

Welcome to BUSI 4334-115, CRN 60397 (Employment Law) at Texas A&M University - Central Texas for the summer of 2021! This an 8 week fully online course.

I look forward to helping you learn more about employment law and related matters this summer. In this syllabus (and the syllabus video), I will try to provide as much information as I can about the course and my expectations. Additional information can also be found in our Canvas course. 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 or Canvas Inbox – These are the best methods to contact me for a quick response.

General Office Hours:

Monday: By advance appointment

Tuesday: 10:00-5:00, other times by advance appointment

Wednesday: 10:00-1:00, 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 earlier or later in the day/evening with advanced notice and for Web Ex virtual meetings as well for "after hours" situations, including nights and weekends. **There may be an occasional shift in some hours** and I will try to post an announcement on Canvas if that is the case.

Mode of instruction and course access:

This is a fully online 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 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.*

To be enrolled in this course you should have taken either BUSI 3332 or MGMT 3302 (preferably both). 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.

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.

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. Identify, discuss, and explain worker protections under OSHA, the FLSA, and FMLA.
6. Analyze hypothetical employment law issues, evaluate alternatives that legally and ethically resolve the issues, and recommend company action consistent with law.
7. Communicate professionally. (All Course Communications)

Weekly Learning Objectives (WLO's):

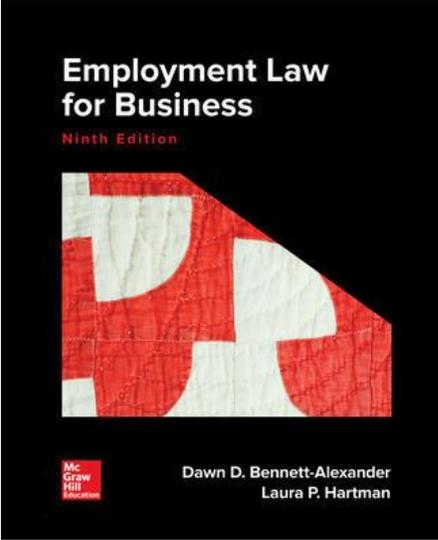
At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

1. Discuss the need for regulation in the current employment environment.
2. Identify the implications of worker classification
3. Classify a worker as an employee and an independent contractor.
4. Recognize when employee contracts provisions are enforceable.
5. Identify key aspects employment law cases and their impact
6. Discuss employment-at-will and identify its major exceptions
7. Differentiate between disparate treatment and disparate impact discrimination
8. Recognize the scope of a claim of retaliation
9. Identify who is protected by Title VII
10. Differentiate §1981 from Title VII
11. Recognize the EEOC's history and role in discrimination complaints
12. Recognize issues in employee recruitment
13. Explain issues that may arise in applicant screening
14. Identify the circumstances under which an employment test may be legally administered.
15. Identify the benefits of diversity.
16. Define affirmative action.
17. Recognize when affirmative action is allowed.
18. Recognize race and color discrimination in the workplace
19. Identify what constitutes racial harassment
20. Define what national origin means
21. Identify issues with "English-only" policies and when fluent English may be required.
22. Recognize the extent of protection under the Immigration Control and Reform Act
23. Analyze a situation and determine if there are gender based discrimination issues that may result in employer liability, including Sex+ and Equal Pay issues.
24. Identify Quid Pro Quo Sexual Harassment
25. Explain what constitutes Hostile Environment Sexual Harassment
26. Recognize the employers affirmative defense
27. Identify the legal protections available based on sexual/affinity orientation
28. Discuss the workplace issues that may arise in the broader context of gender identity situations.
29. Identify what qualifies as Religion.
30. Explain under what circumstances and to what limits an employer must accommodate the religious practices of its employees
31. Differentiate between the ADEA and Title VII
32. State the burden of proof required in an ADEA claim
33. Identify BFOQ defenses to ADEA claims
34. Recognize what it means to have a disability under the ADEA
35. Explain the concept of undue hardship in accommodations and the responsibilities of the parties involved
36. Recognize the circumstances when an employee has a right of privacy in and outside of the workplace.

37. Recognize when the minimum wage and overtime must be paid and their exceptions under the FLSA, as well as the ages at which a child can engage in certain types of employment under the FLSA.
38. Explain an employers responsibilities under the FMLA
39. Identify OSHA protections

Required Textbook(s) and Resources:

1.

	<p>Bennett-Alexander, D. D. & Hartman, L.P. (2018). Employment Law for Business (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 M-H Connect on the navigation bar.. Step 5: Click on Begin. Step 6: Do you already have a Connect account? • If so, enter you email address and password and click Sign In. • If you need to create a Connect account, click Register. Step 7: You have three registration options. • Use Connect Code (received through bookstore): Enter Connect registration code and click Submit. • Connect (Buy from MH now): Click on Buy Online to use a credit card or PayPal. • Temporary Access: Brief access to get you started if your book is late in arriving or you cannot immediately purchase.</p> <p>It is recommended to use your school/institution email address when creating an account.</p>
--	---

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.

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 – 112 total points**- You will have an 8 question, 16 minute quiz on the chapters covered in the course (except 10). These will **generally be due by 11:59PM CST (23:59) on Friday nights** (2 exceptions), but you may certainly complete them earlier in the week.
2. **Application Activities - 135 Points** – We will have 8 application activities total. 7 are worth 18 points each and the last is worth 9 points. The activities **must be submitted by 11:59PM (23:59) on Saturdays (2 exceptions) and are scored primarily based on reasonable effort and thought**, not if the answer is technically right or wrong. After the due date passes, I will post an answer video in Canvas.
3. **Current Issue Research Paper – 140 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 proposal draft must submitted via Canvas for review by 11:59PM (23:59) on Sunday, June 27th.** More details on the proposal 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. 15 points will be awarded once we are in agreement on the research plan. The remaining 125 points will go towards the completed paper, including writing quality. The final paper **must submitted via Canvas by 11:59PM (23:59) on Sunday, July 25th.**
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 Sunday, July 11th.**

5. **Exams - 4 exams worth 517 points combined** (two at 135 points, one at 136 and one at 111) – Our exams are available for up to two hours over at least two days. Midnight on the day they are due 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 for each exam is approximately 8-9 MC/TF questions per chapter (less for Chapter 10) worth 3 points each and one essay question (9 or 10 points). 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 password that does not exist.** There is a three minute Tech Check exam set up in Canvas worth three bonus points to ensure you are ready to go.

BONUS

The LearnSmart practice exercises are another 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 covered on an exam being due the night before the exam opens (can do them at any point between the start of the unit and the exam though). Each chapter covered (except 10) will be worth up to 2.5 points, thus you can earn up to 35 total bonus points. I have each of them set-up for approximately 15 minutes of actual question answering per McGraw Hill's estimates. To reduce clutter, I am NOT pairing these assignments into the Canvas gradebook. Thus, you will need to go to Connect to complete them. At the end of the semester, I will have a single column in the gradebook with the points accumulated. I also have 7 points of bonus built into the course via the quiz total (2 points), the Check exam (3 points), and an extra point on two exams.

Grading Scale and Notes

Chapter Quizzes	112
Research Proposal/Paper	140
Application Activities	135
Case Exploration	100
Tech Check "Exam"	3
<u>Exams</u>	<u>517</u>
Total	1007

Note the C, D, and F Ranges Especially

895-1007 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement (Credit is awarded and a retake is not required)*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that a point total 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 #7. 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

All assignment grades should be posted within five days of the due date, but I will try for a 48 hour turnaround. The most frequent grading delay is waiting on those who did not submit on time.

Late Work Issues:

1. **NO** credit will be given for missed quizzes, application exercises, a late draft plan, or the LearnSmart bonus without pre-approval.
2. The final 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" and "Exams."

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Week 1 – June 7th

1. Get familiarized with the course, including watching the introductory videos on the syllabus, course navigation, and getting to know me.
2. Read Chapter 1 (Regulation of Employment), Chapter 2 (The Employment Law Toolkit) and listen to the associated audio content in Canvas. Read, listen to, and/or scan the "Other Readings and Resources" as directed in Canvas for the chapters.
3. **Complete Quizzes for Chapters 1 and 2 by 11:59PM on Saturday, the 12th (extra day this first week).**
4. **Complete Application Activity #1 by 11:59PM (23:59) on Sunday, June 13th (extra day this first week).**

Week 2 – June 14th

1. Read Chapter 3 (Title VII), Chapter 4 (Legal Construction of the Employment Environment), and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapters.
- 2. Ensure your computer is properly configured for a Proctorio Exam by completing the 3 minute Tech Check “Exam” worth 3 bonus points by Thursday, the 17th.**
- 3. Complete the Quizzes for Chapters 3 and 4 by 11:59PM on Friday, the 18th.**
- 4. Complete Application Activity #2 by 11:59PM (23:59) on Saturday, the 19th.**
- 5. Optional LearnSmart Bonus for Chapters 1-4 by 11:59PM (23:59) on Saturday, the 19th.**
- 6. Complete Exam #1 covering Chapters 1-4 between 6:00AM (06:00) on Sunday, the 20th, and 11:59PM (23:59) on Monday, the 21st.**

Week 3 – June 21st

1. Read Chapter 5 (Affirmative Action), Chapter 6 (Race and Color), and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapters.
- 2. Complete the Quizzes for Chapters 5 and 6 by 11:59PM (23:59) on Friday, the 25th.**
- 3. Complete Application Activity #3 by 11:59PM (23:59) on Saturday, the 26th.**
- 4. Submit the draft of your research plan by 11:59PM (23:59) on Sunday, the 27th.**

Week 4 – June 28th

1. Read Chapter 7 (National Origin), Chapter 8 (Gender Discrimination), and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapters.
- 2. Complete the Quizzes for Chapters 7 and 8 by 11:59PM on Friday, July 2nd.**
- 3. Complete Application Activity #4 by 11:59PM (23:59) on Saturday, July 3rd.**
- 4. Optional LearnSmart Bonus for Chapters 5-8 by 11:59PM (23:59) on Saturday, July 3rd.**
- 5. Complete Exam #2 covering Chapters 5-8 between 6:00AM (06:00) on Sunday, July 4th, and 11:59PM (23:59) on Tuesday, July 6th. (Extra day due to the university being closed on Monday, the 5th.)**

Week 5 – July 5th

1. Chapter 9 (Sexual Harassment), and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapters. 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 and major assignment due next week.

2. Complete the Quiz for Chapter 9 (not one for 10) by 11:59PM on Friday, the 9th.

3. Complete Application Activity #5 by 11:59PM (23:59) on Saturday, the 10th.

4. Submit your Case Exploration Assignment by 11:59PM (23:59) on Sunday, the 11th.

Week 6 – July 12th

1. Read Chapter 11 (Religious Discrimination), Chapter 12 (Age Discrimination), and any other assigned readings, as well as listen to/watch any assigned audio or video recordings in Canvas related to these chapters.

2. Complete the Quizzes for Chapters 11 and 12 by 11:59PM on Friday, the 16th.

3. Complete Application Activity #6 by 11:59PM (23:59) on Saturday, the 17th.

4. Optional LearnSmart Bonus for Chapters 9, 11 & 12 by 11:59PM (23:59) on Saturday, the 17th.

5. Complete Exam #3 covering Chapters 9-12 between 6:00AM (06:00) on Sunday, the 18th, and 11:59PM (23:59) on Monday, the 19th.

Week 7 – July 19th

1. Read Chapter 13 (Disability Discrimination), Chapter 14 (Privacy) and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapters.

2. Complete the Quizzes for Chapters 13 and 14 by 11:59PM on Friday, the 23rd.

3. Complete Application Activity #7 by 11:59PM (23:59) on Saturday, the 24th.

4. Submit your Research Paper by 11:59PM (23:59) on Sunday, the 25th.

Week 8 – July 26th

1. Read the Chapter 16 (Selected Employment Benefits and Protections) pieces on the FLSA, FMLA and OSHA only, and listen to the associated audio content in Canvas. Read, listen to, and/or scan the “Other Readings and Resources” as directed in Canvas for the chapter.

2. Complete the Quiz for Chapter 16 by 11:59PM on Wednesday, the 28th (2 days earlier this time, but just one chapter!)

3. Complete Application Activity #8 by 11:59PM (23:59) on Thursday, the 29th. (2 days earlier this time, but just one chapter!)

4. Optional LearnSmart Bonus for Chapters 13, 14 & 16 by 11:59PM (23:59) on Thursday, the 29th.

5. Complete Exam #4 covering Chapters 13, 14 & parts of 16 between 6:00AM (06:00) on Thursday, the 29th, and 11:59PM (23:59) on Friday, the 30th. (Earlier window due to the end of the semester, but just 3 chapters)

Important University Dates for the Summer 2021 Session:

June 7, 2021 Add, Drop, and Late Registration and Classes Begin

June 14, 2021 Deadline to Drop 8-Week Classes with No Record

July 2, 2021 Deadline for Summer Graduation Application

July 5, 2021 Independence Day (University Closed)

July 16, 2021 Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)

July 30, 2021 Classes End for 8-Week Session

July 30, 2021 Deadline to Withdraw from the University for 8 -Week Classes

August 1, 2021 Deadline for GRE/GMAT Scores to Graduate School Office

August 3, 2021 Deadline for Faculty Submission of 8-Week Final Class Grades (due by 3pm)

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.

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 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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].

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](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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

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

Tutoring

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

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 summer 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.-4:00 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 [WCOonline](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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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 Wellness and 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.

Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction, including digitally sharing beyond current BUSI 4334 classmates, 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.

Copyright. (2021) by Lucas Loafman at Texas A&M University-Central Texas, College of Business Administration; 1001 Leadership Place, Killeen, TX 76549; 254-501-5944; Fax 254-501-5825; loafman@tamuct.edu

Studying the Law Considerations (Especially Online)

For some, 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.

Being an online student takes discipline! The biggest issue with online student performance is not tracking due dates and then either missing assignments or turning them in late. If you struggle with the material, you cannot afford to give points away through late or missing work. **This is especially true with a compressed course like this. You need to plan to put in twice as much time each week as you would with a 16 week course.**