CIS 4335-110 - 11338 - UNIX Systems Administration
Spring 2022
Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 18 Jan - 13 May
Modality: This is a traditional face-to-face course and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].
Location: Heritage Hall room 308

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.

- Monday and Wednesday: 2:00-2:30

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 traditional face-to-face class with extensive hands-on lab work. This course 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

1

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

COURSE INFORMATION

Course Overview and description:
Examine the underlying conceptual considerations of the UNIX operating system and its variants in mainframe, minicomputer, server and microcomputer application environments. Explore memory and process management, multi-programming and processing, interrupt structure, and parallel processing mechanisms and procedures. Special emphasis on practical application of configuration and security of selected UNIX systems. Prerequisite(s): CIS 3305 or 12 hours of CIS courses or permission of department chair.

Course Objective:
This course is an introduction to the Linux operating system, and covers the essential duties of a system administrator, such as: installing the OS, controlling access, adding hardware, automating tasks, overseeing backups, installing and upgrading software, and vigilantly monitoring security.

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

1. Use the Linux shell, navigate the file system, and use common commands
2. Demonstrate the ability to install and configure a Linux server
3. Explain the concepts of authentication, authorization, and controlling user access
4. Identify the steps in adding physical hardware
5. Demonstrate the ability to automate simple admin tasks
6. Describe the concepts of the file system and network access
7. Explain basic software installation and management tasks
8. Demonstrate an understanding of security technologies
9. Perform admin tasks such as installing/configuring email, web, and file services

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
2					x
3				x	
4					x
5					x
6					x
7					x
8				x	x
9			x	x	x

Competency Goals Statements (certification or standards):
Section not used

Required Reading and Textbook(s):
Required:

>*UNIX and Linux System Administration Handbook, 5th Edition*
>Authors: Nemeth, Snyder, Hein, Whaley & Mackin
>Publisher: Addison-Wesley Professional
>Edition: 5th
>ISBN: 978-0-13-427755-4
>
>*The Linux Command Line, 5th Internet Edition*
>Author: William Shotts
>Publisher: No Starch Press
>Edition: 5th
>ISBN: 978-1-59327-389-7
>Available free online at: http://linuxcommand.org/tlcl.php

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 major exams, one midterm and one final exam. Each is worth 12.5 points. The midterm covers TLCL chapters 1-12,19 / UALSAH chapters 1-6, and the final covers UALSAH chapters 7-31. The exams will be conducted in the classroom. There will be a review video lecture before each exam.

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.

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

Item	Quantity	Points	Total	Percent
Exams	2	12.50	25.000	25%
Quizzes	6	5.00	30.000	30%
Assignments	6	5.00	30.000	30%
Term Project	1	15.00	15.000	15%
Total			100.000	100%

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

Grading Criteria Rubric and Conversion

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 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%	Uses best practices at every opportunity	Minor issues with best practices	Large portions have best practices issues	No best practices in evidence
Spelling, grammar, formatting	5%	No issues	1 or 2 issues	3 or 4 issues	5 or more issues

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

    CIS4335 [AssingmentID] [LastName.FirstName].[extension]
Example:
    CIS4335 Assignment1 Doe.John.docx

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 Wednesday. A 5-point penalty will be assessed for each day a requirement is late.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Class	Date	DOW	Class Activity	What's Due	Notes
1	1	01/19/2022	Wed	Intro, Chapter 1	Syllabus Quiz	
2	2	01/24/2022	Mon	Install, TLCL Ch 1-2		
2	3	01/26/2022	Wed	TLCL Ch 3-4	Assignment 1	
3	4	01/31/2022	Mon	TLCL Ch 5-6		
3	5	02/02/2022	Wed	TLCL Ch 7-8	Quiz 1	
4	6	02/07/2022	Mon	TLCL Ch 9-10		
4	7	02/09/2022	Wed	TLCL Ch 11-12	Assignment 2	
5	8	02/14/2022	Mon	TLCL Ch 19		
5	9	02/16/2022	Wed	Chapter 2	Quiz 2	
6	10	02/21/2022	Mon	Chapter 3		
6	11	02/23/2022	Wed	Chapter 4	Assignment 3	
7	12	02/28/2022	Mon	Chapter 5		
7	13	03/02/2022	Wed	Chapter 6	Quiz 3	
8	14	03/07/2022	Mon	Midterm Review		
8	15	03/09/2022	Wed	Midterm Exam (in class)	Exam	
		03/14/2022	Mon			Spring Break
		03/16/2022	Wed			Spring Break
9	16	03/21/2022	Mon	Chapter 7		
9	17	03/23/2022	Wed	Chapter 7	Assignment 4	
10	18	03/28/2022	Mon	Chapter 8		
10	19	03/30/2022	Wed	Chapter 9	Quiz 4	
11	20	04/04/2022	Mon	Chapter 10		
11	21	04/06/2022	Wed	Chapter 12	Assignment 5	
12	22	04/11/2022	Mon	Chapter 18		
12	23	04/13/2022	Wed	Chapter 19	Quiz 5	
13	24	04/18/2022	Mon	Chapter 20		
13	25	04/20/2022	Wed	Chapter 21	Assignment 6	
14	26	04/25/2022	Mon	Chapter 22		
14	27	04/27/2022	Wed	Chapter 27	Quiz 6	
15	28	05/02/2022	Mon	Chapter 29		
15	29	05/04/2022	Wed	Chapter 30	Term Project	
16	30	05/09/2022	Mon	Final Review		
16	31	05/11/2022	Wed	Final Exam (in class)	Exam	

Chapters covered:

The Linux Command Line (TLCL)

1 What is the Shell?	8 Advanced Keyboard Tricks
2 Navigation	9 Permissions
3 Exploring the System	10 Processes
4 Manipulating Files and Directories	11 The Environment
5 Working with Commands	12 A Gentle Introduction to vi
6 Redirection	19 Regular Expressions
7 Seeing The World As The Shell Sees It	

Unix and Linux System Administrators Handbook (UALSAH)

1 Where to Start	10 Logging
2 Booting and System Management Daemons	12 Printing
3 Access Control and Rootly Powers	18 Electronic Mail
4 Process Control	19 Web Hosting
5 The Filesystem	20 Storage
6 Software Installation and Management	21 The Network File System
7 Scripting and the Shell	22 SMB
8 User Management	27 Security
9 Cloud Computing	29 Performance Analysis
	30 Data Center Basics

University Calendar

Date	Activity
01/17/2022	Martin Luther King, Jr Day (University Closed)
01/18/2022	Add, Drop and Late Registration Begins for 16- and First 8-Week Classes
01/18/2022	Classes Begin for Spring Semester
01/20/2022	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
01/25/2022	Deadline to Drop First 8-Week Classes with No Record
02/01/2022	Deadline for Teacher Education Program Applications
02/02/2022	Deadline to Drop 16-Week Classes with No Record
02/25/2022	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
03/11/2022	Classes end for 1st 8-Weeks Session
03/15/2022	Deadline for Clinical Teaching/Practicum Applications
03/15/2022	Deadline for Faculty Submission of First 8-Week Final Class Grades
03/14/2022	Spring Break (No Classes - Administrative Offices Open)
03/15/2022	Spring Break (No Classes - Administrative Offices Open)
03/16/2022	Spring Break (No Classes - Administrative Offices Open)
03/17/2022	Spring Break (No Classes - Administrative Offices Open)
03/21/2022	Class Schedule Published for Summer Semester
03/21/2022	Add, Drop, and Late Registration Begins for Second 8-Week Classes
03/21/2022	Classes Begin for Second 8-Week Session
03/23/2022	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
03/25/2022	Deadline for Spring Graduation Application for Ceremony Participation
03/28/2022	Deadline to Drop Second 8-Week Classes with No Record
04/01/2022	Deadline for GRE/GMAT Scores to Graduate School Office
04/01/2022	Deadline for School Counselor Program Applications
04/04/2022	Registration Opens for Summer Semester
04/08/2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
04/16/2022	Deadline for Final Committee-Edited Theses with Committee Approval
04/29/2022	Deadline to drop Second 8-week Classes with a Quit (Q) or Withdraw (W).
05/13/2022	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
05/13/2022	Spring Semester Ends
05/13/2022	Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)
05/13/2022	Deadline for Spring Degree Conferral Applications to the Registrar's Office
05/14/2022	Spring 2022 Commencement at Bell County Expo 7 PM

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

You will need to store very large work files on your home computer. You can either bring your laptop to school or you can use an external USB disk drive.   External USB drives may be available for you to check out from the Computer Information System (CIS) Department.

You will need to create Microsoft Word documents.

You will need to install VirtualBox on your PC at home. See: http://www.virtualbox.org

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

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. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[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/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](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 Writing Center

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

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

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via 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 and/or need any assistance with scheduling.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. 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].

For Spring 2021, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/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/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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

Copyright Notice.
Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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