

**AVSC 3339-110 BASIC GROUND INSTRUCTOR (BGI)****Spring 2022**

Texas A&amp;M University - Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

January 18, 2022 to May 13, 2022.

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: V. Carson Pearce****Office: 302M Beck Family Heritage Hall****Phone: 254-519-5776****Email: *carson.pearce@tamuct.edu*****Office Hours:**

Readily accessible through Canvas Message, which is checked daily during the week and once a day on weekends. Will respond within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date if you are asking about an assignment.

**Mode of instruction and course access:**

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. It is 100% online.

**Student-instructor interaction:** All contact and assignment submissions will be made via Canvas. Mail is checked several times during a day. Weekend response may take longer, so allow extra time for me to reply to your emails.

**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](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): [https://apps.apple.com/app/safezone/id533054756]
  - [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]
- Launch the app and enter your myCT email address (e.g. [{name}@tamuct.edu](mailto:{name}@tamuct.edu))
- Complete your profile and accept the terms of service.

## **COURSE INFORMATION**

### **Course Overview and description:**

The Basic Ground Instructor (BGI) course will prepare you to instruct the knowledge portion of the Sport Pilot, Recreation Pilot and Private Pilot licenses for their associated Federal Aviation Administration (FAA) written examination. You can also accomplish instruction of the knowledge portion of the flight review test and recommend someone to take the knowledge tests (written) for one of those certificates.

The student, upon completion of the course with a grade of 80% or higher, will be endorsed to take the FAA written examination for the BGI and for the associated Fundamentals of Instruction (FOI), joint test under provisions of Federal Aviation Regulations (FAR) parts 61.97, 61.105 and 61.309. This will result in licensure from the FAA from which you will be able to instruct the ground courses for hire.

**Prerequisite:** Junior classification. You do not need to be a pilot to become a BGI instructor. You must however, by FAA regulations, be able to read, write and understand the English language and be 18 years old. Additionally, if you hold a teacher's certificate issued by a State, county, city or municipality that authorizes the person to teach at an education level of the 7<sup>th</sup> grade or higher, or, if you are employed as a teacher at an accredited college or university, you do not need to take the FOI portion of the test. Please notify your TAMUCT instructor at the beginning of this course if you have these teaching credentials.

### **Student Learning Outcomes (SLOs)**

Upon completion of this course, the student will be able to:

1. Identify and instruct the required components of the FAA written exam for both Sport, Recreational and Private Pilot knowledge tests.
2. Discuss and apply the Fundamentals of Instruction, per FAA guidelines.
3. Evaluate and write lesson plans for ground-course instruction.
4. Describe and summarize the FAA legal requirements for BGI instructor endorsements.

### Competency Goals Statements (certification or standards)

The course will be considered successfully completed when the student has demonstrated through posted written assignments and exams that they have developed the knowledge to instruct as a BGI instructor by passing a final exam with 80% or higher. This includes the knowledge requirements of FAR Parts 61.211, 61.97, 61.105, and 61.309.

### COURSE REQUIREMENTS /SPECIFICATIONS

**Weekly Discussion Post:** There will be one weekly discussion post to be submitted over topics presented by instructor. **Check in daily for instructor notes, updates and the posting of audio/video topics.** Posts will be graded for writing ability and original content. Required responses will use a minimum of two hundred words in your well composed paragraph response. There is a weekly quiz and four tests, called “Stage Checks”.

### AVSC 3339 Discussion Post Rubric

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments; is thoughtful, reflective, and respectful of other’s postings. Proper citing of references and APA style; proper punctuation, sentence structure and spelling. No editing or revisions required.	Appropriate comments and responds respectfully to other's postings. Follows APA format with few errors but sentence structure could be improved. Editing would improve the assignment.	Responds, with minimum effort. Does not follow APA format. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Posts are less than 200 words and responses are less than 100 words to classmates.	No posting.
<b>Relevance of Post</b>	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position	Begins to address areas that are somewhat related to the discussion content.	Posts positions which do not relate to the discussion content; makes short or irrelevant	No posting.

	that captures the issue. Supports position with well-articulated arguments.	Position, and argument for that position is plausible, but not totally clear.	remarks. Off-topic.	
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

**Required Reading and Textbook(s):**

- Jeppesen Guided Flight Discovery – Private Pilot 2018. ISBN 978-0-88487-660-1
- FAA Pilot’s Handbook of Aeronautical Knowledge (FAA PHAK) 2016. FAA-H-8083-25B
- Gleim, Flight/Ground Instructor FAA Knowledge Test Prep 2022. (FGI) ISBN 978-1-61854-261-8
- Gleim, Fundamentals of Instruction FAA Knowledge Test Prep 2022 (FOI). ISBN 978-1-61854-260-1
- Federal Aviation Regulations/Airmen’s Information Manual (FAR/AIM) 2021
- ASA Instructor 2022 Test Prep ASA-TP-CFI-20. ISBN 978-1-61954-786-5
- E6B, Plotter, Calculator, and optional CX-3 electronic calculator.
- **An e-version for some of these books are available and highly recommended.**

**Suggested Course Materials:** Publication Manual of American Psychological Association (7th Ed.). American Psychological Association. ISBN 1433805618. It is highly advisable that that you keep this text following the course, as APA citations are the required citation method

**VIDEO LINKS:** There are many posted video links throughout your weekly course modules. They correspond directly with the readings in your textbook and will bring to life the many colorful aspects of Basic Ground Instructors. I will be monitoring the number of times these are accessed, as they are an integral part of your course objectives on learning aviation history.

**Point based grade components:**

15 Quizzes	40% (SLOs 1-4)
04 Tests (Stage checks)	40% (SLOs 1-4)
Weekly Discussion Posts	<u>20% (SLOs 1-4)</u>
Total:	100%

**Grading scheme**

- A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.
- B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.
- C 2.00 (70–79%) Achievement that meets the course requirements in every respect.
- D 1.00 (60–69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.
- F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).
- “I” (Incomplete). The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an “I” is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an “I” must be submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

**Posting of Grades:**

- *All student grades should be posted using the Canvas Grade book and students should monitor their grade status through this tool.*

- *The instructor will return projects as soon as possible.*

## **COURSE OUTLINE AND CALENDAR**

### **Week 1: Jan 18-23**

- Complete lesson 1 in Canvas.
- Read Jeppesen (Private Pilot) Ch. 2.
- Read FAA Pilot's Handbook of Aeronautical Knowledge (PHAK) Chapter 3.
- Discussion post assignment.
- Complete quiz #1. (Note: All quiz questions are related to Basic Ground Instructor (BGI) and Fundamentals of Instruction (FOI) study questions.

### **Week 2: Jan 24-30**

- Complete lesson 2 in Canvas.
- Read Jeppesen Ch. 3, pages 3-2 to 3-43.
- Read FAA PHAK Chapter 5, pages 5-1 to 5-25.
- Discussion post assignment.
- Complete quiz #2.

### **Week 3: Jan 31-Feb 6**

- Complete lesson 3 in Canvas.
- Read Jeppesen Chapter 3, pages 3-45 to 3-63.
- Read FAA PHAK Chapter 5, pages 5-33 to 5-43.
- Discussion post assignment.
- Complete quiz #3.

### **Week 4: Feb 7-13**

- Complete lesson 4 in Canvas.
- Read Jeppesen Ch. 6, pages 6-2 to 6-50.
- Read FAA PHAK Chapter 12, pages 12-1 to 12-25.
- Discussion post assignment.
- Complete quiz #4.
- Review for test #1 (Stage Check 1)

### **Week 5: Feb 14-20**

- Complete lesson 5 in Canvas.
- Read Jeppesen chapter 7, pages 7-2 to 7-41.

- Read FAA PHAK chapter 13, pages 13-1 to 24.
- Discussion post assignment.
- Complete quiz #5.
- Test #1 (Stage 1 check.)

**Week 6: Feb 21-27**

- Complete lesson 6 in Canvas.
- Read Jeppesen chapter 8, pages 8-2 to 8-24.
- Read FAA PHAK chapter 11, pages 11-1 to 11-18.
- Discussion post assignment.
- Complete quiz #6.

**Week 7: Feb 28-March 6**

- Complete lesson 7 in Canvas.
- Read Jeppesen chapter 8, pages 8-25 to 8-45
- FAA PHAK pages 10-1 to 10-11 and 11-18 to 11-28.
- Discussion post assignment.
- Complete quiz #7.

**Week 8: March 7-13**

- Complete lesson 8 in Canvas.
- Read Jeppesen chapter.4, pages 4-2 to 4-41.
- Read FAA PHAK chapter 14 pages 14-2 to 14-26.
- Discussion post assignment.
- Complete quiz #8.
- Review for test #2 (Stage 2 check).

**Spring Break March 14-20**

**Week 9: March 21-27**

- Complete lesson 9 in Canvas.
- Read Jeppesen chapter 4, pages 4-42 to 4-83
- Read FAA PHAK chapter 14 pages 14-26 to 14-39 and 15-2 to 15-11
- Discussion post assignment.
- Complete quiz #9.
- Test #2 (Stage check 2).

**Week 10: March 28-April 3**

- Read Jeppesen Ch.9, pages 9-2 to 9-22 and chapter 10, pages 10-2 to 10-20.
- Read FAA PHAK chapter 2 pages 2-1 to 2-32.
- Discussion post assignment.
- Complete quiz #10.

**Week 11: April 4-10**

- Complete lesson 11 in Canvas.
- Read FAR/AIM 2022 14 CFR 61.213, 61.215, 61.217, 61.97, 61.105 and 61.309.
- Familiarize with 14 CFR Part(s) 61, Part 71, 73 and 91 and NTSB 830, and
- Advisory Circulars.
- Discussion post assignment.
- Complete quiz #11.
- Test #3 review (Stage check 3).

**Week 12: April 11-17**

- Complete lesson 12 in Canvas.
- Read FOI pages 41 to 51 (Barriers) and 81 to 100 (Teaching Methods) and chapter 4, pages 206 to 235.
- Discussion post assignment.
- Complete quiz #12.
- Test #3 (Stage Check 3)



**Week 13: April 18-24**

- Complete lesson 13 in Canvas.
- Read FOI pages 101 to 118.
- Discussion post assignment.
- Lesson plan project.
- Complete quiz #13.

**Week 14: April 25 – May 1**

- Complete lesson 14 in Canvas.
- Read FOI pages 227 to 235.
- Discussion post assignment.
- Complete quiz #14.

**Week 15: May 2-8**

- Complete lesson 15 in Canvas.
- Read FOI pages 119 to 140, and 237 to 246.
- Discussion post assignment.
- Complete quiz #15.
- Review for test #4 (Stage check 4).

**Week 16: May 9-13**

- BGI and FOI practice exam (Test #4, Stage Check 4).
- Take Final Exam: Actual BGI/FOI at testing center. Present testing certificate to instructor for final exam grade.

**Important University Dates:**

January 18, 2022	Classes Begin for Spring Semester
February 2, 2022	Deadline to Drop 16-Week Classes with No Record
March 14-18, 2022	Spring Break (NO Classes – Administrative Offices Open)
April 4, 2022	Registration Opens for Summer Semester
April 8, 2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
May 13, 2022	Deadline to Withdraw from the University for 16- and Second 8-Week Classes

May 13, 2022      Spring Semester Ends

May 14, 2022      Spring 2022 Commencement at Bell County Expo 7 PM

## INSTRUCTOR POLICIES

**Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.

**Quality Work:** All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc. **Your work will be checked for plagiarism using online plagiarism assessment programs. Plagiarism will not be tolerated.**

**Identifying Submissions:** Submissions must clearly identify the student, course, and the title of the assignment (Last Name, Course Name, and Assignment) or (Smith\_GBK301\_Essay1).

**Written Assignment Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 7th ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format. **Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs.**

However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

**Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Though some assignments are fairly involved, you do not have more than one assignment due in any week. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. Late work is not accepted.

**Posting of Grades:** All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. I will attempt to post grades for all assignments and discussions within one week after the due date, unless I let you know otherwise. Grades on exams will be available immediately (unless essays must be graded as well).

**Changes to Syllabus:** This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to make changes to the syllabus. In such events, changes will be announced and students will receive written notice as soon as possible.

### **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.

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system.

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.*

---

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

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

### Academic Integrity

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, 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 reported 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](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services \(Links to an external site.\)](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 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/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **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, who are exhibiting behaviors that pose a threat to safety, or individuals causing a

significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral](#) online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](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**

Life happens. As such, if a student realizes that a posting, quiz or assignment will be late due to unforeseen emergency or special circumstance, **please notify the instructor as soon as is practical to assess the impact on the course.** The instructor may grant extra time to complete an assignment within the confines of the 16-week course. However, if it becomes apparent that this policy is abused, or that the request was fraudulent, the instructor reserves the right to place an unfavorable grade for incomplete work.

### **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.

Copyright 2022 by V. Carson Pearce at Texas A&M University-Central Texas, (*College of Arts and Sciences*); 1001 Leadership Place, Killeen, TX 76549; 254-519-5776; Fax 254-519-5781; [carson.pearce@tamuct.edu](mailto:carson.pearce@tamuct.edu)