can do them at any point between the start of the unit and the exam though). Each chapter (except 10) will be worth up to 3 points, thus you can earn up to 45 total bonus points. I have each of them set-up for approximately 15 minutes of actual question answering per McGraw Hill’s estimates.

Grading Scale

Note the C, D, and F Ranges Especially

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that an average may qualify for a higher letter grade than the scale normally provides for to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one's career, thus we have CLO #8. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example: Saying I'm a grumpy grader and giving me a link to a medical center to have my testosterone level checked, as I need help. Yes, this happened in 2016. We can disagree with one's view or judgment, but we must learn how to do so respectfully to maintain employment and be successful in business today.

Posting of Grades

Exam grades will most likely be available by the next class period and the grade will be posted on Canvas. I hope to have the other course work graded within one week.

Late Work Issues:

1. **NO credit will be given for missed quizzes, participation, a late draft plan, or the LearnSmart bonus without pre-approval.**
2. **The article presentation, research paper, and case assignment will lose 10% of the points available per day late. As an example, 12:01AM on the due date for the Article Presentation is technically late by one day.**
3. **For Exams, see the previous explanation under "Course Requirements."**

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Week 1 – January 18th	No class due to Martin Luther King Holiday, but you do need to look at the Canvas Course, Syllabus, and read Chapter 1 before Wednesday.
20th	1. Cover Chapter 1 (Regulation of Employment) 2. Complete Quiz for Chapter 1 by 11:00AM on Friday, the 22nd (a little extra time this first week)

Week 2 – January	25th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 2 (The Employment Law Toolkit) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	27th	<ol style="list-style-type: none"> 1. Cover Chapter 2 (The Employment Law Toolkit) 2. Complete Quiz for Chapter 2 by 11:00AM on Wednesday, the 27th.
Week 3 – February	1st	No Scheduled Class (<i>possible make-up day</i>) - Read Chapter 3 (Title VII) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	3rd	<ol style="list-style-type: none"> 1. Cover Chapter 3 (Title VII) 2. Complete Quiz for Chapter 3 by 11:00AM on Wednesday, the 3rd.
Week 4 – February	8th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 4 (Legal Construction of the Employment Environment) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	10th	<ol style="list-style-type: none"> 1. Cover Chapter 4 (Legal Construction of the Employment Environment) 2. Complete Quiz for Chapter 4 by 11:00AM on Wednesday, the 10th. 3. Article presentation must either be presented in class or the video submitted in Canvas by 11:59PM (23:59) on Saturday, February 13th.
Week 5 – February	15th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 5 (Affirmative Action) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	17th	<ol style="list-style-type: none"> 1. Cover Chapter 5 (Affirmative Action) 2. Complete Quiz for Chapter 5 by 11:00AM on Wednesday, the 17th. 3. Ensure a computer is properly configured for a Proctorio Exam (Mock Exam worth 1 point available in Canvas).
Week 6 – February	22nd	Exam #1 covering Chapters 1-5 is available in the classroom starting at 11:00 or may be remotely proctored online all day.
	24th	This is rare for a Wednesday, but no scheduled class (<i>possible make-up day</i>): I will post a video going over data and issues with Exam #1. Be reading Chapters 6 and 7 for next week.

Week 7 – March	1st	No Scheduled Class (<i>possible make-up day</i>): Read Chapters 6 (Race and Color), 7 (National Origin), and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	3rd	<ol style="list-style-type: none"> 1. Cover Chapters 6 (Race and Color) and 7 (National Origin) 2. Complete Quizzes (Two this time!) for Chapters 6 and 7 by 11:00AM on Wednesday, the 3rd. 3. Submit the draft of your research plan by 11:59PM (23:59) on Wednesday, the 3rd.
Week 8 – March	8th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 8 (Gender Discrimination) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	10th	<ol style="list-style-type: none"> 1. Cover Chapter 8 (Gender Discrimination) 2. Complete Quiz for Chapter 8 by 11:00AM on Wednesday, the 10th.
<i>No Class on March 15th due to Spring Break!</i>		
Week 9 – March	22 nd	<ol style="list-style-type: none"> 1. No Scheduled Class (<i>possible make-up day</i>): Read Chapter 9 (Sexual Harassment), and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas. You will do NOT have to read all of Chapter 10, as there have been significant changes since the text’s publication, but there will be a content folder. 2. Submit your Briefing Assignment by 11:59PM (23:59) on Monday, the 22nd
	24th	<ol style="list-style-type: none"> 1. Cover Chapter 9 (Sexual Harassment) and Chapter 10 (Sexual Orientation) issues 2. Complete Quiz for Chapter 9 (there is not one for Chapter 10) by 11:00AM on Wednesday, the 24th.
Week 10 – March	29th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 11 (Religious Discrimination) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	31st	<ol style="list-style-type: none"> 1. Cover Chapter 11 (Religious Discrimination) 2. Complete Quiz for Chapter 11 by 11:00AM on Wednesday, the 31st
Week 11 – April	5 th	Exam #2 covering Chapters 6-11 available in the classroom starting at 11:00 or may be remotely proctored online all day.
	7th	<ol style="list-style-type: none"> 1. Cover Chapter 12 (Age Discrimination) - I will also post a video going over data and issues with Exam #1. 2. Complete Quiz for Chapter 12 by 11:00AM on Friday, the 9th (a little extra time on this one with the quick turnaround)

Week 12 – April	12th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 13 (Disability Discrimination) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	14th	1. Cover Chapter 13 (Disability Discrimination) 2. Complete Quiz for Chapter 13 by 11:00AM on Wednesday, the 14th
Week 13 – April	19th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 14 (Privacy) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	21st	1. Cover Chapter 14 (Privacy) 2. Complete Quiz for Chapter 14 by 11:00AM on Wednesday, the 21st
Week 14 – April	26th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 15 (Labor Law) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	28th	1. Cover Chapter 15 (Labor Law) 2. Complete Quiz for Chapter 15 by 11:00AM on Wednesday, the 28th
Week 15 – May	3rd	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 16 (Selected Employment Benefits and Protections) and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas.
	5th	1. Cover Chapter 16 (Selected Employment Benefits and Protections) 2. Complete Quiz for Chapter 16 by 11:00AM on Wednesday, the 5th
Week 16 – May	10th	Exam #3 covering Chapters 12-16 is available in the classroom starting at 11:00 or may be remotely proctored online all day.

Important University Dates:

January 18th – Martin Luther King, Jr Day (University Closed)

January 19th – Classes begin and Add/Drop period runs through the 21st

February 3rd – Deadline to drop the class with no record

March 22nd – Summer and Fall 2021 course schedules published

March 26th – Deadline to apply to participate in the Spring 2021 graduation ceremony

April 5th – Summer/Fall registration opens

April 9th – Deadline to Drop 16-Week Classes with a Quit (Q) or

Withdraw (W)

May 14th – Semester Ends, as well as the deadline to Withdraw from the University for Spring classes, apply for degree conferral, and the tuition rebate (graduated with no more than 123 total hours)

May 15th – Graduation ceremony at 7:00PM at the Bell County Expo Center

May 18th – Deadline for faculty to submit grades

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

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

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] 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. **By week 4, you should go ahead and set-up a computer properly, so it is either ready to go for the exam or you know how to quickly set-up a computer for the exam. There will be a 1 point mock exam to allow you to practice.**

Other Technology Support

1. 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.

2. For issues with Canvas,

- Select “chat with Canvas support,”
- Submit a support request to “Report a Problem” or
- Call the Canvas support line:1-844-757-0953
- Links to all are found inside of Canvas using the “Help” link.

3. For issues with McGraw-Connect

- CALL: (800) 331-5094
- EMAIL & CHAT: mhhe.com/support
 - o MONDAY-THURSDAY: 24 hours
 - o FRIDAY: 12 AM - 9 PM EST
 - o SATURDAY: 10 AM - 8 PM EST
 - o SUNDAY: 12 PM – 12 AM EST

4. For issues related to BUSI 4334.130 course content and requirements, contact me (loafman@tamuct.edu).

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 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.

University Statement: 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].

My Statement: All work in this course is to be **done individually**. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, even though your answers may differ slightly.

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>]. 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, 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 ceased offering writing support on 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:

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

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu 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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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Studying the Law Considerations

For some, the legal terminology is a foreign language that may not be understood as quickly as it will be for others, which I understand. There were a few topics in law school that I "got by" on, but didn't really master until a year or two later when I was studying for the bar exam. As such, this course is designed to allow the student who struggles with some content, yet is diligent and perseveres, to earn an acceptable grade through hard work.