

Welcome to HRM 5305-115, CRN 60135 (Human Resource Law) at Texas A&M University - Central Texas for the summer of 2022! This an 8 week fully online course.

I look forward to helping you learn more about employment law and related matters this semester. In this syllabus (and syllabus video on Canvas), I will try to provide as much information as I can about the course and my expectations. Additional information can be found in our Canvas course as well. Please let me know if you have any questions after reviewing everything!

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!

Anticipated Office Hours:

Monday: By appointment

Tuesday: 10:00-5:00, but other times with an appointment are certainly available!

Wednesday: 10:00-3:00, but other times with an appointment are certainly available!

Thursday: By appointment

Friday: By 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 an "Online" 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. 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.*

Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of Power Point, 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

Catalog Course Description:

Examines legal issues and regulatory processes related to employment relationships, equal employment opportunity and affirmative action, privacy, employment testing and staffing, compensation and benefits, employee/labor relations, and occupational health and safety.

Course Level Objectives

At the conclusion of the course the student will be able to:

1. Demonstrate a comprehensive knowledge and understanding of issues, laws and regulations affecting the employer-employee relationship.
2. Analyze decided legal cases for their impact upon the practice of HRM.
3. Analyze employment scenario hypotheticals and articulate the legal issues involved, as well as providing legally compliant strategies for handling the situation.

Weekly/Module Learning Objectives:

At the conclusion of the course the student will be able to:

1. Discuss the importance of a positive culture and employment relationship to prevent/reduce conflict and legal issues, including identifying problems in advance through surveys (participation), review of data such as turnover, good communication, and employee engagement
2. Discuss the issue of workplace conflict and conflict management strategies, including alternative dispute resolution options such as negotiation, mediation, and arbitration.
3. Classify a worker an employee and independent contractor and explain why it matters.
4. Recognize when a covenant not to compete is enforceable
5. Identify the difference between an employment-at-will relationship and its major exceptions
6. Differentiate between disparate treatment and disparate impact discrimination and how biases can create problems in the workplace
7. Recognize the basis for a claim of retaliation
8. Identify who is covered by Title VII
9. Explain the EEOC administrative process.
10. Describe how the recruitment environment is regulated by the law and how an employer may be liable for negligent hiring.
11. Identify the circumstances under which an employment test may be legally administered.
12. Discuss what affirmative action is and why it was created.
13. Analyze a situation to determine the legality of an organization's affirmative action program.
14. Recognize race based discriminatory action in the workplace, including tangible actions and harassment
15. Discuss the legal status of "English-only" policies and when fluent English may be required.
16. Recognize the extent of protection under the Immigration Control and Reform Act
17. Analyze a situation and determine if there are gender based discrimination issues that may result in employer liability, including Sex+ and Equal Pay issues.
18. Explain Quid Pro Quo Sexual Harassment
19. Describe what constitutes a case of Hostile Environment Sexual Harassment
20. State the employers affirmative defense to a Sexual Harassment claim
21. Discuss the legal protections available based on sexual/affinity orientation and the workplace issues that may arise in the broader context of gender identity issues.
22. Explain under what circumstances and to what limits an employer must accommodate the religious practices of its employees
23. Differentiate between the ADEA and Title VII
24. State the burden of proof now required in and ADEA claim
25. Identify BFOQ defenses to ADEA claims
26. Define Disability under the ADA
27. Explain the concept of undue hardship in accommodations and the responsibilities of the parties involved

28. Determine the circumstances as to when an employee has a right of privacy in and outside of the workplace and the impact of technology on that privacy
29. Recognize the impacts of Norris LaGuardia and National Labor Relations Acts
30. Differentiate between the various labor shop arrangements
31. Describe the collective bargaining process, including the impact on wage issues.
32. Identify unfair labor practices
33. Recognize when the minimum wage and overtime must be paid and their exceptions under the Fair Labor Standards Act, as well as the ages at which a child can engage in certain types of employment under the FLSA.
34. Determine an employer's responsibilities under the FMLA
35. Describe what OSHA does

Textbook and Course Materials:

1. There is no required text for this course. With that said, I will generally follow the organizational pattern found in Employment Law for Business by Dawn D. Bennett-Alexander and Laura Hartman. It was their 9th edition published by McGraw-Hill. ISBN: 9781259722332. You can probably pick up a copy of this edition or the 8th relatively cheap (probably \$20) if you want feel better about having a text and want an additional resource. I chose not to continue requiring that text due to a lack of updates and the high cost. I have done this for four years now and students have been just as successful as when the text was required. Each week there will be videos and relevant readings on the subject to be covered posted in Canvas.

2. 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 exams, Google Chrome Browser and the Proctorio Extension added, PDF reader software like Adobe for additional readings, MS Word & PowerPoint, and reliable internet access for accessing materials, quizzes, exams, and submitting assignments.

COURSE REQUIREMENTS (all assignments must be submitted in a .doc or .docx format):

1. Case Briefing Assignments – 140 Points (3 at 30 Points and one at 50) – Every two weeks you will have a major employment law case to brief from the last few years. There is a rubric available in Canvas to show approximate weighting. These will be submitted on Canvas with SimCheck/Turnitin enabled. DO NOT use any source to complete this assignment other than the information found in the case itself I link for you. **These will be generally due on Saturdays by 11:59 PM Central (23:59).** As always, you may submit your work at any time. These assignments align with Course Level Objective (CLO) #2.

2. Discussions – 120 Points (30 points each) – Since we do not have “class time” to interact in person, it is important that you and your classmates are able to share your views and perspectives on some of these issues. Although I do want you to feel free to express yourself, you must be considerate of your classmates' views and ideologies, since opinions will certainly vary. You may not like their views on an issue, but be civil and respectful when you respond if you happen to disagree. You will find the requirements for each discussion assignment in the

“Assignments” tab located on the left side of Canvas or in the Weekly Module. These will be **due on Thursdays by 11:59 PM Central (23:59)**, but you may complete them earlier. Ordinarily, an introductions post is a part of discussion one, but it is available as a **“bonus” for 10 points if done by June 9th**.

3. Employment Law in the News/Courts (60 Points) – You will select a news article or employment law case that has been published since May 1, 2022. Any article that is similar to (same topic, but different author) an article posted in a content folder is not allowed. Also, the article or case has to be distinct from your research topic. You will contact me to arrange a time for you to present this article or case to me on WebEx. Given what we have experienced with Covid-19, you need to be prepared to do quality presentations and conduct meetings remotely. The substance of the content and quality of the presentation itself will factor into the grading. A rubric is posted in Canvas. You may schedule your presentation at any point in the term, but it must be **completed by 10:00 PM on Thursday, July 21st**. *Please don't wait and knock this out early in the term, as it may be difficult to find a time for everyone at the last minute.*

4. Research Paper on Current Topics in HR Law - 200 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 Thursday, July 7th (try to submit earlier for me to review and give you more time on the paper itself)**. More details on the proposal requirements are available in Canvas. Ultimately, we will quickly work together on finalizing a research plan that will lead to an approximately seven page paper by the end of the semester. 30 points will be awarded once we are both in agreement on the research plan. The remaining 170 points will go towards the completed paper, including writing quality. The final paper **must submitted via Canvas by 11:59PM (23:59) on Monday, July 25th**. This assignment is aligned with CLO's 1, 2, and 3.

5. Exams – 480 Points - 4 at 120 points each – Each exam is composed of twelve short answer or essay questions, worth ten points each. The questions will require you apply the material you have learned to a hypothetical situation as stated in CLO # 1 and 3. There will generally be three questions per content folder on average. The exams are available for up to two and a half hours (150 minutes) over at least two days. Midnight on the day they are due 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 extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. **The 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 non-existent password.** A couple example questions and a quick test for the technology configuration are posted in the Week 2 Module.

Grading Scale

Introduction Bonus Post	10 Points
Article/Case Presentation	60 Points
Discussions	120 Points
Case Brief Assignments	140 Points
Research Proposal/Paper	200 Points
<u>Exam</u>	<u>480 Points</u>
Total	1010 Points

Note the C, D, and F Ranges Especially

895-1010 = A - Good

795-894 = B - Acceptable

695-794 = C – Needs Improvement – Remember you need a 3.0 to graduate, so a C hurts!

595-694 = D – Unacceptable – Counts as an F in Graduate School for GPA purposes

594 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.

Posting of Grades and Late Work

I will do my best to try to have most work graded within 72 hours of its due date/time. I will probably not grade any work until the due date/time for that assignment has arrived.

Late work penalties:

1. The **News/Court** assignment will lose 15 points if scheduled after the due date and I will not schedule a presentation past July 27th at 10:00PM. It is a great idea to knock it out early in the term!
2. Late **Discussion** postings will not be graded.
3. **Case Brief** submissions will lose ten points if late and will not be accepted for any credit more than one week late (July 28th for is the cut off for any credit on #4).
4. The **Current Topics** paper will lose 20 points per day late and must be submitted by Thursday, July 28th for any credit.

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Unit#1

Week 1 – June 6th

1. Familiarize yourself with the course layout in Canvas, Course requirements via the syllabus and explanatory video, and read and listen to any materials posted in the content folders for our Introduction to Employment Law (corresponds to Chapters 1 and 2 of the optional text).
2. **Submit Case Brief Assignment #1 by 11:59PM (23:59) on Saturday, June 11th.**

Week 2 – June 12th

1. Read and listen to any materials posted in the content folders for our look at the hiring process, Title VII of the Civil Rights Act of 1964 and the EEOC (corresponds with Chapters 3 and 4 of the optional text).

2. Complete Discussion #1 by 11:59PM (23:59) on Thursday, June 16th.

3. Complete Exam #1 (covering the first two weeks) between 12:00AM (00:00) on Friday June 17th and 11:59PM (23:59) on Saturday, June 18th.

Unit #2

Week 3 – June 19th

1. Read and listen to any materials posted in the content folders for our look at Race, Color and Affirmative Action (corresponds with Chapters 5 and 6 of the optional text).

2. Submit Case Brief Assignment #2 by 11:59PM (23:59) on Saturday, June 25th.

Week 4 – June 26th

1. Read and listen to any materials posted in the content folders as we study National Origin and Gender Discrimination (corresponds with Chapters 7 and 8 of the optional text).

2. Complete Discussion #2 by 11:59PM (23:59) on Thursday, June 30th.

3. Complete Exam #2 (covering Weeks 3 and 4) between 6AM (06:00) on Friday, July 1st and 11:59PM (23:59) on Saturday, July 2nd.

Unit #3

Week 5 – July 3rd

1. Read and listen to any materials posted in the content folders as we examine Sexual Harassment and Religion (corresponds with Chapters 9 and 11 of the optional text).

2. Submit your brief research proposal by 11:59PM (23:59) on Thursday, July 7th.

3. Submit Case Brief Assignment #3 by 11:59PM (23:59) on Saturday, July 9th. This one is a little more involved.

Week 6 – July 10th

1. Read and listen to any materials posted in the content folders as we study LGBTQ related topics and Disability Discrimination (corresponds with Chapters 10 and 13 of the optional text).

2. Complete Discussion #3 by 11:59PM (23:59) on Thursday, July 14th.

3. Complete Exam #3 (covering Weeks 5 and 6) between 12AM (00:00) on Friday, July 15th and 11:59PM (23:59) on Saturday, July 16th.

Unit #4

Week 7 – July 17th

1. Read and listen to any materials posted in the content folders as we examine Age Discrimination and the FLSA, FMLA and OSHA (corresponds with Chapters 12 and part of 16 of the optional text).
- 2. Complete your article presentation by 10:00PM (22:00) on Thursday, July 21st.**
- 3. Submit Case Brief Assignment #4 by 11:59PM (23:59) on Saturday, July 23rd.**

Week 8 – July 24th

1. Read and listen to any materials as we explore select Labor Law and Workplace Privacy (corresponds with Chapters 14 and 15 of the optional text).
- 2. Submit Current Topics research paper by 11:59PM (23:59) on Monday, July 25th.**
- 3. Complete Discussion #4 by 11:59PM (23:59) on Thursday, July 28th.**
- 4. Complete Exam #4 between 12AM (00:00) on Friday, July 29th and 11:59 PM (23:59) on Saturday, July 30th.**

Important University Dates for the Summer 2022 Term:

- June 6, 2022 Classes Begin for Summer Semester (Add, Drop Late Registration open until the 8th with a \$25 fee)
- June 13, 2022 Deadline to Drop 8-Week Classes with No Record
- July 1, 2022 Deadline for Summer Graduation Application for Ceremony Participation
- July 15, 2022 Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)
- July 29, 2022 Deadline to Withdraw from the University for 16- and Second 8-Week Classes
- July 29, 2022 Summer Semester Ends
- August 1, 2022 Deadline for GRE/GMAT Scores to Graduate School Office
- August 12, 2022 Deadline for Applications for Tuition Rebate for Spring Graduation (5pm)
- August 12, 2022 Deadline for Spring Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
- August 12, 2022 Summer 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 Integrity 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](#) 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 Summer 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.

Being an online student takes discipline! The biggest issue with online student performance is not tracking due dates and then either missing assignments or turning them in late. **If you struggle with the material, you cannot afford to give points away through late or missing work. This is especially true with a compressed course like this. You need to plan to put in twice as much time each week as you would with a 16 week course.**