

Welcome to BUSI 4334-110, CRN 11609 (Employment Law) at Texas A&M University - Central Texas for the fall of 2021! This is a 16 week “Classroom Blended” course that meets on Tuesdays (first week only)/Thursdays (every week) from 11:00-12:15 in Founders Hall, Room 210. It is my intention that each in person session will also be synchronously streamed via WebEx if you cannot make it to class. If you attend via WebEx, I encourage you to participate in the discussion and ask questions, but be sure to “mute yourself” when not speaking.

I look forward to helping you learn more about employment law issues this spring. In this syllabus, I try to provide as much information as I can on the course and my expectations. Additional course information can also be found in our Canvas course.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Department Phone: 254-501-5944 - Just leave a message and I will respond as soon as possible.

Email: loafman@tamuct.edu or Canvas Inbox: These are the best methods to contact me for a quick response. Please let me know if you have any questions!

General Office Hours:

Monday: By advance appointment

Tuesday: 9:30-11:00 and 2:00-5:00, other times by advance appointment

Wednesday: 9:30-2:45, other times by advance appointment

Thursday: 9:30-10:45 and 1:45-3:30, other times by advance appointment

Friday: By advance appointment

Please try to schedule an appointment so I can make sure I don't miss you, as sometimes meetings are scheduled during office hours or I need to run an errand. I can be available earlier in the day or later in the evening with advanced notice and am also available for Web Ex virtual meetings for “after hours” situations, such as nights and weekends. **There may be an occasional shift in some hours** and I will try to post an announcement on Canvas if that is the case.

Mode of instruction and course access:

This is a “Classroom Blended” course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions that follow in this syllabus will assist you with gaining access and technical support. As stated above, there is a live meeting scheduled on Thursdays and I will also do a synchronous WebEx broadcast if you choose to participate that way, but are certainly NOT required to do either. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

To be enrolled in this course you should have taken either BUSI 3332 or MGMT 3302 (preferably both). It will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission.

Student-Instructor interaction:

It is easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to email in no more than 24 hours if not traveling, and usually within a couple of hours. **I will try to make an announcement on Canvas** if I will be out of contact for an extended period. Thus, pay attention to the “**Announcements**” area (should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

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

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

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

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

COURSE INFORMATION:

Course Overview and description:

Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): [BUSI 3332](#) or [MGMT 3302](#).

Course Level Objectives (CLO's):

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision on employment law.
2. Discuss, recognize, and explain legal issues within the employment life cycle, including:
 - The basic employment relationship
 - Employment discrimination
 - The hiring process
 - Managing a Diverse Workforce
 - Pay, Benefits, and Terms of Employment
 - Terminating Employment
3. Analyze hypothetical employment law issues, evaluate alternatives that legally and ethically resolve the issues, and recommend action consistent with law.

4. Effectively research a current employment law issue.
5. Summarize an employment law news article or case and apply to course concepts.
6. Communicate professionally. (All Course Communications)

Weekly Learning Objectives (WLO's):

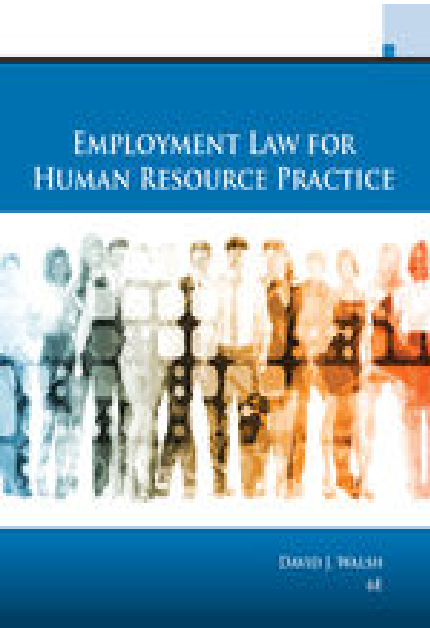
At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

1. Identify sources and applicability of employment law/regulation
2. Recognize how employees can exercise their employment rights
3. Define key terminology related to employment law cases
4. Discuss the managers' role in legal compliance
5. Identify the implications of worker classification
6. Classify a worker as an employee and an independent contractor
7. Determine who is an employer
8. Differentiate between disparate treatment and disparate impact discrimination
9. Identify the components of the prima facie case
10. Recognize the scope of a claim of retaliation
11. Recognize issues in employee recruitment
12. Identify the benefits of diversity
13. Explain when affirmative action is allowed
14. Recognize visa types
15. Identify application process issues
16. Explain potential issues in background checks, including using criminal history in decisions and avoiding negligent hiring
17. Identify positives and negatives with references
18. Recognize the steps in employment verification and citizenship discrimination limitations
19. Identify the circumstances under which a drug, medical and polygraph test may be legally administered and/or used.
20. Explain the general legal requirements for any test.
21. Recognize what sex/gender + discrimination is
22. Explain the difference between subjective and objective hiring criteria and the implications of each
23. Identify issues in the interview process
24. Identify Quid Pro Quo Sexual Harassment
25. Explain what constitutes Hostile Environment Sexual (and other) Harassment
26. Recognize when employers are liable for harassment
27. Recognize what it means to have a disability under the ADA
28. Explain the concept of undue hardship in accommodations and the responsibilities of the parties involved
29. Identify what qualifies as Religion.
30. Explain under what circumstances and to what limits an employer must accommodate the religious practices of its employees.
31. Determine an employer's responsibilities under the FMLA.
32. Recognize the protections of the PDA.
33. Discuss the legal status of "English-only" policies and when fluent English may be required.

34. Identify the legal protections available based on sexual/affinity orientation
35. Discuss the workplace issues that may arise in the broader context of gender identity situations.
36. Recognize the general circumstances when the minimum wage and overtime must be paid under the FLSA.
37. Identify common exceptions to minimum wage and overtime rules.
38. Explain the circumstances when a person under 18 can engage in employment under the FLSA.
39. Determine whether employment actions violate the Equal Pay Act.
40. Explain the requirements of ERISA
41. Differentiate between pension types
42. Recognize health insurance other benefits Issue
43. Recognize the impacts/requirements of Norris LaGuardia and National Labor Relations Acts
44. Differentiate between the various labor shop arrangements
45. Identify unfair labor practices and mandatory/permissive subjects
46. Identify the major OSHA safety protections
47. Explain the OSHA Inspection Process
48. Recognize employee rights under OSHA
49. Recognize the circumstances when an employee has a right of privacy in and outside of the workplace.
50. Explain the concept of at will employment
51. Identify the exceptions to at will employment
52. Explain legal issues in downsizing
53. Identify key requirements of the WARN Act
54. Recognize unemployment insurance considerations

Required Textbook(s) and Resources:

1.

	<p>Walsh, David J. (2019). Employment Law for Human Resource Practice (6th ed.). Cengage.</p> <p>There are several ways you can access this text since you DO NOT need access to Mindtap. You just need the book.</p> <ol style="list-style-type: none">1. Buy it through the Bookstore.2. Buy a used copy online.3. Cengage Unlimited eTextbooks – Buy the option through the Bookstore or through Cengage for about \$70 for one semester. This gives you electronic access to all textbooks (not the electronic resources like MindTap which I do not require) that come with Cengage unlimited, which may include some for your other courses too. If you want a hard copy, Cengage will then rent you one for just \$7.99 per book. So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks.4. If you want the electronic resources or a longer subscription, then you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for 4 months, \$180 for a year or \$240 for 2 years. Rentals of a hard copy are still \$7.99. <i>You might be able to really leverage the 2 year option over multiple courses.</i>
<p><i>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.</i></p>	

2. Reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

3. Access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), **a webcam for any online exams, Google Chrome Browser with Proctorio Extension**, PDF software reader (Adobe) for readings, MS Word & PowerPoint.

4. Other Course Instructional Materials: Click on “Modules” on the left side of Canvas to access audio lectures of the material, a summary PowerPoint, and additional readings, resources, and materials. **I do provide substantial information beyond the text that is found in the PowerPoints, audio lectures, and additional resources. This information may be assessed on quizzes and exams.**

COURSE REQUIREMENTS

1. **Quizzes – 85 total points (17 @ 5 points each)** - You will have a 5 question, 10 minute quiz on each chapter we cover (17 total). These will usually **be due by 11:00AM CST (11:00) on Thursday before class time**, but you may certainly complete them earlier in the week.

2. **Application Activities - 175 Points (9 @ 11 points each and 4 @ 19)** - We will have an in class application activity associated with all 17 chapters we cover, generally consisting of discussion questions and/or application questions on the chapter material, including the cases. The activities **must be submitted by 11:59PM (23:59) on Thursdays, though most should be complete in class. These are scored primarily based on reasonable effort and thought.**

3. **Employment Law News Article Presentation – 45 points** – You will find a recent (less than 3 months old) news article connected to a class concept. It is up to you to **make the articles connection to class concepts crystal clear**. That connection component and the summary are worth 25 points of the grade. The remaining 20 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills and how this assignment is scored. **The article presentation must be completed by 12:15PM on Thursday, April 14th, but can be done any week we do not cover two chapters. If you are accessing this course via WebEx only, you will need to present via WebEx so the class can see.**

4. **Current Issue Research Proposal and Paper – 175 total points** – I am going to give you some flexibility here with regards to what you want to research. It could be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues, paid leave, potential changes in EEOC, OSHA, DOL, etc. policies. **Your research proposal draft must submitted via Canvas for review by 11:59PM (23:59) on Saturday, March 5th.** More details on the proposal requirements will be available in Canvas. Ultimately, we will quickly work together on finalizing a research plan that will lead to an approximately five page paper by the end of the semester. 25 points will be awarded once we are in agreement on the research plan. The remaining 150 points will go towards the completed paper, including writing quality. The final paper **must submitted via Canvas by 11:59PM (23:59) on Saturday, May 7th.**

5. **Exploring a Major Employment Law Case – 100 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59PM (23:59) on Saturday, March 12th.**

6. **Exams - 420 points (3 @ 140 Points each)** – Each exam will cover 5 or 6 Chapters and will be comprised of 40 multiple choice/true false question worth 2.75 points each (110 total points) and 5 application essay questions worth 6 points each (30 points total). Exams will be two hours and fifteen minutes in length, thus I will be in the classroom from 11:00-1:15. If you are taking the exam online, 11:59PM CST on the Thursday is a hard cut off. If you start the exam at 11:00PM, you will only have one hour to complete the exam. If you have an unavoidable

conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases. Unfortunately, since I have been lied to in the past, I will likely require documentation of such extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. Any online exams will also utilize our Proctorio remote proctoring technology, so you will need a webcam. **The proctoring software will also require you to use Google Chrome and have the Proctorio extension on the browser. If you do not have this set-up done, you will get a message asking for a password that DOES NOT exist.** The is a three minute Tech Check exam set up in Canvas to ensure you are ready to go.

Grading Scale and Notes

Chapter Quizzes	85
Application Activities	175
Article Presentation	45
Research Proposal	25
Research Paper	150
Case Assignment	100
<u>Exams</u>	<u>420</u>
Total	1000

Note the C, D, and F Ranges Especially

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement (Credit is awarded and a retake is not required)*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that a point total may qualify for a higher letter grade than the scale normally provides for to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one’s career, thus we have CLO #6. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example: Saying I’m a grumpy grader and giving me a link to a medical center to have my testosterone level checked, as I need help. Yes, this happened in 2016. We can disagree with one’s view or judgment, but we must learn how do so respectfully to maintain employment and be successful in business today.

Posting of Grades

All assignment grades should be posted within seven days of the due date, but I will try for a 72 hour turnaround. The most frequent grading delay is waiting on those who did not submit on time.

Late Work Issues:

1. **NO** credit will be given for missed quizzes, application exercises, the article presentation, or a late research proposal draft without pre-approval.
2. The final research paper and case assignment will lose 10% of the points available per day late. As an example, 12:01AM on the due date for the case assignment is technically late by one day.
3. For Exams, see the previous explanation under “Course Requirements” and “Exams.”

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Unit #1 – Weeks 1-5 and Chapters 1-5

Week 1 – January 18th	<ol style="list-style-type: none">1. Course Introduction and Syllabus in Class and WebEx.2. Start reading Chapter 1.
January 20th	<ol style="list-style-type: none">1. Read Chapter 1 (Overview of Employment Law) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.2. Complete the Chapter 1 Quiz by 11:00AM on Friday, the 21st.3. We’ll work on Application Activity #1 for Chapter 1 in class that must be completed by 11:59PM (23:59) on Friday, the 21st.
Week 2 – January 25th	No Scheduled Class (<i>possible make-up day</i>): Read Chapters 2 (The Employment Relationship) and 3 (Overview of Employment Discrimination) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas. In Canvas, I indicate a couple of cases in the chapters that you DO NOT have to read.
January 27th	<ol style="list-style-type: none">1. Complete the Chapter 2 and 3 Quizzes by 11:00AM on Thursday, the 27th.2. We’ll work on Application Activity #2 for Chapters 2 and 3 in class that must be completed by 11:59PM (23:59) on Thursday, the 27th.
Week 3 – February 1st	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 4 (Recruitment) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
February 3 rd	<ol style="list-style-type: none">1. Complete the Chapter 4 Quiz by 11:00AM on Thursday, February 3rd.2. We’ll work on Application Activity #3 for Chapter 4 in class that must be completed by 11:59PM (23:59) on Thursday, the 3rd.
Week 4 – February 8th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 5 (Background Checks, References, and Verifying Employment Eligibility) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.

February 10 th	<ol style="list-style-type: none"> 1. Complete the Chapter 5 Quiz by 11:00AM on Thursday, the 10th. 2. We will work on Application Activity #4 for Chapter 5 in class that must be completed by 11:59PM (23:59) on the 10th.
Week 5 – February 15th	No Scheduled Class (<i>possible make-up day</i>): Start looking at your research proposal assignment due in a couple of weeks and prepare for the first Exam on Thursday over Chapters 1-5.
February 17 th	<p>Complete Exam #1 covering Chapters 1-5 between 11:00AM and 11:59PM on Thursday, the 17th. I will be in the classroom from 11:00-1:15.</p>
<u>Unit #2 – Weeks 6-10 and Chapters 6-11</u>	
Week 6 – February 22 nd	No Scheduled Class (<i>possible make-up day</i>): Read Chapters 6 (Employment Tests) and 7 (Hiring and Promotion Decisions) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
February 24 th	<ol style="list-style-type: none"> 1. Complete the Chapter 6 and 7 Quizzes by 11:00AM on Thursday, the 24th. 2. We will work on Application Activity #5 for Chapters 6 and 7 in class that must be completed by 11:59PM (23:59) on Thursday, the 24th.
Week 7 – March 1st	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 8 (Harassment), and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
March 3 rd	<ol style="list-style-type: none"> 1. Complete the Chapter 8 Quiz by 11:00AM on Thursday, the 3rd. 2. We will work on Application Activity #6 for Chapter 8 in class that must be completed by 11:59PM (23:59) on Thursday, March 3rd. 3. Submit the proposal for your research paper by 11:59PM (23:59) on Saturday, March 5th.
Week 8 – March 8th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 9 (Reasonably Accommodating Disability and Religion), and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
March 10 th	<ol style="list-style-type: none"> 1. Complete the Chapter 9 Quiz by 11:00AM on Thursday, the 10th. 2. We will work on Application Activity #7 for Chapter 9 in class that must be completed by 11:59PM (23:59) on Thursday, the 10th. 3. Submit your Case Briefing Assignment by 11:59PM (23:59) on Saturday, the 12th.

March 15th and 17th *No class this week due to spring break, but work on your case briefing assignment and read Chapters 10 and 11.*

Week 9 – March 22nd 1. No Scheduled Class (*possible make-up day*): Finish reading Chapters 10 (Work-Life Conflicts and Other Diversity Issues) and 11 (Wages, Hours, and Pay Equity), and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.

March 24th **1. Complete the Chapter 10 and 11 Quizzes by 11:00AM on Thursday, the 24th.**
2. We will work on Application Activity #8 for Chapters 10 and 11 in class that **must be completed by 11:59PM (23:59) on Thursday, the 24th.**

Week 10 – March 29th No Scheduled Class (*possible make-up day*): If you haven't already, start looking for your article to present on and prepare for the second Exam on Chapters 6-11.

March 31st **Complete Exam #2 covering Chapters 6-11 between 11:00AM and 11:59PM (23:59) on Thursday, the 31st. I will be in the classroom from 11:00-1:15 for live proctoring.**

Unit #3 – Weeks 11-16 and Chapters 12-17

Week 11 – April 5th No Scheduled Class (*possible make-up day*): Read Chapter 12 (Benefits) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.

April 7th **1. Complete the Chapter 12 Quiz by 11:00AM on Thursday, April 7th.**
2. We will work on Application Activity #9 for Chapter 12 in class that **must be completed by 11:59PM (23:59) on Thursday, the 7th.**

Week 12 – April 12th No Scheduled Class (*possible make-up day*): Read Chapter 13 (Unions and Collective Bargaining) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.

14th **1. Complete the Chapter 13 Quiz by 11:00AM on Thursday, the 14th.**
2. Complete your Article Presentation by 12:15PM on Thursday, the 14th.
3. We will work on Application Activity #10 for Chapter 13 in class that **must be completed by 11:59PM (23:59) on Thursday, the 14th.**

Week 13 – April	19th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 14 (Occupational Safety and Health) and 15 (Privacy on the Job), and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
	April 21 st	<ol style="list-style-type: none"> 1. Complete the Chapter 14 and 15 Quizzes by 11:00AM on Thursday, the 21st. 2. We will work on Application Activity #11 for Chapters 14 and 15 in class that must be submitted by 11:59PM (23:59) on Thursday, the 21st.
Week 14 – April	26th	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 16 (Terminating Individual Employees) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
	April 28th	<ol style="list-style-type: none"> 1. Complete the Chapter 16 Quiz by 11:00AM on Thursday, the 28th. 2. We will work on Application Activity #12 for Chapter 16 in class that must be completed by 11:59PM (23:59) on Thursday, the 28th.
Week 15 – May	3rd	No Scheduled Class (<i>possible make-up day</i>): Read Chapter 17 (Downsizing and Post-Termination Issues) and listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
	5th	<ol style="list-style-type: none"> 1. Complete the Chapter 17 Quiz by 11:00AM on Thursday, May 5th. 2. We will work on Application Activity #13 for Chapter 17 in class that must be completed by 11:59PM (23:59) on Thursday, May 5th. 3. Submit your Research Paper by 11:59PM (23:59) on Saturday, the 7th.
Week 16 – May	10th	No Scheduled Class (<i>possible make-up day</i>): Study for Exam #3 over Chapters 12-17.
	12 th	Complete Exam #3 covering Chapters 12-17 between 11:00AM and 11:59PM (23:59) on Thursday, May 12th. I will be in the classroom from 11:00-1:15 for live proctoring.

Important University Dates for the Spring 2022 Term:

- January 17, 2022 Martin Luther King, Jr Day (University Closed)
- January 18, 2022 Classes Begin for Spring Semester (Add, Drop Late Registration open until the 20th with a \$25 fee)
- February 2, 2022 Deadline to Drop 16-Week Classes with No Record
- March 14-18, 2022 Spring Break (No Classes - Administrative Offices Open)
- March 21, 2022 Class Schedule Published for Summer Semester
- March 25, 2022 Deadline for Spring Graduation Application for Ceremony Participation
- April 1, 2022 Deadline for GRE/GMAT Scores to Graduate School Office
- 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 13, 2022 Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)
- May 13, 2022 Deadline for Spring Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
- May 14, 2022 Spring 2022 Commencement at Bell County Expo 7 PM

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). **Proctorio also requires the Chrome web browser with their custom plug in.**

Other Technology Support

For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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].

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

University Statement: Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

My Statement: All work in this course is to be **done individually**. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, even though your answers may differ slightly.

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.

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 at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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].

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.

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Studying the Law Considerations

For some, legal terminology is a foreign language that may not be understood as quickly as it will be for others, which I understand. There were a few topics in law school that I “got by” on but didn’t really master until a year or two later when I was studying for the bar exam. As such, this course is designed to allow the student who struggles with some content, yet is diligent and perseveres, to earn an acceptable grade.