



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

Online Course MGMT 4321 – 110 Production and Operations

Fall 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This course will run from August 28, 2023, through December 15, 2023. This is a fully online course which will use the TAMUCT Canvas Learning Management System as a document and resource repository and communication channel. All instructional content will be delivered through Canvas in the form of instructional videos. The Canvas system may be accessed at the following URL: <https://tamuct.instructure.com>.

For this course, you will need reliable and frequent access to a computer with high-speed Internet. Your instructor cannot provide technical support or remedial computer literacy training if you have technical issues or lack these skills.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Chester Xiang

Office: Founders 217 (Management & Marketing Department)

Phone: 254-501-5944

Email: cxiang@tamuct.edu, using Canvas inbox is preferred

Office Hours:

My office hours will be on 10 am to 1 pm Tuesday and Thursday. Office hours will be conducted online. For online meetings, I will be available through Microsoft Teams. However, students are required to schedule an appointment by sending a meeting request through “Canvas Inbox” to avoid congestions in scheduling. In addition, students can send me questions related to this course to my “Canvas Inbox”. I will try to respond to the student’s questions within 24 hours. It is to be noted that I will be as flexible as possible in terms of meeting with you online.

Therefore, feel free to request Microsoft Teams meeting, if you are struggling with this course.

Any questions or suggestions unrelated to this course can be directed to my email:

cxiang@tamuct.edu. Any deviations in office hours and correspondence due to meetings and conferences will be communicated to students through instructor announcements.

Student-instructor interaction:

I am most easily accessible via Canvas email. I will check my Canvas email twice per day during normal workdays, and typically once on Saturdays. I typically do not check emails on Sundays. Students should typically expect a reply within 24 hours unless the email falls on a Sunday, in

which case they should not expect a reply until Monday. Note that this 24-hour window is not a guarantee, but it does describe my normal response times. Student engagement and success is very important to me; therefore, I suggest you contact me as soon as you realize that you have a question or struggling with course content

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 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:
 - a. iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>]
 - b. Android Phone / Tablet
[<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g., {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

COVID

For updates on COVID information, please monitor the following University website:
<https://www.tamuct.edu/covid19/>

COURSE INFORMATION

Course Overview and description:

This course provides an introduction to the principles, problems, and practices of production and operations management. Managerial emphasis will be placed on effectively conducting operations and services for both service-based and manufacturing-based industries. All the three strategic, tactical, and operational aspects of decision making in businesses will be discussed. Topics such as forecasting, operations strategy, process design, layout design, quality management, Just-in-time (JIT), lean manufacturing, inventory management, and supply chain management will be covered.

Course Objective:

All the course objectives can be achieved by mastering weekly objectives. At the end of the course, students meet the CLOs by achieving acceptable grade of 70% or above for the entire course.

CLO1: Understand the dynamics of operations strategy and be able to develop one for a company.

CLO2: Understand key POM concepts, principles, and practices related both manufacturing and service based businesses.

CLO3: Understand the interrelationship of various function areas and the role of POM for the success of business

CLO4: Develop decision making and analytical skills that are necessary to solve POM problems.

CLO5: Gain knowledge of effective strategic, tactical and operational planning for both manufacturing and service based companies.

Required Reading and Textbook(s):

The following materials are **REQUIRED**.

- An access code for McGraw-Hill's Connect platform for Operations Management, 14th Edition with Connect (ISBN13: 9781260242355). Please note a hard copy is very expensive and not recommended. The Connect access itself comes with the e-book.
- The content and tasks on Connect has been deeply integrated with Canvas. The easiest way to acquire your Connect textbook is through the link in Canvas. Instructions for how to purchase an access code are included in the welcome page. If you are not able to pay for the access initially, you may still receive temporary free access (up to two weeks).
- Access to a computer with a FULL version of Microsoft Excel. All TAMUCT lab computers will have Excel, as will most computers everywhere. If your home or office computer does not have a COMPLETE version already installed (many older PCs come with basic and partial versions of Microsoft Office that will NOT be sufficient for this class), you can download and install a free version of Excel from Office 365. Office 365 is provided free of charge to TAMUCT students through Warrior Web. Go to <https://tamuct.onecampus.com/>, enter "Office 365" into the "What would you like to search for?" line, then click hit Enter. Click on the Office 365 tile and follow the instructions provided. Please note that acquiring this software is your responsibility.
- Access to a computer with a reliable, fast internet connection (for completing Hawkes Learning System lessons and exams, and for viewing the course Canvas page). Please note that your instructor is NOT available for technical support. See below for more information on technical support.

The following materials are **OPTIONAL**.

- A handheld calculator. At a minimum, it must have square root key in addition to the basic functions of addition, subtraction, multiplication, and division. This item is optional because all our course calculations may be done with Microsoft Excel.
- The Data Analysis ToolPak add-in in Excel. More information will be given about this in class. If your version of Excel has this, the more ambitious/curious among you may want to try it. If it doesn't, I will provide an alternative for you in class at no extra cost.

COURSE REQUIREMENTS

The assessments in this section will measure the CLOs stated in the course information section. In this course, some of the outcomes will be measured several times using assignments, presentations, simulations, and exams.

Meet and Greet: There will be one meet & greet discussion which is worth 10 points. In this discussion, students are required to introduce themselves.

Reading Assignments: There will be 12 reading assignments, one for each chapter. Each assignment is worth 15 points, adding up to 180 points. The purpose of this task is to motivate you to read the textbook content, especially for selected key concepts, and deepen your understanding of qualitative knowledge by answering the system generated questions. You must complete all questions correctly to receive the credit, but there is no time or attempt limit.

Numerical Assignments: There will be 12 numerical assignments, one for each chapter. Each assignment is worth 15 points, adding up to 180 points. The purpose of this task is to help you practice and understand quantitative knowledge by answering the system generated questions. There is no time limit. You are allowed to attempt three times and the system will automatically grade and report the best results. Please note for a few chapters, there is no “number crunching” due to the nature of the content, but there will be analytical type questions asked. I still call them “numerical assignment”.

Exams: There will be three non-cumulative exams administered during the semester. Each exam is worth 100 points, adding up to 300 points. The detailed instructions for exams will be provided later.

Presentation: There will be a presentation around the middle point of the semester. You will find a topic based on guidelines, collect the facts/data, create slides, and record a 10-15 minute presentation, and share with the whole class. Presentation descriptions and grading rubrics will be provided later. The presentation is worth 50 points.

Simulations: a few very interesting and interactive simulations are included in your Connect purchase. They are easy, self-explained, and cannot go wrong. The completion (not the performance) of the simulations is worth 50 points. You can do it any time. To get the best learning effect, it is recommended to play near the end of the semester.

Instructor Evaluation Survey Bonus: There will be an instructor evaluation survey at the end of the semester. Since instructor can know the only the response rate related to survey, all the students will receive 10 points if the overall class response rate is 80% or above. If the response rate is less than 80%, no one receives the bonus.

Grading Criteria Rubric and Conversion

Final grades will be calculated as follows:

Activity	Points	Percentage
Meet & Greet	1 x 10 = 10	1.28%
Reading Assignment	12 x 15 = 180	23.08%
Numerical Assignment	12 x 15 = 180	23.08%
Exams	3 x 100 = 300	38.46%
Presentation	1 x 50 = 50	6.41%
Simulations	1 x 50 = 50	6.41%
Instructor Evaluation	1 x 10 = 10	1.28%
Total	780	100%

The instructor may assign a not-more-than 5% participation bonus. The major format of participation in this online class is to initiate or respond to discussions in chapter specific forums. The discussion should be beyond the assignment or administration related topics.

Final course grades will be determined according to the following scale.

A = 89.5% or higher

B = 79.5% and up to but not including 89.5%

C = 69.5% and up to but not including 79.5%

D = 59.5% and up to but not including 69.5%

F = below 59.5%

COURSE OUTLINE AND CALENDAR

Please see the note above about flexible due dates. Please note that the “Week” columns show the recommended week during which you should view the lectures and begin the lessons.

Week	Content (Reading)	Tasks
Week #1: Aug 28 – Sep 3	Chapter 1 Introduction to OM	Assignments #1 due on Sep 5
Week #2: Sep 4 – Sep 10	Chapter 2 Strategy, competitiveness and productivity	Assignment #2 due on Sep 12
Week #3: Sep 11 – Sep 17	Chapter 3 Forecasting	Assignment #3 due on Sep 21
Week #4: Sep 18 – Sep 24	Chapter 4 Product development	Assignment #4 due on Sep 26
Week #5: Sep 25 – Oct 1	Review for Exam #1 and Exam #1 (Chapter 1, 2, 3, 4)	Exam #1 window TBD
Week #6: Oct 2 – Oct 8	Chapter 6 Process and layout design	Assignment #5 due on Oct 10
Week #7: Oct 9 – Oct 15	Chapter 9 Management of quality	Assignment #6 due on Oct 17
Week #8: Oct 16 – Oct 22	Chapter 10 SPC	Assignment #7 due on Oct 24
Week #9: Oct 23 – Oct 29	Chapter 15 Supply Chain Management	Assignment #8 due on Oct 31, presentation due
Week #10: Oct 30 – Nov 5	Review for Exam #2 and Exam #2 (Chapter 6, 9, 10)	Exam #2 window TBD
Week #11: Nov 6 – Nov 12	Chapter 11 Aggregate planning	Assignment #9 due on Nov 14
Week #12: Nov 13 – Nov 19	Chapter 12 Inventory management	Suggest you work on simulations
Week #13: Nov 20 – Nov 26	Chapter 12 continued Inventory management	Assignment #10 due on Nov 28
Week #14: Nov 27 – Dec 3	Chapter 13 MRP	Assignment #11 due on Dec 5
Week #15: Dec 4 – Dec 10	Chapter 14 Lean	Assignment #12 due on Dec 12
Week #16: Dec 11 – Dec 15	Review for Exam #2 and Exam #3 (Chapter 11, 12, 13, 14, 15)	Simulations due on Dec 15

Important University Dates:

Click [this link](#) to view the full academic calendar. You may also copy the text of the following address into your browser, if desired:

https://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

TECHNOLOGY REQUIREMENTS AND SUPPORT

For purposes of this course, “online” means that all instructional interactions and content delivery will occur via a pre-recorded video format. In addition, we will use computing technology for all the work (assignments and exams) in this course.

Canvas:

This course will use the A&M-Central Texas Instructure Canvas learning management system, but only as a document repository and communication portal. **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/>] using the credentials below:

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

For Canvas technical support, use the Canvas Help link located at the bottom of the left-hand Canvas menu. 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.

Additional Technical Support:

For TAMUCT log-in problems, students should contact Help Desk Central (available 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.

Please note that personal technology issues are not a valid excuse for missing or committing an error on a course requirement. This includes PC failure/infection or Internet service interruption. Be sure your personal computer is configured correctly, and address issues well in advance of deadlines and/or complete your work on a university compute

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

COBA Learner Access and Success

The COBA Learner Access and Success web site has been specially designed to provide “one stop shopping” for the University and College resources that College of Business Administration students are likely to need throughout the semester. This includes setting up an appointment with an advisor, tutoring, career and professional development, as well as other services and many helpful videos. Check it out and bookmark it; it will be very useful:

<https://www.tamuct.edu/coba/coba-learners.html>

ADA Access and Accommodations

Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit Access and Inclusion [<https://www.tamuct.edu/student-affairs/access-inclusion.html>] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring

Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit Academic Support [<https://www.tamuct.edu/student-affairs/academic-support.html>]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may

also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [<https://www.tamuct.edu/student-affairs/academic-support.html#tutoring>] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

Drop Policy.

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

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlSSO&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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].

Please note that the utilization of any unsanctioned class resource (including AI) constitutes an academic integrity violation. This includes class materials from past semesters accessed via websites and former students. Allowing another individual to complete homework or exams on your behalf is also strictly forbidden. Academic integrity violation penalties may be assessed

retroactively if they are discovered after a course is complete, and may result in assignment/course failure, university suspension/expulsion, or degree nullification. Any student caught cheating on an exam in this course will automatically fail the course and have their case reported to student affairs.

Pregnant and/or Parenting Students Rights and Accommodations

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you

will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodation but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](https://www.tamuct.edu/student-affairs/student-counseling.html), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Writing Center

Located in Warrior Hall 416 and online, 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. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday through Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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 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/>]. 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 & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments>]. 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 workspaces, 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](#)

[<https://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>].

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 to your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University

Police at 254-501-5800.

INSTRUCTOR POLICIES.

Late work will only be accepted in cases of documented emergencies. Documentation on official letterhead must be provided by a third party (hospital, police, employer, military). No exceptions.

There are no extra credit opportunities in this course.

Copyright Notice.

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

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