



MGMT 5307-120, 11810: Responsibilities and Ethics of Leadership

COURSE SYLLABUS

16 Week Online, January 18- May 13, 2022

Instructor: Dr. Leyla Orudzheva
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Office Hours:

Online by appointment –via Teams/Webex/Phone

Mode of instruction and course access:

This course is a 100% online course utilizing the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] for class communications, content distribution, and assessments. Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course web site and Library eReserves.

Student responsibilities:

Students must be self-disciplined and a self-starter to be successful in this class; be sure you have set aside the time to complete all readings and assignments fully. The reading load is substantial, the topics complex and you will need to carefully think through and support your perspectives on the issues with well documented rationales. Good writing skills are essential as case analyses, journal writing, discussion forums and papers are all required assessments. Please review this Syllabus, the grading points/assignments, and course schedule in detail prior to agreeing to all course requirements via the Student Course Agreement.

Student-instructor interaction:

TAMUCT Canvas messaging system is the preferred communication method. I check messages regularly and usually respond within 24h during weekdays (48h during weekend and holidays).

There is also a “Course Q&A” Discussion Forum for students to post questions about the class that all students would most likely be interested in. I encourage students to interact with me by asking questions on the Course Q&A Discussion Forum, sending me a Canvas message or by setting up an appointment to meet via web-conferencing.

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:
 - [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]
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 Description: Analyze an organization's social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study and related methods for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the environment, and society. Prerequisite(s): Management leveling

Student Learning Outcomes:

1. Identify key ethical issues that occur in day-to-day business life and why they occur.
2. Demonstrate understanding of key historical and legal events that define current business ethics issues.
3. Be able to articulate the competitive advantages for business firms to have a positive ethical culture.
4. Identify the stakeholders ethical organizational leaders must interact with to promote corporate responsibility programs, and be ethical leaders.
5. Display the ability to use ethical reasoning to resolve a real-world business ethical dilemma.
6. Identify and describe key elements of an effective organizational ethics program.
7. Evaluate your own approach to ethics and values, and the implications for your career.
8. Apply the "Giving Voice to Values" framework to organizational scenarios.
9. Analyze and critique real-case situations regarding ethical, social responsibility and sustainability leadership.
10. Explore and define alternative approaches to ethical leadership.
11. Perform an ethical and social responsibility audit of an organization and recommend improvements based on findings.

Detailed learning outcomes associated with each module are included on the course web site.

Required Textbook and Readings:

Collins, D. (2018) Organization Ethics: Best Practices for Designing and Managing Organization. 2nd edition, Sage. NOTE: The 2nd edition is required!

Students can choose either of the following versions of the text:

eBook only: ISBN 9781506388045

Print version: 9781506388952

The text can be purchased via any outlet students feel most comfortable using. If you order

the eBook you will have immediate access. If you order the print book be SURE to receive it by the end of the first week of class at the latest, as readings from the text are required at the end of Week 1.

Required supplemental readings will be provided on the Course web site and Library eReserves. Link to eReserves is https://tamuct.libguides.com/er.php?course_id=57313

COURSE REQUIREMENTS

a. Student Profile and Course Agreement

Students must read this Syllabus carefully and document they understand all course requirements by the end of the first week of class. The course agreement certifies students understand this Syllabus, all required course assignments, and the expectations associated with this graduate online class. This completed agreement is worth 15 grading points.

b. Exam: (Learning outcomes 1, 2, 3, 5, 6, & 10)

There is one required combined multiple choice, and true/false exam covering the models, terms, and concepts in the text Chapters 1-10, and selected supplemental readings. The Exam will be available over a 3 day period online; for dates see the course calendar. The exam will be timed and once started, must be completed at that time. The PPT presentations, and publisher provided key word definitions and self quizzes for each Chapter demonstrating the key frameworks and sample questions are good study tools for the exams. A Study Guide will be provided to point out the key PPT slides and supplemental reading frameworks to review for the Exam. The Exam will be 140 points. *There will be no make-ups for missed Exams unless there is a documented medical emergency. Upon receipt of a doctor's statement, an equivalent essay exam will be assigned.*

c. Case Analysis Assignments: (Learning outcomes 2, 4 & 9)

There are 2 case analyses assigned through the course of the semester. Students must demonstrate understanding of the text frameworks and strong analysis and writing skills in each case assigned. Each case study assignment is worth 50 grading points.

d. Engagement Exercise: (Learning outcomes 5 & 8)

These essay exercises challenge you to engage with and apply ethical frameworks, either from the text or Giving Voice to Values supplemental readings. Being able to clearly articulate approaches to ethical dilemmas in the workplace is a key learning in this class. Each of the 2 exercises assigned this semester are worth 40 grading points.

e. Discussion Forums: (Learning outcomes 1, 4, 6, 7, 8, 10 & 11)

Students will participate in 5 in-depth Discussion Forums on a variety of topics related to course content. For each, students must research, and evaluate a key topic in the course and post their well thought-out and fully proofread analysis in an initial discussion post (worth 20 points). Following an interim deadline (will be Friday nights this semester), students must read their colleagues' posts and are required to respond to two students. These second posts are purposeful – your responses should show you have read your colleague's posts carefully and have additional insights to offer them. Response posts are worth 5 points each (10 total on each Forum).

f. Ethics Audit Project: (Learning objectives 6 & 11)

A strong framework that weaves throughout the entire Collins text is the "Optimal Ethics System Check-Up Benchmarking Tool", which can be used to evaluate all the elements of an organization's ethics programs. Students will work in small groups (2-3 people) throughout the

semester using this benchmarking tool to evaluate a major corporation. In Week 2 of the course, there will be a briefing about the project and a Business Librarian will brief the class on how to use the library databases to find the most credible information to research your chosen company. The class will come up with a possible list of companies to study this semester and groups will be formed either voluntarily or via a “choice” process. Students are required to write a “Choices Memo” (20 points) stating their top 3 choices for companies and initial research (2 credible articles) on each, demonstrating their ability to do the research required. Throughout the semester groups will research their company using the Collins “Optimal Ethics System Check-Up” (in text and assignment link) using company materials and library database sources. Several assignments provide “check-ins” (2@20 points each) for each group’s audit research. This research and application of the benchmark set of principles will result in groups writing an 8 – 10 page descriptive and analytical paper outlining their chosen company’s approach to ethics and offering insights on found weaknesses and recommendations for improvement. Details on this Final Ethics Audit paper will be provided via the course web site. Prior students’ papers are provided as examples to help students understand the breadth and depth of the assignment. The final paper is worth 110 grading points. Groups are required to post their Executive Summary to a final Discussion Forum at the end of the semester.

Grading Rubrics

Grading rubrics are provided for all course assignments within the Canvas course web site. Students should always consult the grading rubric for each assignment prior to submitting, so that you fully understand the expectations and grading criteria.

There are 660 grading points available in this class, assigned as follows:

Student Agreement/Course Profile	15
Introductory Discussion Forum	15
Exam 1 (over Ch. 1-10 and supplemental readings)	132
Discussion Forums (5@30 points)	150
Engagement Exercise (1@41 points)	41
Major Case Analyses (2@ 50 points, 1 @ 52 points)	152
Ethics Audit Analysis “Check-Ins” (2 @ 23 points each, 1@ 11 points)	57
Final Ethics Audit Paper	110
Total:	672 points

Note there is no extra credit in this course but total points are 672 and final course grades are based on 660 therefore “extra” 12 points are included.

Grades are assigned as follows:

<u>Course Grade</u>	<u>Calculation</u>	<u>Minimum Points Required</u>
A	90% X 660	594
B	80% X 660	528
C	70% X 660	462
D	60% X 660	396
F	<60%	<396

Grading Policy

Minimum points required for a specific course grade are noted on the above table. *Minimum points required for a specific course grade will NOT be revised for any reason.*

Posting of Grades

All student grades will be posted in the Canvas Grade Book and students should monitor their grading status through this tool. Grades for Exams will be posted after the availability period has expired. Grades for major assignments will be posted by one week after it is due. Grades for minor assignments will be posted within 5 days of the due date.

COURSE OUTLINE AND CALENDAR

This schedule is provided as your guide to the course; students should post all deadlines to the calendar tool they find most useful. All resources (except text) and detailed assignment instructions are posted to Modules in the Course Web Site. Weekly units begin on Mondays and close Sunday nights (except the final week of the semester). Assignments are typically due on Friday and Sunday nights. Due dates are given in this schedule; the associated time with each is 11:59 pm unless specified otherwise. Grading assignments are highlighted in bold; points associated with each are shown after in parentheses.

Module	Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
1	<p>Week 1 Jan 18-23</p> <p>Week 2 Jan 24-30</p>	<p>Course Overview and Introduction</p> <p>Managers as Ethical, Responsible Leaders and Role Models</p> <p>Unethical Behavior in Organizations</p>	<p>Review the syllabus</p> <p>Submit completed Course Agreement by 1/23 (15)</p> <p>Post to Introductory Discussion Forum by 1/23 (15)</p> <p><i>Read colleagues' posts to identify who you might like to work with on a team for the ethics audit project</i></p> <p>Read 3 articles in E-Reserves, Ethical Leadership folder:</p> <ol style="list-style-type: none"> Schwartz, "Developing and Sustaining an Ethical Culture" Trevino et al., "Moral Person, Moral Manager" Maak & Pless, "Responsible Leadership in a Stakeholder Society" <p>Post to Discussion Forum I, Initial post due 1/28 (20), Response posts due 1/30 (10)</p> <p>Read Collins text Ch. 1 and complete all of Chapter 1 Lesson (watch video, connect to flash cards and self-quiz)</p>
2	<p>Week 3 Jan 31-</p>	<p>Business Ethics – History</p> <p>Hiring Ethical People</p>	<p>Read Collins, Chapters 2 & 3</p> <p>Complete Lessons for Chapters 2 & 3</p>

	Feb 6		<p>View Librarian video - Ethics Audit Research Prepare Case 11, “The Pros and Cons of a Living Wage”, pp. 431-440. Due 2/06 (50) Complete Discussion Questions in Assignment (NOT those in text)</p> <p>Introduction to Optimal Ethics Systems Model and Project</p> <p>Watch Video Quiz– Optimal Ethics Project & Select your preferred company out of the 2 options. Reach out to 3 classmates to create a team for Ethics audit project; Submit Team membership list by 2/06</p>
3	<p>Week 4 Feb 7-13</p> <p>Week 5 Feb 14-20</p>	<p>Ethical Codes of Conduct Ethics Reporting Systems</p> <p>Ethics Training</p>	<p>Read Collins, Chapters 4 & 8 Complete Chapters 4 & 8 Lessons First Ethics Audit Analysis 1 Due 2/13 (Ch. 4 Ethics Codes) (20)</p> <p>Read Collins, Chapter 6 Complete Chapter 6 Lesson Discussion Forum 2 Ethics Training, Initial post due 2/18 (20), 2nd posts due 2/20 (10)</p>
4	<p>Week 6 Feb 21-27</p> <p>Week 7 Feb 28- March 6</p>	<p>Ethical Decision-Making</p> <p>Respecting Employee Diversity</p>	<p>Read Collins, Chapter 5 Watch Ch. 5 Video, Study Supplemental video and practice exercise NFL, NCAA and Concussions Case due 2/27 (50) Ethics Audit Analysis #2 Due 2/27 (20)</p> <p>Read Collins, Ch. 7 Complete Ch. 7 Lesson Ethics Audit Analysis #3 Due 3/06 (20)</p>
5	<p>Week 8 March 7-13</p> <p>March 14-18</p>	<p>Giving Voice to Values (GVV)</p> <p>Spring Break</p>	<p>Read supplemental Readings – GVV Folder course web site Read Intro to GVV narrative Watch “Ethics Unwrapped” Videos Prepare GVV Engagement Exercise, due 3/13 (40)</p>

	<p>Week 9 March 21-27</p> <p>Week 10 March 28- Apr 3</p>	<p>Managers as Ethical Leaders – Role of Performance Assessment</p> <p>Ethically Engaging and Empowering Employee</p>	<p>Read Collins, Chapter 9 Complete Chapter 9</p> <p>Read Collins, Chapters 10 Complete Chapters 10 Lessons Discussion Forum 3 Personal Professional Profile, Initial posting due 4/01 (20), 2nd postings due 4/03 (10)</p>
EXAM	<p>Week 11 Apr 4-10</p>		Exam available Online 4/04, 8 a.m., due 4/10, 11:59 p.m. (130)
6	<p>Week 12 Apr 11-17</p> <p>Week 13 Apr 18-24</p> <p>Week 14 Apr 25- May 1</p>	<p>Environmental Management and Sustainability</p> <p>Corporate Social Responsibility (CSR)</p>	<p>Read Chapter 11, Complete Ch. 11 Lesson</p> <p>Read Ch. 12, Complete Ch. 12 Lesson</p> <p>Discussion Forum #4, Corporate Social Responsibility Reports, Initial Post due 4/22 (20), 2nd posts due 4/24 (10)</p> <p>Prepare Case 5, “Exxon Mobil and Climate Change”, pp. 387 – 393, Answer Discussion Questions in assignment (NOT text), due 5/01 (50)</p>
7	<p>Week 15 May 2-8</p> <p>Week 16 May 9-13</p>	<p>Final Paper</p> <p>Audit Findings Sharing/Reactions Course Wrap-Up</p>	<p>Ethics Audit Final Paper due 5/06 Friday by NOON (110)</p> <p>Discussion Forum 5, Post 1 due 5/06 (10) by and 2nd Posts due 5/11 (20) 11:59pm Watch Course Wrap-Up Video</p>

Import University Dates (subject to change!):

January 17, 2022	Martin Luther King, Jr Day (University Closed)
January 18, 2022	Add, Drop and Late Registration Begins for 16- and First 8-Week Classes \$25 Fee assessed for late registrants
January 18, 2022	Classes Begin for Spring Semester
January 20, 2022	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 25, 2022	Deadline to Drop First 8-Week Classes with No Record
February 1, 2022	Deadline for Teacher Education Program Applications
February 2, 2022	Deadline to Drop 16-Week Classes with No Record
February 25, 2022	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 11, 2022	Classes end for 1st 8-Weeks Session
March 15, 2022	Deadline for Clinical Teaching/Practicum Applications
March 15, 2022	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 14-18, 2022	Spring Break (No Classes - Administrative Offices Open)
March 21, 2022	Class Schedule Published for Summer Semester
March 21, 2022	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
March 21, 2022	Classes Begin for Second 8-Week Session
March 23, 2022	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2022	Deadline for Spring Graduation Application for Ceremony Participation
March 28, 2022	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2022	Deadline for GRE/GMAT Scores to Graduate School Office
April 1, 2022	Deadline for School Counselor Program Applications
April 4, 2022	Registration Opens for Summer Semester
April 8, 2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 16, 2022	Deadline for Final Committee-Edited Theses with Committee Approval Signatures for Spring Semester to Graduate School Office
April 29, 2022	Deadline to drop Second 8-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.

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.

For this course, you will need reliable and frequent access to a computer and to the Internet. Check browser and computer compatibility for all computers you will be using for this course this semester. This is a CRITICAL step as these settings are important when you take an exam or submit an assignment.

Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines. Complying with this requirement is part of your “Course Agreement”.

For issues with **Canvas**, use the Canvas Support Resources noted on the previous page.

For issues related to course content and requirements, contact Dr. Orudzheva via Canvas messages or the “Course Q&A” Discussion Forum.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

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

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

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

Academic Integrity

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

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

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

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

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](https://tamuct.mywconline.com/) [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](https://tamuct.mywconline.com/) [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 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/student-affairs/bat.html) 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 254-501-5800.

INSTRUCTOR POLICIES

Course Standards

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues, should be kept professional, including Discussion Forum postings and messages. For online correspondence, appropriate "netiquette" rules should always be followed (see orientation module on course web site for netiquette guidelines). For written assignments, all work should be proofread, free of grammatical errors, include proper citations and be in accordance with American Psychological Association (APA) standards. A link for APA guidelines is included in the Additional Resources module on the course web site.

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