

# College of Business Administration

**CIS 3347-110, CRN 11355, Data Communications and Infrastructure**

**Tuesday/Thursday 9:30 am – 10.45 am**

**Spring 2022**

**Texas A&M University-Central Texas**

## **COURSE DATES, MODALITY, AND LOCATION**

This course meets face-to-face, with some supplemental readings made available online using the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. The online course contents will be made available using the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. All announcement regarding homework assignments, class tests, midterm/final exams will be posted in Canvas. Students are expected to access Canvas course page regularly to get any update regarding this course. They can also install Canvas student app on their phone.

## **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Abhijit K Nag, Ph.D.**

**Office: FH 323**

**Phone: (254)501-5933 (COBA office)**

**Email: Canvas Inbox (preferred).** If the canvas is unavailable, email me: [aknag@tamuct.edu](mailto:aknag@tamuct.edu).

## **Office Hours**

Tuesday/Thursday 11:00 am –12:00 pm (virtually via course chat option or WebEx/Teams meeting). I will also be available for students on an appointment basis. Send me an email ([aknag@tamuct.edu](mailto:aknag@tamuct.edu)) to schedule an appointment to meet.

## **Student-instructor interaction**

Students are encouraged to send all course-related correspondence to Canvas email message. Students will use TAMUCT email only when Canvas is not available. Students should use their university email address to send the email to the course instructor.

## **WARRIOR SHIELD**

### **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](http://www.safezoneapp.com)].

To register SafeZone on your phone, please follow these 3 easy steps:  
 Download the SafeZone App from your phone store using the link below:  
 iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>]  
 Android Phone / Tablet  
 [<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]  
 Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)  
 Complete your profile and accept the terms of service

**COURSE INFORMATION**

**Course Overview and description**

A study of voice and data communications technologies, concepts, and applications, including communications terminology, hardware, software, protocols, and managerial issues in data and voice communications. Topics include alternatives available in hardware, software, and transmission facilities; design integration; and selection and implementation of communications solutions. In addition, students explore the current and future impact and directions of these technologies.

**Course Objective or Goal**

**Student Learning Outcomes**

- Clo1. Illustrate network behavior and principles employed in an organization and the underlying operation of the communication networks.
- Clo2. Demonstrate the details of data and signals in Computer Networking and analyze the correct operation of various protocols
- Clo3. Understand the basic principles of Internet protocols and various internet services.
- Clo4. Describe the fundamental principles of information technology security

Outcome	Clo1	Clo2	Clo3	Clo4
<b>Common Core</b>				
Pslo1:Communicate effectively on technical subjects appropriate to the discipline	P	P	P	
Pslo2:Recognize a reasoned resolution to an ethical challenge in computing context				
Pslo3:Apply knowledge to address the IT security needs of an organization				P
Pslo4:Design appropriate computing solutions to business problems				

**Competency Goals Statements (certification or standards)**

None

**Required Reading and Textbook(s)**

Business Data Communications and Networking

**Author:** Jerry FitzGerald, Alan Dennis, Alexandra Durcikova.

**ISBN:** 978-1119702849.

**Textbook companion website:** <https://www.wileystudentchoice.com/>

**Note:** An electronic version of the book may be available. 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 handouts, oral presentations, software demonstration, PowerPoint presentations, etc.

## **COURSE REQUIREMENTS**

### **Reading Assignments:**

All assigned chapters will be used as a basis for canvas discussions. Students are expected to study the required chapter before each class session.

Students are required to complete one midterm exam, one final exam, five class tests, four homework assignments, one course presentation (Video narration and a PowerPoint slide) and four discussion questions. The topic of all exams will be declared in the canvas portal. Canvas discussions are counted towards class participation points for this course.

### **Class Tests**

There will be five class tests for this online course. The class tests will be conducted online through Canvas course website. Each class test will be worth 48 points.

### **Exams**

There will be one midterm and one final exam. The midterm exam will contain **200** points, and the final exam will contain **200** points. The final exam will **NOT** be comprehensive for this course.

### **Assignments**

Four assignments (homework assignments) will be given to the students. The due dates of these assignments will be posted in canvas course portal. Each assignment will be worth **60** points.

### **Course Discussions as Class participations**

Following the course chapter presentations in every week is mandatory for this course. Canvas discussions (as well as class attendance) will be counted toward class participation marks. Canvas discussions will be posted on the Discussions tab in Canvas portal. Total discussion questions are worth **40** points.

### **Course Presentation**

This course will require students to present a topic related to Data Communication. Students will prepare a video presentation of their PowerPoint slide and upload it to the Canvas portal. Students are required to capture the webcam as well as the computer screen during recording their presentation. Details regarding this presentation will be announced in Canvas after the midterm. This presentation is worth **80** points.

## Grading Criteria Rubric and Conversion

The distribution of points in different activities and the grading scheme are mentioned below:

Student Activity	Quantity	Points	Total
Class Tests	5	48	240
Assignments	4	60	240
Midterm Exam	1	200	200
Final Exam	1	200	200
Course Presentation	1	80	80
Canvas Discussions	4	10	40
<b>Total</b>			<b>1000</b>

Point Range	Letter Grade
1000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

### Signature assignments

#### For PSLO 1:

Choose from the following topics (or use your own topic that is related to course content) for your research report:

1. IPV6 Implementation (IPV6 structure, feasibility of implementing an IPv6 protocol, business ramifications of implementing IPv6)
2. Wired Network Security (Controlling access, Access rights, Protocols, Security policy design issues, Standards)
3. Wireless Network Security (Configuring wireless access points/adapters, WLAN vulnerabilities, Protocols, WPS, WEP, WPA2, IEEE standards)
4. Cryptography (Includes Encryption, Decryption, Digital signatures, PKI, PGP)
5. Network Design and Management (Network Modeling, Feasibility studies, Capacity Planning, Creating a Baseline, Network Admin skills)
6. Research topic on Network Diagnostic Tools (At least Six tools)

**A total of minimum 5 pages and minimum of 750 words and maximum of 8 pages and maximum 1100 words excluding the cover page and references.**

#### For PSLO4:

Using a chart format, describe eight possible threats to a data network (such as hardware, software, files, circuits, internal personnel, physical security, external people, and users). Describe a total of eight possible solutions to these conceivable threats.

## Rubrics for Signature Assignments

### PSLO1:

Sub-competency	Exceeds Expectations	Meets Expectations	Needs Improvement	NA
<b>Readability</b> <ul style="list-style-type: none"> <li>• Organization</li> <li>• Flow of thought</li> <li>• Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Logically Organized</li> <li>• Easy to follow</li> <li>• Effective and smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Some digressions, ambiguities, and irrelevances</li> <li>• Difficult to follow with some rereading needed</li> <li>• Ineffective transitions</li> </ul>	<ul style="list-style-type: none"> <li>• No apparent organization</li> <li>• Difficult to follow with frequent rereading needed</li> <li>• Poor transitions</li> </ul>	No Response
<b>Content</b> <ul style="list-style-type: none"> <li>• Central idea</li> <li>• Clarity of purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea well-developed</li> <li>• Clarity of purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea vague or too broad</li> <li>• Some sense of purpose throughout the paper</li> </ul>	<ul style="list-style-type: none"> <li>• Central idea and clarity of purpose absent in the paper</li> </ul>	No Response
<b>Language</b> <ul style="list-style-type: none"> <li>• Vocabulary</li> <li>• Tone</li> </ul>	<ul style="list-style-type: none"> <li>• Sophisticated and correct use of vocabulary</li> <li>• Clear and appropriate tone for intended audience</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent misuse of correct vocabulary</li> <li>• Some level of inappropriate tone</li> </ul>	<ul style="list-style-type: none"> <li>• Unsophisticated and inappropriate use of vocabulary</li> <li>• Inappropriate tone for the audience</li> </ul>	No Response
<b>Format</b>	<ul style="list-style-type: none"> <li>• Professional format</li> </ul>	<ul style="list-style-type: none"> <li>• Unorganized format</li> </ul>	<ul style="list-style-type: none"> <li>• No format</li> </ul>	No Response
<b>Grammar</b> <ul style="list-style-type: none"> <li>• Sentence structure</li> <li>• Punctuation/mechanics</li> </ul>	<ul style="list-style-type: none"> <li>• Use of complex sentences for effect and impact</li> <li>• No punctuation or mechanical</li> </ul>	<ul style="list-style-type: none"> <li>• Use of compound sentences</li> <li>• Several punctuation and/or mechanical errors</li> </ul>	<ul style="list-style-type: none"> <li>• Use of simple, choppy sentences</li> <li>• Many punctuation and/or mechanical errors</li> </ul>	No Response

	errors			
<p>Citations</p> <ul style="list-style-type: none"> <li>• Proper attribution to avoid plagiarism</li> <li>• Correct form (example : APA, MLA, Chicago)</li> </ul>	<ul style="list-style-type: none"> <li>• All factual information cited</li> <li>• Citations and references adhere to a professional style (example: APA, MLA, Chicago)</li> </ul>	<ul style="list-style-type: none"> <li>• Some citations missing where needed</li> <li>• Citations and references inconsistent with a professional style</li> </ul>	<ul style="list-style-type: none"> <li>• No citations for factual information</li> <li>• Citations and references do not follow a professional style</li> </ul>	No Response

**PSLO 4:**

Criterion	Exceeds Expectation	Meets Expectations	Needs Improvement	NA
<p>Perform Risk Analysis</p> <ul style="list-style-type: none"> <li>• Perform Inventory</li> <li>• Analyze Risks</li> <li>• Prioritize Risks</li> </ul>	<ul style="list-style-type: none"> <li>• Correctly identifies current risks</li> <li>• Places risks in proper order for funding</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies &gt; 80% of the risks</li> <li>• Risks are mostly prioritized</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to identify &gt;50% of the risk</li> <li>• Unable to prioritize risks</li> </ul>	<ul style="list-style-type: none"> <li>• No credible response</li> </ul>
<p>Create Security Policy</p> <ul style="list-style-type: none"> <li>• Create risk-based security policy</li> <li>• Assign responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Use recognized policy template</li> <li>• Establish separate security organization</li> <li>• Assign clear responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Uses existing IT organization</li> <li>• At least 75% of tasks are assigned</li> </ul>	<ul style="list-style-type: none"> <li>• No dedicated security organization present</li> <li>• Confusing, duplicate, or missing responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• No credible response</li> </ul>
<p>Recommend Technical Solutions</p> <ul style="list-style-type: none"> <li>• Recommend type and</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend perimeter defense devices</li> <li>• Design</li> </ul>	<ul style="list-style-type: none"> <li>• Use home-based security devices</li> </ul>	<ul style="list-style-type: none"> <li>• No evidence of dedicated perimeter</li> </ul>	<ul style="list-style-type: none"> <li>• No credible response</li> </ul>

placement of security devices <ul style="list-style-type: none"> <li>• Recommend monitoring system</li> </ul>	internal detection systems <ul style="list-style-type: none"> <li>• Use real-time monitoring system</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring system is not real-time</li> </ul>	or internal systems <ul style="list-style-type: none"> <li>• No monitoring system</li> </ul>	
Due Diligence <ul style="list-style-type: none"> <li>• Periodic Review for effectiveness</li> <li>• Ensure compliance</li> <li>• Conduct drills</li> </ul>	<ul style="list-style-type: none"> <li>• Plan is reviewed at least annually</li> <li>• User training is conducted every 6 months</li> <li>• Drills at least annually</li> </ul>	<ul style="list-style-type: none"> <li>• Plan is reviewed between 12-18 months</li> <li>• User training between 6-12 months</li> <li>• Drills on ad-hoc basis</li> </ul>	<ul style="list-style-type: none"> <li>• No plan for review</li> <li>• User training not reinforced</li> <li>• No drills scheduled</li> </ul>	<ul style="list-style-type: none"> <li>• No credible response</li> </ul>

### Posting of Grades

All students' grade will be posted on the Canvas Grade book, and students can monitor their progress in this course using Canvas Portal. Students can expect to see their grades within two weeks of the closing of class tests, exams, and assignments. Students are expected to visit Canvas course webpage every week multiple times to get any update regarding this course. All updates regarding homework and tests will be posted in "**Announcement**" tab in Canvas course portal.

### Grading Policies

#### Policies related to grading

- All the assignments must be submitted before the posted deadline in Canvas Course Website unless arrangements are made beforehand.
- Assignments and class tests posted before midterm exam cannot be completed/submitted after the midterm exam.
- Assignments more than **48** hours late are subject to **20%** late penalty.
- Requests for **Incomplete grades**:
  - Incompletes will only be given in emergency or other extreme circumstances. Any request for an incomplete grade in this course must be approved by the course professor prior to April 09, 2022. Where possible, requests should be submitted in

written form with reasons and must include an address and/or telephone number where you may be contacted throughout the following semester.

- For a request of an incomplete grade to be considered, at least **70%** of the total course work (**700 points**) must be completed.
- Finally, approval of an incomplete grade (*I*) is up to the **department chair** and **college Dean**.

### Instructor’s Personal Statement

- The instructor reserves the right to modify the course syllabus during the semester for the benefit of the students.
- The instructor reserves the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- The instructor reserves the right to modify grading policy rubrics. Any Change to grading rubrics will be applied to current and possible future assignments.
- The instructor will not accept any course assignment after **May 01, 2021** in spring 2022 semester.

### COURSE OUTLINE AND CALENDAR

#### Complete Course Calendar

The tentative course outline is mentioned below. Each week, there will be class on Tuesday and Thursday.

Week	Dates	Topic	Due
1	Jan 18 –Jan 23	Chapter 01; Read the chapter and assigned readings	Syllabus overview
2	Jan 24- Jan 30	Chapter 02; Read the chapter and assigned readings	Assignment 1
3	Jan 31 – Feb 06	Chapter 03; Read the chapter and assigned readings	Class Test 1
4	Feb 07- Feb 13	Chapter 04; Read the chapter and assigned readings	
5	Feb 14- Feb 20	Chapter 05; Read the chapter and assigned readings	Assignment 2 Class Test 2
6	Feb 21-Feb 27		
7	Feb 28-Mar 06	Chapter 06; Read the chapter and assigned readings	
8	Mar 07-Mar 13	Chapter 07; Read the chapter and assigned readings	
		<b>Midterm Exam</b>	Midterm Exam
9	Mar 14 – Mar 20	Spring Break	
10	Mar 21- Mar 27	Chapter 07; Read the chapter and assigned readings	Class Test 3 Assignment 3
11	Mar 28- Apr 03	Chapter 08; Read the chapter and	



Week	Dates	Topic	Due
		assigned readings	
12	Apr 04 – Apr 10		
		Chapter 10; Read the chapter and assigned readings	Class Test 4
13	Apr 11 – Apr 17		Assignment 4
14	Apr 18 – Apr 24	Chapter 11; Read the chapter and assigned readings	
15	Apr 25- May 01		Class Test 5
		Chapter 12; Read the chapter and assigned readings	
16	May 02 –May 08		
			Course Presentation due
17	May 09- May 12	Course Review and <b>Final Exam</b>	<b>Final Exam</b>

### Important University Dates

Please visit <https://www.tamuct.edu/registrar/academic-calendar.html> for important University dates.

### 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](mailto: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.*

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

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

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. 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 report](#), [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where

every student has an equal chance to succeed and has the right to a barrier-free education. The 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]

### **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, 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](mailto: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 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. For the Spring 2022 semester, 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 [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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 by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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.

### **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. [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].

## **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](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/bit) 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.