

Online Course MGMT 4324 – 110 Transportation Logistics & Distribution (CRN: 80378)
Fall 2022: August 22 – December 09, 2022
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

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: Vinay Gonela

Office: 217

Phone: 254-501-5944 (Melanie Mason, Administrative Assistant)

Email: Preferred email for course – Canvas “Inbox”

vinay.gonela@tamuct.edu

Office hours:

The office hours for this course will be both in-person and online depending on the student’s request. The in-person office hours will be in my office. The online office hours will be through Microsoft Teams. I will be available through Microsoft Teams every Monday and Wednesday 1:00PM – 4PM. Students can avail this online opportunity to discuss their question, problems, and concerns related to the course. Students can also ask me questions through “canvas inbox”. I will respond to the student’s questions within 24 hours. Any other questions, students can contact me through A&M University – Central Texas email: vinay.gonela@tamuct.edu. If the student needs assistance beyond the stated office hours, Student can send me an email through canvas inbox, and we can decide a mutually agreed time for office hours. Any deviations in office hours and correspondence due to meetings and conferences will be communicated to students through instructor announcements.

Student-instructor interaction

As suggested earlier in office hours, I will be available Monday and Wednesday 1:00 – 4:00 PM through in-person meeting or Microsoft Teams. In addition, students can contact me through “canvas inbox”. I will respond to your canvas inbox messages within 24 hours. In addition, I recommend students to contact me as soon as possible if you are facing any difficulty with the course. I will help me to work with you one-on-one basis and provide me opportunity to provide all the assistance that will be necessary for your success in course.

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for

help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

Course Description

This course is a part of Supply Chain Management micro-credential. Students can earn Supply Chain Management micro-credential by taking the following three courses: (1) Supply Chain Management; (2) Production and Operations Management; (3) Transportation Logistics and Distribution. Upon completion of the micro-credential, students will be able to:

1. **SCPLO 1:** Integrate and/or interrelate various operational, logistics, and supply chain activities (Correlates with BBA management PLO 5)
2. **SCPLO2:** Make supply chain decisions using business data analysis (Correlates with BBA management PLO 6)
3. **SCPLO3:** Identify the practical significance of core/critical supply chain management concepts (Correlates with BBA management PLO7)

Course Overview and Description

This course provides an overview of the principles and practices of transportation and its role in the distribution process of a supply chain. The management of transportation and distribution activities that include planning, execution, and sourcing will be covered in detail. Emphasis will be placed on both domestic and global transportation and distribution systems. Topics such as freight economics, freight regulations and policies, freight classifications, freight risk management, and fuel management will be covered.

Course learning outcomes: Upon completion of this course, students will be able to:

- CLO 1: Explain the trade-offs between various logistic and distribution processes and develop compromising solutions to effectively meet the demands of a supply chain
- CLO 2: Apply transportation and distribution principles of warehousing, transportation in both industrial and service sectors

- CLO 3: Analyze different logistic and distribution problems and develop solutions by using various tools and techniques that are commonly used in the transportation and distribution sectors
- CLO 4: Communicate various transportation and logistics methodologies used in designing effective transportation and distribution networks

Interrelationship between CLOs and PLOs

	SCPLO 1	SCPLO 2	SCPLO 3
CLO 1	P/R		
CLO 2			P/R
CLO 3		P/R	
CLO 4			P/R

P – Practice; R - Reinforced

Chapter-based Student Learning Outcomes (CH_SLO): CH_SLO enable students to master the skills in each chapter. Gaining proficiency in each of the chapters will enable students achieve CLOs. Students gain proficiency by achieving an acceptable grade of 70% or above for the entire course. The following are the Chapter-based Student Learning Outcomes:

Chapter 1 (CLO1, CLO 4): Upon the completion of this chapter, student will be able to:

CH1_SLO 1: Appreciate why efficient transportation systems are so critical to advance the growth and development of regions and countries, and how they contribute to social and political systems as well as national defense.

CH1_SLO 2: Discuss the importance of transportation systems to globalization and how it contributes to the effective flow of commerce among close and distant regions.

CH1_SLO 3: Understand how global supply chains can contribute to the competitive position of countries and allow them to penetrate global markets.

Chapter 2 (CLO 1, CLO 4): Upon the completion of this chapter, student will be able to:

CH2_SLO1: Appreciate the role and contributions of transportation systems to the economic development of countries.

CH2_SLO2: Understand how transportation of goods and people impacts the social and political dimensions of an economy and region

CH2_SLO3: Understand how transportation affects the price of goods, services, and market areas

CH2_SLO4: Understand how transportation affects the price of goods, services, and market areas

CH2_SLO5: Appreciate the function and scope of transportation in advanced and developed economies.

Chapter 3 (CLO 1, CLO4): Upon the completion of this chapter, student will be able to:

CH3_SLO1: Explain transportation requirements

CH3_SLO2: Describe and differentiate between planning, execution, and performance management tools

CH3_SLO3: Recognize the important role of equipment technology in transportation sustainability, safety, and cargo security

CH3_SLO4: Identify the disruptive technologies that will spur transportation service innovation.

Chapter 4 (CLO1, CLO2, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

CH4_SLO1: Understand various types of market structures found in the transportation industry

CH4_SLO2: Be able to explain the differences between cost-of-service and value-of-service pricing

CH4_SLO3: Understand the different forms of rates used in transportation

CH4_SLO4: Determine the strategic role of pricing for transportation firms

CH4_SLO5: Calculate the costs of both truckload and less-than-truckload freight moves

Chapter 5(CLO1, CLO 2, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

CH5_SLO1: Understand different types of firms in the motor carrier industry

CH5_SLO2: Gain knowledge of the service characteristics of motor carriers

CH5_SLO3: Identify the different types of vehicles and terminals used in the motor carrier industry

CH5_SLO4: Understand the impact of fuel and labor on the motor carrier cost structure

Chapter 6 (CLO 1, CLO2, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

CH6_SLO1: Understand the type and size of firms in the railroad industry

CH6_SLO2: discuss the relevance of intermodal and intramodal competition in the railroad industry

CH6_SLO3: Know the major types of commodities hauled by the railroads

CH6_SLO4: Recognize the different types of equipment used in the railroad industry

CH6_SLO5: Discuss the nature of costs in the railroad industry and how they impact pricing decisions

CH6_SLO6: Understand the importance of intermodal carloadings on the growth of the railroad industry

Chapter 7 (CLO 1, CLO2, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

CH7_SLO1: Gain knowledge of the types and number of carriers in the US airline industry

CH7_SLO2: Understand the level of competition in the US airline industry

CH7_SLO3: Become aware of the operating and service characteristics of airline transportation

CH7_SLO4: Be familiar with the different types of equipment used by airlines

CH7_SLO5: Appreciate the impact of fuel and labor costs on airlines cost structures

CH7_SLO6: Understand the concepts of economies of scale and density in the airline industry

Chapter 8: (CLO 1, CLO2, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

CH8_SLO1: Understand the impact of domestic and global waterways to the development of the global economy as well as the economy of the United States

CH8_SLO2: Discuss the various types of water carriers and their roles in the overall water carrier system

CH8_SLO3: Understand the competitive environment for water carriers on intramodal as well as intermodal basis

CH8_SLO4: Discuss the service and operating characteristics of water carriers as well as their cost structure and equipment challenges

CH8_SLO5: Discuss the various types of pipeline companies and their importance

CH8_SLO6: Discuss the service and operating characteristics of pipeline as well as their cost structure

Chapter 9 (CLO1, CLO4): Upon the completion of this chapter, student will be able to:

CH9_SLO1: Understand the concept of third party logistics and its role in the movement of goods

CH9_SLO2: Describe four types of transportation activities that are outsourced

CH9_SLO3: Understand the size and scope of the third party logistics market

CH9_SLO4: Summarize the process for outsourcing transportation and logistics activities

CH9_SLO4: Recognize the importance of information technology in managing outsourced activities

Chapter 10 (CLO1, CLO4): Upon the completion of this chapter, student will be able to:

CH10_SLO1: Understand the nature of transportation risk and disruptions

CH10_SLO2: Identify the primary categories and types of transportation risk

CH10_SLO3: Understand the key factors in risk assessment

CH10_SLO4: Discuss the four techniques for managing transportation risks

Chapter 11 (CLO1, CLO4): Upon the completion of this chapter, student will be able to:

CH11_SLO1: Identify critical transportation processes in global supply chains

CH11_SLO2: Recognize the roles of incoterms, insurance, and terms of payment in managing global transportation risks and costs

CH11_SLO3: Analyze the key issues in effective international transportation mode selection

CH11_SLO4: Describe the need for proper packaging, ancillary service providers, and effective ports in delivery execution

CH11_SLO5: Appreciate the value of timely, accurate global freight documentation and visibility tools

Chapter 12 (CLO1, CLO3, CLO4): Upon the completion of this chapter, student will be able to:

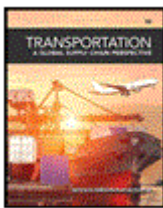
CH12_SLO1: Recognize the links between national transportation policy, transportation regulation, and public promotion of transportation

CH12_SLO2: Discuss the different types of transportation regulations

CH12_SLO3: Identify and assess the roles of public promotion in transportation

Chapter 13: (CLO1, CLO2, CLO4): Upon the completion of this chapter, student will be able to:
CH13_SLO1: Discuss the economic and competitive challenges being caused by the decaying US infrastructures and the threats to the economic viability of the major modes of the transportation
CH13_SLO2: Gain a perspective on the critical role of government leadership and policy to resolve the crisis that exists for our global economy without capital funding for the US transportation system
CH13_SLO3: Appreciate the crisis in the gap for supply chain talent, its causes, and solutions
CH13_SLO4: Understand why sustainability has become major objective for businesses and especially for transportation and the potential positive benefits of proactive sustainability strategies
CH13_SLO5: Appreciate the impact of new energy sources for global economy

Required Reading and Textbook(s):



Transportation
By Novack, Robert A.
Edition: 9th 19
Publisher: Cengage
ISBN: 9781337406642

Note 1: A Student of A&M University – Central Texas is not under any obligation to purchase a textbook from a university – affiliated bookstore.

Video lectures: There will be YouTube video lectures that will be posted for the problem sets or analytical portion of the textbook. Students are required to watch them ahead of class in order to be successful in the course. Consequently, students are required to have a browser that will allow them to watch the posted video lectures.

Microsoft Excel: Wherever necessary, this course recommends students to complete assignments in excel such that the student's excel skills can be improved. Therefore, several class practices will use excel and assignments can be solved by using excel.

Other required materials: Apart from the required textbook, students should have access to a computer with Microsoft Word, PowerPoint, and PDF reader along with proper internet service. Students can obtain a free PDF reader at <http://www.adobe.com/products/acrobat/readstep.html>. All the materials related to the course will be available in electronic format (lecture slides, video lectures, homework assignments, exams, and solutions) in canvas: <https://tamuct.instructure.com>. Students are recommended to have a handheld calculator (should be able to perform square roots and above apart from addition, subtraction, multiplication and division – at a minimum) for calculations. Please feel free to contact me whenever you have difficulty in accessing the material.

COURSE REQUIREMENTS

The assessments in this section will measure the CLOs and CH_SLOs stated in the course information section. In this course, some of the outcomes will be measured several times using

Quizzes, case studies, and exams.

Meet and Greet: There will be one meet & greet discussion which is worth 10 points. In this discussion, students are required to introduce about themselves.

Quizzes (CLO1, CLO2, CLO3, CLO4): There will be 13 quizzes. Each quiz will be worth 20 points adding up to 260 points. Each quiz will consist of 10 multiple choice questions. Each quiz will assess CLOs and CH_SLOs pertaining to the chapter (see course information). However, all the quizzes together will assess all the CLOs.

Case studies (CLO1, CLO2, CLO3, CLO4): There will be two case studies. Each case study is worth 50 points. The case studies consist of both discussion questions and problems. The case studies are required to be submitted in APA format. The rubric in page 16 will be used for discussion questions and the rubric in page 17 will be used for problems. Students must show the work (according to the rubric in grading criteria and rubric and conversion) to receive full credit. Students are required to follow APA format for case studies. Points will be awarded based on the correctness and quality of the work. Each case study will assess CLO 1 and CLO 4.

Exams (CLO1, CLO2, CLO3, CLO4 and CLO5): There will be two exams. Each exam is worth 50 points. Each exam will consist of multiple-choice questions, discussion questions, and problems. The rubrics for discussion question and problems are provided in page 16 and page 17 of the syllabus. Students must show the work (according to the rubric in grading criteria and rubric and conversion) in order to receive full credit for discussion questions and problems. Points will be awarded based on the correctness and quality of the work.

Instructor Evaluation Survey: There will be an instructor evaluation survey at the end of the semester using Blue. Since instructor can know the only the response rate related to survey, all the students will receive 5 bonus points if the overall class response rate is 80% or above. If the response rate is less than 80%, none of the students will receive 5 bonus points.

Grading Policy: Following is the grading policy that will be used for this course:

Course Evaluation: Table below presents the point scale for each of the activities performed in this class.

Activity scores and percentages

Activity	Point scale	Percentages
Meet & greet	1*10 = 10	2%
Quizzes (13)	13*20 = 260	55%
Case studies (4)	50*2 = 100	21%
Exams (2)	2*50 = 100	21%
Instructor Evaluation Survey bonus	1*5= 5	
Bonus	At the discretion of Instructor	
Total	470	100%

Grade computation: Below is the grading scale for the course. Students earn the grades by completing the scheduled activities. There will no bonus points. Failure to submit the appropriate activities will result in a failing grade.

Grading Scale:

A = 423 – 470 (90% - 100%) B = 376 – 422.99 (80% – 89.99%)

C = 329 – 375.99 (70% - 79%) D = 282 – 328.99 (60% - 69.99%)

F = 281.99 and below (59.99% and below)

COURSE OUTLINE AND CALENDAR

Week	Reading	Homework
Week 1 08/22 – 08/28	Syllabus	Read syllabus Meet & greet due by 08/28@ 11:59 PM
Week 2 08/29 – 09/04	Chapter 1: Global Supply Chains: The role and Importance of transportation	Chapter 1 quiz due by 09/04@ 11:59 PM
Week 3 09/05 – 09/11	Chapter 2: Transportation and the economy	Chapter 2 quiz due by 09/11@11:59 PM
Week 4 09/12 – 09/18	Chapter 3: Transportation technology and systems	Chapter 3 quiz due by 09/18@ 11:59 PM
Week 5 09/19 – 09/25	Chapter 4: Costing and Pricing of transportation	Chapter 4 quiz due by 09/25@11:59PM
Week 6 09/26 – 10/02	Chapter 5: Motor carriers	Chapter 5 quiz due by 09/26@ 11:59 PM
Week 7 10/03 – 10/09	Chapter 6: Railroads	Chapter 6 quiz due by 10/09 @ 11:59 PM
Week 8 10/10 – 10/16	Exam 1 due by 10/16 @ 11:59 PM Chapter 1, Chapter 2, Chapter 3, Chapter 4, Chapter 5, and Chapter 6 Case study 1 due by 10/16@ 11:59 PM	
Week 9 10/17 – 10/23	Chapter 7: Airlines	Chapter 7 quiz due by 10/23@ 11:59 PM
Week 10 10/24 – 10/30	Chapter 8: Water carriers and pipelines	Chapter 8 quiz due by 10/30 @ 11:59 PM
Week 11 10/31 – 11/06	Chapter 9: Third Party Logistics	Chapter 9 quiz due by 11/06 @ 11:59 PM
Week 12 11/07 – 11/13	Chapter 10: Transportation Risk Management	Chapter 10 quiz due by 11/13@11:59 PM
Week 13 11/14 – 11/20	Chapter 11: Global Transportation Management	Chapter 11 quiz due by 11:59 PM

Week 14 11/21 – 11/27	Chapter 12: Governmental roles in transportation	Chapter 12 quiz due by 11:59 PM
Week 15 11/28 – 12/04	Chapter 13: Issues and Challenges for global supply chains	Chapter 13 quiz due by 11:59 PM
Week 16 12/05 – 12/09	<p style="text-align: center;">Exam 2 due by 12/08 @ 11:59 PM Chapter 7, Chapter 8, Chapter 9, Chapter 10, Chapter 11, Chapter 12, and Chapter 13 Case study 2 due by 12/08@ 11:59 PM Instructor survey due by 12/09 @11: 59 PM</p>	

Important University Dates

The following link shows the important dates relevant to the student:

<https://www.tamuct.edu/registrar/academic-calendar.html>

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

COBA Learner Access and Success

This web site has been specially designed to provide “one stop shopping” for the University and College resources that College of Business Administration students are likely to need throughout the semester. This includes setting up an appointment with an advisor, tutoring, career and professional development, among other services and many helpful videos. **Check it out and bookmark it, it will be very useful:** [COBA Learner Access and Success](https://www.tamuct.edu/coba/coba-learners.html) (https://www.tamuct.edu/coba/coba-learners.html)

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 Warrior Center for Student Success, Equity 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]

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. 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 referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https

%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%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.

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 Library & Archives

The University Library & Archives 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. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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]

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WCOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 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](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

INSTRUCTOR POLICIES

Following are some of the instructor related policies. Students are required to follow them over the entire course period.

Class Policy: Instructor holds the right to change certain policies such as reading schedule, late submissions if the instructor feels it is necessary or beneficial for the class.

Late submissions: The instructor will not accept late submissions under any circumstances without appropriate documentation.

Emergency situation: It is the responsibility of the student to work with professor for assignment submissions under emergency. The student need to contact the professor as soon as possible, i.e., within 15 days of emergency. The professor will not accept any reasoning for non-submission after 15 days of emergency. If the student fails to complete 30% of the course without notifying the professor, then the instructor will not accept any makeups or resubmissions. In that case, the student needs to either drop the course or receive the overall earned grade.

Academic Integrity: If the student violates any academic integrity (that include, but not limited

to 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), the student will receive the following penalty:

1st Offense: One downgrade and the student has to write a 1500 word paper on academic integrity. The due date for the submission of the paper will be 3 weeks from the day of realization of violation of academic integrity by the student.

2nd Offense: The student will receive failing grade.

Note 9: Under both offenses mentioned above, the student will be reported to university's Office of Student Conduct.

Communication policy: Students are expected to have read the course content at least once before communicating with the professor for doubts. The faculty will not be able to teach the entire course or chapter content during the communications. Faculty can help students with the doubts, but not with the entire topic.

Netiquette: Online communication is a very critical component of any online environment, and in this course, you are expected to conduct yourself in the same respectful manner that would be followed in a face-to-face course. Be sure to abide by the following guidelines when participating in the various methods of communication with instructors and classmates:

- Think your response through before responding. Before you submit your comments, proofread your comments to prevent any misunderstandings from occurring.
- Do not capitalize everything. Capital letters may be used for the occasional EMPHASIS, but avoid typing completely in capital letters AS IT MAY APPEAR AS THOUGH YOU'RE SHOUTING!
- Keep conversations clean from foul language. The online course is an environment for positive feedback and productive dialogue. Profanity will not be tolerated.
- Use correct spelling and proper grammar. Keep your responses on topic and concise. Do not write long responses, for it will not likely be read or take up too much of another person's time.
- Do not ramble. You are not the only person behind a keyboard. Be mindful of others' feelings and treat them with the same respect that everyone deserves.
- Communicate respectfully.

In this course, you are also expected to abide by the University's student code of conduct and the policies on classroom. View the University's Student Code of Conduct online (<https://www.tamuct.edu/student-affairs/student-conduct.html>). Visit the Office of Student Conduct Website here. (<https://www.tamuct.edu/student-affairs/student-conduct.html>)

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Conduct.

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Rubric for discussion questions

***Note: This rubric will be used for discussion questions in Assignments, Case studies, and Exams**

Criteria	No work (0%)	Missing work (25%)	Needs improvement (50%)	Met Expectations (75%)	Exceeds expectation (100%)
Evidence/Content 65%	Work is not submitted	The answer has several errors in both conceptual level (textbook) and communication clarity.	The answer contains one or two basic facts that are correct (textbook), but may also have incorrect statements as well.	The answer contains most (75%) of the points that needed to be included.	The answer contains the main points and provides comprehensive understanding.
Writing mechanics 35%	Work is not submitted	Writing mechanics are a major issue.	Problems with length, format, grammar, spelling, originality, or citations.	Only minor problems with length, format, grammar or spelling, or citations. No issues with originality	No problems with length, format, grammar or spelling, originality, or citations if needed.

Rubric for Problems (Tied to Programmatic outcome 6)

Sub-Competency/Criteria	Exceeds expectations 5	Meets expectations 3	Needs Improvement 1
Problem Definition: <ul style="list-style-type: none"> • Identify and understand the problem 	Correctly identifies problem and articulates the problem with appropriate reasoning	<ul style="list-style-type: none"> • Correctly identifies the problem, or recognizes and articulates need or opportunity 	<ul style="list-style-type: none"> • Incorrectly identifies problem or fails to recognize the need or opportunity
Situation Analysis: <ul style="list-style-type: none"> • Identify and interpret symptoms • Determine possible causes 	<ul style="list-style-type: none"> • Applies most appropriate models, tools, and techniques in understanding the situation 	<ul style="list-style-type: none"> • Basic application of some models, tools, or techniques in understanding the situation • 	<ul style="list-style-type: none"> • Does not use appropriate models, tools, or techniques in understanding the situation
Solution Alternatives: <ul style="list-style-type: none"> • Identify and evaluate feasible ways of addressing the situation 	<ul style="list-style-type: none"> • Identifies most of the viable alternatives with thoughtful and creative approach 	<ul style="list-style-type: none"> • Identifies some viable solutions or alternatives 	<ul style="list-style-type: none"> • Identifies no alternatives, one obvious alternative or infeasible alternatives
Select appropriate solution: <ul style="list-style-type: none"> • Selects the appropriate alternative • Provides support for decision 	<ul style="list-style-type: none"> • Selects the optimal solution with adequate reasoning. 	<ul style="list-style-type: none"> • Selects a good solution 	<ul style="list-style-type: none"> • Does not evaluate alternatives or does so incorrectly