CIS 4376-110 - 80648 – Network Administration
Fall 2022
Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 22 Aug - 9 Dec
Modality: This 100% on-line course that uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].
Location: N/A

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Emmet Gray
Office: Founder Hall, Room 323Q
Phone: No office phone, COBA Admin - (254) 519-5437
Email: Canvas Inbox (preferred) or TAMUCT email (e.gray@tamuct.edu)

Office Hours:
My normal "walk in/no appointment" office hours are shown below. I'm also available outside of those times by appointment.

- Tuesday and Thursday: 2:00-3:15

I am also available for "virtual" office hours via WebEx, Zoom, Teams, etc. Please contact me via Canvas to schedule a time to be online.

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

Student-instructor interaction:
I typically respond to Canvas email within 24 hours except on weekends. I can meet with students (either virtually or face to face at the university) by appointment.

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 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]
    o   Android Phone / Tablet [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 INFORMATION

Course Overview and description:
Study communications architectures, protocols, and interfaces as related to network operating systems. Examine communications networking techniques, such as DHCP and DNS server configuration and internet working. Examine industry standards in networking. Special emphasis on installation, configuration, client handling, basic security, and troubleshooting of a network operating system. Use a modern network operating system in order to gain experience in configuration and administration of a network. Lab fee $95. Prerequisite(s): CIS 3347 or permission of department chair.

Course Objective:
This course covers the essential concepts required for managing a network for business users. Particular emphasis is given to user and group management, network access, and data security. The course covers implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

Student Learning Outcomes:
A student successfully completing this course will be able to:

1. Use appropriate network software, the student will install and configure a network server and workstations.
2. Install, configuration, and management of domain controllers, active directory, DHCP, users and workgroups within the network operating system
3. Trouble shoot and configure basic security of the network operating system
4. Install and configure network file and printing services
5. Configure and implement trusted agent relationships with other servers within the class structure
6. Optionally seek a Microsoft certification

The following is a "cross walk" of the overall program learning objectives and the course-level student learning outcomes listed above:

Course Learning Outcomes	Demonstrate proficiency in written communications on technical subjects	Recognize a reasoned resolution to an ethical challenge in computing context	Design appropriate computing solutions to business problems	Apply knowledge to address the IT security needs of an organization	Demonstrate knowledge proficiency in the area of concentration
1			x		x
2			x		x
3			x		x
4			x		x
5			x		x
6				x	x
7					x

Competency Goals Statements (certification or standards):
This class will help prepare the student for the Microsoft Windows Server Hybrid Administrator Associate certification.

Required Reading and Textbook(s):
Required:

Practice of Systems & Network Administration: Volume 1, 3rd Edition
Author: Limoncelli, Hogan, Chalup
Publisher: Addison-Wesley Professional
Edition: 3rd Edition
ISBN: 9780321919168

Windows Server 2019 Administration Fundamentals, 2nd Edition
Author: Bekim Dauti
Publisher: Packt Publishing
Edition: 2nd Edition
ISBN: 9781838550912

Note: An electronic version of the books may be available.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Supplemental Material:
The course textbook will be supplemented with other materials including lecture notes, handouts, oral presentations, industry articles, research paper readings, case studies, Power

Point presentations etc.

Required Reading:
The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

Course Requirements

Examinations: There will be two exams, one midterm and one final exam. Each is worth 10 points. The midterm covers chapters from the first half of the semester, and the final covers chapters from the second half. Exams will be completed at home and will be timed.

Quizzes: There will be 6 take-home small quizzes. Each quiz is worth 5 points. The quizzes will be available via Canvas for a short period of time (typically 1 week), be completed in one session, and be will timed.

Assignments: There will be 6 take-home assignments. Each assignment will be worth 5 points. Assignments will typically be available on Canvas for 2 weeks. Multiple submissions are typically allowed.

Term Project: There will be 1 term project that will be worth 15 points. This assignment will typically be available on Canvas for 4 weeks.

Participation: Your participation score is worth 5 points and is based your weekly Journals, the Syllabus Test, and the number of things that you fail to turn in.

Point Scores: The final grade for the course will be based upon the following:

Item	Quantity	Points	Total	Percent
Exams	2	10.00	20.000	20.0%
Quizzes	6	5.00	30.000	30.0%
Assignments	6	5.00	30.000	30.0%
Term Project	1	15.00	15.000	15.0%
Participation		5.00	5.000	5.0%
Total			100.000	100.0%

Grading Criteria Rubric and Conversion

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

Note: Point scores are not rounded

Exams & Quizzes: Exams and quizzes will receive a numeric score (0-100) each. Scores will be converted to points and totaled as shown in the example below:

Quiz	Score	Percent	Max Points	Points
Quiz 1	95	95%	5.00	4.75
Quiz 2	100	100%	5.00	5.00
Quiz 3	80	80%	5.00	4.00
Quiz 4	85	85%	5.00	4.25
Quiz 5	86	86%	5.00	4.30
Quiz 6	88	88%	5.00	4.40

Requirements for Assignments: Assignments must follow the requirements as stated in the Canvas assignment system; demonstrate the concepts; get proper results; be organized, use comments, and use best practices.

The following grading rubric is used for assignments:

Criterion	% of Grade	Excellent (100%)	Adequate (80%)	Poor (60%)	Not Met (0%)
Assignment Requirements	20%	Meets all of the requirements of the assignment	Minor details of the requirements are missing	Significant details of the requirements are missing	Significant portions of the requirements are missing
Chapter Specific Objectives	35%	Fully demonstrates the concepts of the chapter	Applies major and minor concepts of the chapter	Applies only major concepts of the chapter	Chapter concepts not in evidence
Gets proper Results/ Conclusions	25%	No Errors, Gets Proper Results	Minor errors, Gets Proper Results	Minor errors, does not produce proper results	Does not produce proper results
Best Practices	15%	Database uses best practices at every opportunity	Minor issues with best practices	Large portions have best practices issues	No best practices in evidence
Spelling / Grammar	5%	No more than 1 issue	Between 2-5 issues	Between 5-10 issues	>10 issues

File Naming Convention: Submit your assignments via Canvas using file names with the following format:

    CIS4376 [AssingmentID] [LastName.FirstName].[extension]
Example:
    CIS4376 Assignment1 Doe.John.zip

Posting of Grades: All student grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool. Grades will be posted within 7 days after of the due date.

Late Policy: Exams, Quizzes, and Assignments are due by midnight on the date assigned in Canvas. Typically, this is 11:59 PM each Friday. A 5-point penalty will be assessed for each day a requirement is late.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Start	End	Class Activity	What's Due
1	08/22/2022	08/26/2022	PSNA 1&2, WSAF 1	Journal 1 & Syllabus Quiz
2	08/29/2022	09/02/2022	PSNA 8&9, WSAF 2	Journal 2 & Assignment 1
3	09/05/2022	09/09/2022	PSNA 13&14, WSAF 3	Journal 3 & Quiz 1
4	09/12/2022	09/16/2022	PSNA 18&22, WSAF 4	Journal 4 & Assignment 2
5	09/19/2022	09/23/2022	PSNA 23&24, WSAF 5	Journal 5 & Quiz 2
6	09/26/2022	09/30/2022	PSNA 25&26, WSAF 6	Journal 6 & Assignment 3
7	10/03/2022	10/07/2022	PSNA 30&31, WSAF 7	Journal 7 & Quiz 3
8	10/10/2022	10/14/2022	Midterm Review	Journal 8 & Midterm Exam
9	10/17/2022	10/21/2022	PSNA 32&33, WSAF 8	Journal 9 & Assignment 4
10	10/24/2022	10/28/2022	PSNA 35&36, WSAF 9	Journal 10 & Quiz 4
11	10/31/2022	11/04/2022	PSNA 40&42, WSAF 10	Journal 11 & Assignment 5
12	11/07/2022	11/11/2022	PSNA 43&44, WSAF 11	Journal 12 & Quiz 5
13	11/14/2022	11/18/2022	PSNA 46, WSAF 12	Journal 13 & Assignment 6
14	11/21/2022	11/25/2022	PSNA 48&49	Journal 14 & Quiz 6
15	11/28/2022	12/02/2022	PSNA 53&54	Journal 15 & Term Project
16	12/05/2022	12/09/2022	Final Review	Journal 16 & Final Exam

Chapters:

Windows Server 2019 Administration Fundamentals (WSAF)
  Chapter 1: Getting started with Windows Server
  Chapter 2: Introducing Windows Server 2019
  Chapter 3: Installing Windows Server 2019
  Chapter 4: Post-Installation Tasks in Windows Server 2019
  Chapter 5: Directory Services in Windows Server 2019
  Chapter 6: Adding Roles to Windows Server 2019
  Chapter 7: Group Policy in Windows Server 2019
  Chapter 8: Virtualization with Windows Server 2019
  Chapter 9: Storing Data in Windows Server 2019
  Chapter 10: Tuning and Maintaining Windows Server 2019
  Chapter 11: Updating and Troubleshooting Windows Server 2019
  Chapter 12: Preparing for the MTA 98-365 Exam

Practice of Systems & Network Administration (PSNA)

University Calendar

Date	Activity
08/12/2022	Priority Deadline for Admissions Applications
08/19/2022	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
08/22/2022	Classes Begin for Fall Semester
08/22/2022	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes
08/24/2022	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
08/29/2022	Deadline to Drop First 8-week Classes with No Record
09/01/2022	Superintendent Program Application Deadline
09/01/2022	Educator Preparation Program (Teacher and Principal) Application Deadline
09/07/2022	Deadline to drop 16-week Classes with No Record (Census)
09/26/2022	Labor Day (University Closed)
09/30/2022	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
09/30/2022	Student End of Course Survey Opens (First 8-Week Classes)
10/14/2022	Classes End for First 8-week Session
10/14/2022	Deadline to Withdraw from University for First 8-Week Classes (WF)
10/14/2022	Deadline for Admissions Applications
10/14/2022	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
10/15/2022	Deadline for Clinical Teaching Applications
10/17/2022	Add, Drop, and Late Registration Begins for Second 8-Week Classes
10/17/2022	Classes Begin for Second 8-Week Session
10/17/2022	Class Schedule Published For Spring Semester
10/17/2022	Advising Begins for Spring Semester
10/18/2022	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
10/18/2022	Student End of Course Survey Closes (First 8-Week Classes)
10/19/2022	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
10/24/2022	Deadline to Drop Second 8-Week Classes with No Record
10/28/2022	Deadline for Graduation Application for Fall Ceremony Participation
10/31/2022	Registration Opens for Spring Semester
11/01/2022	Clinical Teaching Placement Form Deadline
11/01/2022	School Counselor Program Application deadline (Spring)
11/01/2022	Deadline for GRE/GMAT Scores to Graduate School Office
11/04/2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
11/10/2022	Deadline for Final Committee-Edited Theses with Committee Approval Signatures
11/11/2022	Veteran's Day (University Closed)
11/17/2022	Priority Deadline for International Student Admissions Applications
11/18/2022	Deadline for Scholarship Applications for the Spring Semester
11/20/2022	Deadline for Final Committee-Edited Theses Fall Semester
11/24/2022	Thanksgiving (University Closed)
11/25/2022	Thanksgiving (University Closed)
11/25/2022	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)

Date	Activity
11/25/2022	Student End of Course Survey Opens (16- and Second 8-Week Classes)
12/02/2022	Priority Deadline for VA Certification Request (Spring)
12/09/2022	Deadline to Withdraw from University for 16- and Second 8-Week Classes
12/09/2022	Fall Semester Ends
12/09/2022	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
12/09/2022	Deadline for Fall Degree Conferral Applications to the Registrar's Office
12/09/2022	Fall Commencement Ceremony Bell County Expo 7 pm
12/13/2022	Deadline for Faculty Submission of Final Class Grades (due by 3pm)
12/13/2022	Deadline for Theses to Clear Graduate School Office for Fall Semester
12/13/2022	Student End of Course Survey Closes (16- and Second 8-Week Classes)

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will require that you get a DreamSpark/Imagine/Azure account so that you can download Windows Server 2019 and Windows 10. You will also need to install Oracle VirtualBox on your home PC.

This course works best when you use a Windows-based PC

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

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

Technology issues are not an excuse for missing a course requirement – make sure your

computer is configured correctly and address issues well in advance of deadlines.

COURSE AND UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES

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 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].

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].

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]. 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 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] 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]. 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]

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/]. 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].

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

Policies related to absence, grading, etc.

- You are responsible for all class material presented during an absence.
- All work is submitted through Canvas and due on the specified due date/time.
- A penalty of 5 points per day is applied to late Exams, Quizzes, and Assignments.
- Most assignments can be submitted multiple times, even after grading
- Late penalties are also applied to resubmitted items
- Missed exams, quizzes, and assignments will receive a grade of zero.

My Personal Statement

- You will receive feedback in the form of graded assignments within 7 days after the due date.
- I want you to read the feedback that I provide to you (your personal grading notes, Canvas emails, and Canvas discussion forums).
- I am almost always available via email and typically respond within 24 hours except on weekends.
- I prefer email over phone conversations

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