



Texas A&M University-Central Texas

MGMT 3302-130, CRN 80048 PERSONNEL AND HUMAN RESOURCE MANAGEMENT

Fall 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

August 28–December 15, 2023

This is a 100% online asynchronous course.

Course Access

This is a 100% asynchronous online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor Contact Information

Course Instructor: Rebecca McPherson Ph.D., SPHR, APTD

Office location: Founders Hall, #217K

Office phone: call Melanie Mason at 254-519-5437

Email address: becca.mcpherson@tamuct.edu

If you have any questions or concerns before class starts, please send an e-mail to becca.mcpherson@tamuct.edu. When sending an e-mail, please identify MGMT 4304 in the subject line! **Email is my preferred method of communication.**

Office hours: If you have any questions about this course or during the course, I am available virtually Tuesday from 1:00 p.m. to 4:00 p.m. and Thursday from 12:00 p.m. to 3:00 p.m. Please contact me by e-mail to set up an appointment. I will respond with a link and access information to the virtual meeting. Finally, you can send e-mails anytime; I usually respond to questions quickly, but not longer than 24 hours. If you need assistance outside the stated office hours, please send me an email request, and we will find a time that works around our schedules.

Student–instructor interaction: University email is my preferred method of communication, and I typically respond within a few hours, but not more than 24 hours, during the work week. On weekends, I check my email once a day, typically in the morning. On occasion, I may be out of town related to academic conferences or speaking engagements. If I am out of town, a notice will be posted in the classroom. However, I check my email at least once a day unless there is not sufficient internet at the conference location. If you need assistance outside the stated office hours, please send me an email request, and we will find a time that works around our schedules.

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

COVID-19 Safety Measures

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

COURSE INFORMATION

Course Overview and Description

In this course, students will study the fundamental functions of human resources management, the relationship between personnel management, and organizations' emerging role of personnel administration in the development of strategic policy for organizations.

Course Objectives

Upon successful completion of MGMT3302 Personnel and Human Resource Management, students will be able to:

1. **Human Resource Management (HRM):** Demonstrate an understanding of HRM's integrated role in an organization by identifying and explaining HR's roles in an organization as well as identifying, describing, and applying strategic HRM concepts and business management concepts to designing and implementing effective and efficient human resource management programs that support the organization's mission, vision, values, and, strategic goals and objectives.
2. **Staffing and Labor Markets:** Identify and explain effective organizational staffing practices such as job analysis, job descriptions, job design, and major motivation theories with particular emphasis on applying concepts to workforce planning, employer branding, recruiting, selection, and retention.
3. **Human Resource Development:** Identify and explain the training planning/implementing processes, individual-centered and organization-centered approaches to talent management, performance management systems, and performance-focused organizational culture with particular emphasis on applying concepts to effective employee training, employee development, and performance management practices.
4. **Total Rewards:** Identify and describe the components of the total rewards approach to compensation management and plan and implement effective compensation and benefits practices with particular emphasis on applying concepts related to target labor demographics, compensation philosophy, benefits selection, employer branding, recruiting, and retention.
5. **Employee Relations:** Identify and describe the impact of risk management, employee protection, employee rights, and collective bargaining on the employment relationship.
6. **Legal Compliance:** Identify employment laws and their key components which impact the major functions of human resource management, including strategy and planning, equal employment opportunity, staffing, talent management, total rewards, risk management and worker protections, and employee and labor relations.
7. **Professional Etiquette:** Understand, apply, and demonstrate professionalism as described under professional etiquette (Course Requirement 7).

Week-level student learning outcomes are listed in the Canvas classroom at the beginning of each week.

Required Textbook

Title: **HRM Core Concepts**

Author: Jean Phillips

ISBN: 978-1-948-42685-5

Publisher: Chicago University Press

Publication Year: 2020

No Access Code Required

COURSE REQUIREMENTS

Course Requirements

A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make certain changes to facilitate the academic environment better. In such an event, changes will be announced within one week of the change decision in the Canvas classroom. **Students are responsible for reading course announcements.** Changes may be made within the last two weeks of the semester only in exceptional circumstances. Conflicts between Canvas and the syllabus will be resolved according to syllabus requirements. The following is a description of the major course assignments as well as other components that make up the total grade for this course.

Professional Etiquette

Students are expected to embody professionalism including the following: **Demeanor** – polite and well-spoken, demonstrating tact, respect, compassion, appreciation, inclusive, mature - not rude, belligerent, arrogant, or aggressive; **Reliable** – follow through on tasks in a timely manner, communicate unanticipated events; **Competent** – commit to learning and applying content from the course, act in a responsible manner and practice sound judgment seek assistance when appropriate; **Ethical** – honest and trustworthy; **Equality** – refrain from giving or seeking preferential treatment unless supported by the Office of Student Success, adhere to published policies of the university, seek assistance or clarification when appropriate. A student who violates professional etiquette in a manner that is egregious (as determined by the instructor) may result in a failing grade for the course. A less severe penalty may be assigned by the instructor depending on the circumstances of the situation.

Checkpoints: 30 points

Checkpoints include the student introduction (5 points) in week 1 and a syllabus review (20 points); and a class wrap-up discussion (5 points) in week 16. Checkpoint discussions are graded based on effort and participation; the syllabus review is auto graded on canvas. These checkpoints are intended to encourage a positive learning environment.

Discussions: 250 points

Discussions are intended to create student-to-student interaction in the course as well as teach and reinforce module concepts. Detailed instructions for each discussion are provided through Canvas. Discussions are interactive and time-sensitive; therefore, contributions to **discussions will not be accepted late without written documentation of an unavoidable or unforeseeable event.** Discussions support learning and reinforcement of week-level learning outcomes listed in the Canvas classroom.

Chapter Review Quizzes: 140 points

Chapter review quizzes are provided to ensure students read and understand concepts presented in the respective week and help prepare them for the final exam. Quizzes reinforce key concepts from the required readings and videos related to week-level objectives. Quizzes will be completed and submitted to Canvas, then scored automatically through TAMUCT's Web-supported Canvas application.

Students can take each quiz three times. The higher score of the attempts will be recorded.

Review quizzes include 10 questions each and are anticipated to take approximately 10 minutes to

complete. However, you may take up to 15 minutes to complete the quiz. Keep in mind that quizzes must be completed by the due date posted on the [course calendar](#). **Opportunities to complete quizzes late will only be provided with written documentation of an unavoidable or unforeseeable event.**

Assignments: 480 points

Assignments in this course are qualitative assessments of module-level learning objectives, which are designed to help you practice applying course concepts to solve human resource management problems. Assignments support learning and reinforcement of course-level learning outcomes that are listed at the top of the assignment description in the Canvas classroom. *A rubric entailing the grading criteria is provided with instructions for the assignment in the Canvas classroom under the Assignment link of the left navigation bar.*

If citations and references are needed in writing your answers for any activities (e.g., discussions and assignments) in this course, you are required to use the **American Psychological Association (APA)** formatting. **Students whose assignment includes plagiarism will receive a failing grade “F” on the assignment and be referred to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Please review my policy regarding Plagiarism under [Instructor’s Policies](#). If you are unfamiliar with APA, I encourage you to investigate the links provided in the Orientation module.

Assignments are not accepted late without written documentation of an unavoidable or unforeseeable event preventing you from completing and turning in the assignment during the week it was available for submission.

Final Exam: 100 points

There will be a final exam at the end of the semester. The exam includes 50 multiple-choice questions, which assess content from the required readings. Questions will be scored automatically through TAMUCT’s Web-supported Canvas application. To complete the 50 multiple-choice questions, 150 minutes will be given and **must be completed in one sitting (multiple attempts are NOT allowed for this exam)**. **Opportunities to complete exams late will only be provided with written documentation of an unavoidable or unforeseeable event.** The final exam assesses course-level learning outcomes of content introduced and reinforced over the duration of the course.

Other Instructor Policies

The instructor’s policies can be found at the end of the syllabus under [Instructor’s Policies](#).

Course Grading Criteria

Graded requirements support course and week-level objectives and include a combination of checkpoints, discussions, quizzes, assignments, and a final exam. There are 1000 total points in the course as delineated in the following Grade Composition:

Checkpoints	3%	30 points
Discussions	25%	250 points
Chapter Review Quizzes	14%	140 points
Assignments	48%	480 points
Final Exam	10%	100 points

100% 1000 total points

Letter grades will be computed using the following point scale. A= 1000-900, B= 899-800, C= 799-700, D= 699-600, and F= 599 or less. There are no bonus assignments in this course.

Posting of Grades

All student grades are anticipated to be posted in the Canvas Grade book within seven days of submission and/or close of discussions. However, most grades will be returned within 3-5 days. If grades are not able to be returned within this timeline, an announcement will be posted in the Canvas classroom with the anticipated posting date for grades. Students should monitor their grades through this tool and report any issues or concerns immediately.

Rounding of final grades to the next higher number, i.e., 89.2 to 90 will only be permitted in two situations. First, the student participated in and completed all course requirements. Second, documentation was provided for an unavoidable or unforeseeable event impacting the completion of specific course requirements and where all other course requirements were completed.

Late Policy

Please keep in mind that any exception to the late policy requires documentation supporting an unavoidable or unforeseeable event, and the decision to accept a submission as an exception to the policy is at the sole discretion of the instructor. Students with exceptional, documented circumstances may be able to have the select course requirement deadlines adjusted if this situation is discussed with the instructor prior to the due date with the exception of course requirements due in week 16. No submissions are accepted after the last day of class unless the student has an approved incomplete contract in place.

Discussions. Contributions to discussions are dependent on the interaction of other students. Therefore, all discussions are due on the date designated on the syllabus course schedule unless otherwise posted in the classroom announcements.

Participation and Learning Reinforcement. Quizzes can be submitted late with documentation of an unavoidable or unforeseeable event. Remember, quizzes are intended to ensure students are keeping up with weekly reading assignments, watching videos, and preparing for the related assignment or final exam.

Assignments 1-8. A ten percent penalty will be assessed for late assignments (assignments 1-8). Assignments that are late will not be accepted more than three days after the assignment due date without written documentation of an unanticipated or unavoidable event preventing the student from completing and turning in the course requirement during the week it was available for submission. The decision to accept an assignment after the late deadline is at the sole discretion of the instructor and will require documentation of an unavoidable or unforeseeable event. All assignments should be uploaded to the Canvas classroom.

Final Exam. The final exam can only be taken at alternate times in exceptional circumstances and require documentation to support the exceptional circumstance.

Submitting Course Requirements

Please submit all course requirements through the Canvas classroom. If you are unable to post to the Canvas classroom due to an unexpected difficulty, please send me an e-mail explaining the difficulty. Be sure to place MGMT 3302 in the subject line! Then, post or complete the course requirement in the Canvas classroom as soon as you can, so that you may receive feedback and a grade for the course requirement.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

“I reserve the right to make changes to the course schedule if the need arises” (Dr. Rebecca). If changes are made, you will be notified in advance of the change through a posted announcement in the Canvas classroom. **Required video time commitment is estimated between 20 and 40 minutes each week.** [Additional videos may be added throughout the course](#) as commentary related to concepts in the required textbook and student questions. **Links to all course requirements are in the Module for each week.**

Week 1: August 28-September 3

Due Sunday 9/3

Module 1 – Part 1

5 points, 1 post-Complete the student introduction discussion

20 points-Read Course Information and the syllabus, watch the videos and complete the Syllabus and Plagiarism review quiz

10 points-Read Ch. 1 Strategic HRM, watch the required videos and complete the review quiz (**chapters 1 and 2 are in the course**)

30 points, 3 points-Read the content provided, watch the videos, then complete discussion 1

Week 2: September 4-10

Due Sunday 9/10

Module 1 – Part 2

10 points-Read Ch. 2 The Role of HRM in Business, watch the required videos, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 1

Week 3: September 11-17

Due Sunday 9/17

Module 1 – Part 3

10 points-Read Ch. 3 The Legal Context of HRM, Watch Required Videos, and complete the review quiz

40 points, 3 posts- Read the content provided, watch the videos, then complete discussion 2

Week 4: September 18-24

Due Sunday 9/24

Module 2 – Part 1

10 points-Read Ch. 4 Analyzing Work and HR Planning, watch the required videos, complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 2

Week 5: September 25-October 1

Due Sunday 10/01

Module 2 – Part 2

10 points-Read Ch. 5 Sourcing and Recruiting, watch the required videos, and complete the review quiz

40 points, 3 posts- Read the content provided, watch the videos, then complete discussion 3

Week 6: October 2-8

Due Sunday 10/8

Module 2 – Part 3

10 points-Read Ch. 6 Selection and Hiring Watch Required Videos, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 3

Week 7: October 9-15

Due Sunday 10/15

Module 3 – Part 1

10 points-Read Ch. 7 Training and Development, watch the required videos, and complete the review quiz

40 points, 3 posts- Read the content provided, watch the videos, then complete discussion 4

Week 8: October 16-22

Due Sunday 10/22

Module 3 – Part 2

10 points-Read Ch. 8 Performance Management, watch the required videos, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 4

Week 9: October 23-29

Due Sunday 10/29

Module 4 – Part 1

10 points-Read Ch. 9 Base Compensation, watch the required videos, and complete the review quiz

30 points, 3 posts- Read the content provided, watch the videos, then complete discussion 5

Week 10: October 30-November 5

Due Sunday 11/5

Module 4 – Part 2

10 points-Read Ch. 10 Incentives, watch the required videos, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 5

Week 11: November 6-12

Due Sunday 11/12

Module 4 – Part 3

10 points-Read Ch. 11 Benefits, watch the required videos, and complete the review quiz

30 points, 3 posts- Read the content provided, watch the videos, then complete discussion 6

Week 12: November 13-19

Due Sunday 11/19

Module 5 – Part 1

10 points-Read Ch. 12 Creating a Healthy Work Environment, watch the required videos and reading by Woo 2017, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 6

Week 13: November 20-26

Due Sunday 11/26

Module 5 – Part 2

10 points-Read Ch. 13 Creating Positive Employee-Management Relations, watch the required videos, and complete the review quiz

40 points- Read the content provided, watch the videos, then complete discussion 7

Week 14: November 27-December 3

Due Sunday 12/3

Module 5 – Part 3

10 points-Read Ch. 14 Managing Engagement and Turnover, watch the required videos, and complete the review quiz

60 points- Read the content provided, watch the videos, then complete assignment 7

Week 15: December 4-10

Due Sunday 12/10

Course – Wrap Up

60 points- Read the content provided, watch the videos, then complete assignment 8

5 points-Complete the course wrap-up discussion

Week 16: December 11-15

Due Friday 12/15Course – Wrap Up

100 points-Complete the final exam

Important University Dates:

A list of important university dates can be found at <https://www.tamuct.edu/registrar/academic-calendar.html>

*August 28 Class Begins**August 28-30 Add/Drop/Late Registration**September 13 Last day to drop with no record**October 23 Class schedule for spring semester published**October 27 Deadline to submit a graduation application for participation**November 6 Spring registration opens**November 9 Last day to drop a course with a “Q” or withdraw with a “W”**November 10 Veteran’s Day**November 23-24 Thanksgiving Break**December 1-15 Students’ end-of-course survey**December 15 Deadline to submit a graduation application for conferral**December 15 Class ends**December 15 Commencement Ceremony Bell County Expo 3 PM**December 19 Grades due to the University*

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

For this course, you will need reliable and frequent access to a computer and the Internet. If you do not have frequent and reliable access to a computer with an Internet connection, please consider completing Web-supported activities in the A&M-CT computer lab (Founder’s Hall, 113) or contact [Dr. Rebecca](#) to discuss your situation. **To complete assignments, you will need MS Word.** You will also need a headset or speakers to be able to listen to online resources. If you do not have MS Word, you can get [Microsoft Office Suite free through your myCT](#).

This course will use the A&M-Central Texas Instructure Canvas learning management system. 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.**

- Log on to <https://tamuct.instructure.com> to access the course. 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 username
- Initial 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 search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk. 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 plugin.

Please note that MGMT 3302 with Dr. Rebecca does not require the use of Proctorio.

Other Technology Support

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

- Email: helpdesk@tamu.edu
- Phone: (254) 519-5466
- [Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

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

For issues related to course content and requirements, contact [Dr. Rebecca](#). Remember, technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly, address issues well in advance of deadlines, and have a backup plan.

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.

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]

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) [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) [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.

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), [https://www.tamuct.edu/student-affairs/student-conduct.html].

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

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 Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

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) [<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 accommodations 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 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 631,525 eBooks and 75,149 journals, in addition to the 97,443 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>]. 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>]

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 [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER POLICY STATEMENTS

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](#) 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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Have a wonderful winter break!