



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

BUSI 3311-120, CRN 80026, BUSINESS STATISTICS

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. If you do not have this, please consider dropping the course and taking it in a face-to-face format. 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:

I hold online office hours between 10 am and 1 pm, each Tuesday and Thursday. Please use email or Canvas inbox to contact me during these periods so we can have phone calls or Teams/WebEx meetings. If outside of the routine office hours or a face-to-face meeting is needed, the easiest way to do this is to make an appointment with me. For routine communications, please use Canvas email.

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.

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:

Business statistics is the science of collecting, organizing, summarizing, and analyzing data to generate information, stated in numerical or graphical form, for the purpose of making objective business decisions. The course will initially cover descriptive statistics but will also introduce several basic inferential statistical techniques. Topics include the foundations of statistical methods of sampling, classifying, analyzing, and presenting numerical data; frequency and sampling distributions, averages, dispersion, hypothesis testing, and analyzing up to two populations and population proportions. The course will employ the use of an online statistics learning system for problem assignments, in conjunction with the text and lectures, in completing course coverage of each statistics topic. Prerequisite: Junior Classification.

Course Objective:

The student will understand the foundations of statistics, which includes basic statistical graphs and charts, measures of central tendency and variation, basic probability, probability distributions, and hypothesis testing. Additionally, the student will be able to apply the statistical foundations in inferential statistics, which will include comparing two populations, two population proportions, comparing two variables or treatments for a single population, one-way analysis of variance, linear regression, and chi-square tests.

Student Learning Outcomes:

- 1 Demonstrate methods of describing data categorically, numerically, and graphically.
- 2 Demonstrate proficiency in calculating descriptive statistics.
- 3 Demonstrate proficiency in analyzing discrete and continuous probability distributions
- 4 Demonstrate understanding and proficiency in calculating confidence intervals and conducting hypothesis tests.

Required Reading and Textbook(s):

The following materials are **REQUIRED**.

- An access code for the Discovering Business Statistics, 2nd Edition software from Hawkes Learning.
 - Instructions for how to purchase an access code are included below as well as on the course Canvas page. The current cost for a user license is about \$100.00, but the price may vary a few dollars depending on where you purchase it (online or on campus at the bookstore). All students must pay for the user license regardless of how they access or use the Hawkes system (see below). If you are not able to pay for the user license before class starts, you may still receive temporary free access (up to two weeks) when you create your Hawkes Learning account. See instructions below.
- 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 course e-book is included with the purchase of an access code, but many students report NOT benefiting much from the textbook. If you think you would benefit from having a hard copy, you may purchase a combination access code and hard copy textbook using the following link. However, the cost is a little more. <http://hawkespublishing.store.turbify.net/dbs2bundle.html>.
- 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

Homework Assignments:

This portion of the class comprises 40 lessons, broken up into 4 modules. All assignments will be administered through the **Hawkes Learning** online platform. Each lesson allows for a practice mode and a certify mode. A student in practice mode may practice a lesson if he or she likes without penalty. In certify mode students are only permitted so many errors (“strikes”) before they are forced to start over. Students are given an unlimited number of attempts to certify each lesson without penalty. Students must successfully certify each lesson to receive credit for it—merely practicing a lesson is not enough. Once a student successfully certifies a lesson (where “successfully” means correctly answering about 80% of the questions within a lesson—this percentage varies slightly from lesson to lesson), he or she will receive full credit (100%) for the lesson. **The lowest 3 lesson scores will be dropped. To allow maximum flexibility for the student and to help students stay on track, lesson due dates are listed in Hawkes, but no late penalty will be applied so long as the lesson certifications are completed by the last day of the semester.** However, students are strongly encouraged to complete Hawkes lessons as the corresponding material is introduced and covered in class. Students will not receive credit for lessons not completed (certified) at the end of the semester. Thus, the only grade a student can receive for a lesson is 100% or 0%.

Exams:

There will be four (4) non-cumulative module exams administered during the semester.

All exams must be completed alone by the student without the use of any resource other than those explicitly permitted or provided by your instructor. All exams may be attempted twice, and the higher score will be the one that goes into the gradebook. No makeup exams (beyond the second attempt) will be given except in cases of emergencies for which written and official documentation is provided. All exams will be completed online within the Hawkes Learning System environment. The permitted time on each exam varies depending on length and rigor, but usually ranges between 2 to 3 hours per exam. Exams must be completed in one sitting. In other words, once you begin the exam the timer will not stop; you may not pause the exam and come back later to complete it. Exact exam durations will be listed on Hawkes. The point values for each exam will vary based on the number and type of problems we are covering in Hawkes, but the weighting of each module exam will be equal, and according to the scale below. Your instructor reserves the right to modify the exam structure and schedule at will, with advance notice, in order to best fulfill course objectives and assess student competencies. See the schedule below for exam availability and due dates. The first date indicates when the exam will be available to you (beginning at 12:00 a.m.). The second date indicates when the exam will be due (no later than 11:59 p.m.). Please note that if you are taking an exam when

the due time hits your exam will be submitted automatically without allowing you any extra time to finish. *As with homework assignments above, the due dates are meant as a guide. You may work at your own pace, and there is no penalty for submitting a test after the listed due date provided it is completed before the end of the semester.*

Grading Criteria Rubric and Conversion

Final grades will be calculated as follows:

Evaluation Item	Possible Points	Percentage
Homework (37 @ 13.5 points ea.)	499.5	49.95
Module Exams (4 @ 125.125 points ea.)	500.5	50.05
Total	1000	100

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%

Please note that standard rounding (i.e., .50 and up) will be used to compute final grades. There will be no exceptions to this standard. A final grade of 89.49 will receive a B grade. I must draw the line somewhere.

Posting of Grades

All grades will be displayed in the Hawkes Learning System gradebook only. They will NOT be on Canvas. Grades will be posted immediately after an assignment or exam is submitted.

(go on to the next page to view the course schedule)

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	Class Topic	Assigned HLS Lesson(s) / Exam	Due Date
Aug 28	populations/samples; descriptive/inferential variable types; time-series/cross-sectional	1.1, 1.3 2.3, 2.4	Sep 3 Sep 3
Sep 4	frequency distributions qualitative and quantitative data displays	3.1, 3.3 3.2, 3.4	Sep 10 Sep 10
Sep 11	measures of location measures of dispersion	4.1 4.2	Sep 17 Sep 17
Sep 18	measures of relative position grouped data; proportions	4.3 4.5, 4.6	Sep 24 Sep 24
All assigned lessons from Chapters 1-4 (except 4.7, which will be in module 4)		EXAM 1 (opens Sep 21)	Sep 24
Sep 25	discrete random variables binomial distributions	6.2 6.4	Oct 1 Oct 1
Oct 2	poisson distributions normal distribution	6.5 7.2	Oct 8 Oct 8
Oct 9	standard normal distribution distribution of the sample mean	7.4 8.2	Oct 15 Oct 15
Oct 16	confidence intervals; estimating means (Z) estimating means (t)	9.1 9.2	Oct 22 Oct 22
All assigned lessons from Chapters 6-9		EXAM 2 (opens Oct 19)	Oct 22
Oct 23	intro to hypothesis testing hypothesis testing for 1 mean	10.1 10.2, 10.3	Oct 29 Oct 29
Oct 30	hypothesis testing for 2 means (sigma known) hypothesis testing for 2 means (sigma unknown)	11.1 11.2	Nov 5 Nov 5
Nov 6	ANOVA correlation and scatterplots	12.3 4.7	Nov 12 Nov 12
Nov 13	simple regression more on simple regression	13.3 13.5	Nov 19 Nov 19
All assigned lessons from Chapters 8 - 11		EXAM 3 (opens Nov 16)	Nov 19
Nov 20	multiple regression dummy variables	14.1, 14.3 14.5	Nov 26 Nov 26
Nov 27	chi square goodness of fit test chi square test for association	16.2 16.3	Dec 3 Dec 3
Dec 4	non-parametric statistics; sign test Wilcoxon signed-rank test	17.1 17.2	Dec 10 Dec 10
Dec 11	x-bar and r charts p charts	18.3 18.4	Dec 15 Dec 15
All assigned lessons from Chapters 14, 16, 17, and 18		EXAM 4 (opens Dec 12)	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.

Hawkes Learning:

This course will also utilize the Hawkes Learning software for all coursework (homework and exams).

Hawkes Learning may be accessed and used via the Web. All students will need to set up a Hawkes Learning account. To set up an account, go to <https://www.hawkeslearning.com/> and click on the “Student Sign-In” link in the upper-right corner of the page. At the bottom of the window that opens you will see a button labeled “Create an Account.” Click on this button and follow the prompts to set up your account. If you purchased a textbook from the TAMUCT bookstore, you may use the access code provided with your book to set up your account and will not need to purchase a separate access code. Otherwise, you’ll need to purchase an access code using the instructions provided to you. As always, if you have any questions about Hawkes, please call them at 1-800-426-9538. They are very helpful and patient and will be happy to walk you through anything you need.

How to purchase the access code to use the software:

- Note that it is possible to get free temporary access to the software, so please follow the instructions below even if you do not currently have the funds available to purchase a permanent account. Any work you complete while using a temporary account will be saved and transferred to your permanent account once you set it up.
- Please view the Student Quick-Start Guide PDF that was stored in your Canvas page with this syllabus file. Follow the instructions given there. Please use your TAMUCT email address to create your Hawkes account. The information you need for this course is as follows:
 - Product: Discovering Business Statistics, 2nd Edition
 - Instructor Name: Chester Xiang
 - Section Name: BUSI 3311 online
- Be sure to select my name (Chester Xiang) and this course section (BUSI 3311 online) so that you are not accidentally assigned to the wrong instructor or section.
- **If you make an error or get stuck, please call Hawkes at (800) 426-9538. Hawkes updates and redesigns their website sometimes, so these instructions may differ from what you see on the site. If you encounter an issue, please do not contact your instructor for technical support.**

CUSTOMER SUPPORT AT HAWKES IS VERY GOOD, SO DO NOT HESITATE TO CALL THEM FOR ASSISTANCE. They are great, so don't hesitate to call for help with installing or troubleshooting the software. My former students have had great success with them in the past. A real person always answers the phone. Their number is 1-800-426-9538.

For technical support related to Hawkes Learning Systems, you have several options:

- The support page: <http://support.hawkeslearning.com/supportcenter/>
 - Many resources including help videos and FAQs
- Chat. Available 24/7. Go to www.hawkeslearning.com and scroll down to the bottom of the page—a chat prompt will automatically appear.
- Phone: 843-571-2825 (during normal business hours) or 800-426-9538

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 computer.

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?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlssso&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], 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.

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