



TEXAS A&M  
UNIVERSITY  
CENTRAL TEXAS™

Texas A&M University-Central Texas

## ***MGMT 4305-110, HUMAN RESOURCE DEVELOPMENT***

Texas A&M University-Central Texas, College of Business

Online 16 Week Course

August 28, 2023 - December 15, 2023

Fall 2023 rev. 08.24.2023

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Amanda Eads, Adjunct Faculty

**Phone:** (254) 519-5437 – Calls will be forwarded to me if necessary

**Email:** aeads@tamuct.edu (use this email if 'Canvas Inbox' is down)

### **College of Business Administration Department Information:**

**POC: Ms. Melanie Mason**

COBA Department Main Phone Number: 254-519-5437

COBA Department Main Email: cobainfo@tamuct.edu

COBA Department Main Fax#: 254-501-5825

### **Office Hours:**

I have virtual hours all day! See student-instructor interaction located below.

### **Student-instructor interaction:**

I check Canvas Inbox and my TAMU email several times a day. Unless I tell you otherwise - during the week, expect a response from me within 12-24 hours and within 24-48 hours on the weekend. I am happy to set up a web conference or set up a face to face meeting with you schedules permitting.

### **Mode of instruction and course access:**

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]. Though no specific knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the use of Power Point, Microsoft Word, the Internet, and attaching documents at a minimum. You must also know how to access the school's library database for research purposes.

**BBA HRM Students and TAMU-CT SHRM Chapter #5395:**

If you are a BBA HRM student, please make sure you have the BBA HRM Community listed in your Canvas courses. The BBA HRM Community includes an HR Career Map, which is to be used as a guide for your academic experiences and transition from higher education to a professional HR position.

All students interested in a career in HRM are welcome to join our Facebook Group. The Facebook group includes prospective HRM students, current A&M-CT students, alumni, and HR professionals from CenTex SHRM and WilcoHR. SHRM Chapter #5395 Texas A&M University-Central Texas – HR Warriors Leadership Team.

<https://www.facebook.com/groups/731484783725618/>

You can join our HR student group through [SHRM](#). There is a \$49.00 fee paid to SHRM. You will receive the SHRM student member benefits with this membership. When joining through SHRM, be sure to identify Texas A&M University-Central Texas as your student chapter #5395.

After you've joined, please forward a copy of the email to Amanda Eads [aeads@tamuct.edu](mailto:aeads@tamuct.edu)

<https://www.shrm.org/Communities/student-resources/Pages/bufferpage.aspx>

**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

**For updates on COVID information**, please monitor the University [website](#)

[<https://www.tamuct.edu/covid19/>]

## COURSE INFORMATION

**Course Overview and description:** In this course students will develop the knowledge, skills and attitudes to successfully assess training and development needs, and to successfully design, develop, deliver and evaluate a training event. Prerequisite: MGTK 302

**Course Learning Objectives:** Upon successful completion of the MGMT 405 Human Resource Development course, you will be able to:

- **Human Resource Development:** Knowledge of human resource development concepts related to designing and implementing effective organizational training and development practices.
  - ✓ Identify and describe employment laws that impact human resource development.
  - ✓ Describe the process to identify needs, design, implement, and evaluate a training program.
  - ✓ Identify and describe the talent management process.
  - ✓ Distinguish between employee training and employee development.
  - ✓ Identify and describe legal issues in performance management.
  - ✓ Identify and explain rater issues in assessing employee performance.
  - ✓ Describe the relationship between performance management and human resource development.
  - ✓ Demonstrate appropriate communication and participation skills and understanding of concepts through various related activities.
  - ✓ Design, develop, and deliver a learning experience that addresses specific learning needs.
  - ✓ Evaluate a training program and/or learning experience.

### Required Reading and Textbook(s):

#### Required Course Materials:



#### **Employee Training and Development, 9<sup>th</sup> Edition**

Raymond Noe

McGraw-Hill Companies ©2023

ISBN 9781264080922

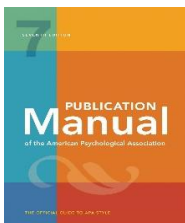
ISBN 9781265925802

#### Suggested Course Materials:

#### **Publication Manual of American Psychological Association (7th ed.).**

American Psychological Association.

ISBN 1433805618



*It is highly advisable that that you keep this text following the course, as APA citations are the required citation method within the Department of*

*Management & Marketing and will be used throughout your undergraduate and, hopefully, graduate education.*

## **COURSE REQUIREMENTS**

### **Understanding of Course Design:**

This course design is a traditional approach to learning content. This course design is intended to ensure students' understanding of foundational information related to the human resource management discipline. As a result, this course presents modularized content supported through videos and discussion; then, assessed through objective quizzes and exams as well as subjective assignments.

### **Student Profile and Course Agreement:**

Students should review this Syllabus in depth and be sure they are willing to comply with all assignments and deadlines in this course. The course agreement requires students to agree to these expectations and promise that they have the computer set-up and self-discipline needed for a fully online course. This assignment is worth 10 pts and must be completed prior to me grading any of your work.

### **Introduction:**

Each student will be required to post an introduction on the discussion board under "Introductions". This assignment is worth 10 pts and must be completed prior to me grading any of your work.

### **Exams:**

There will be 2 required exams – a midterm (Modules 1 & 2) and a final (Modules 3 & 4). Each exam will contain 50 multiple choice / true false questions covering the students' knowledge of the key frameworks and concepts from the text and power point presentations/notes. Exams are anticipated to take approximately 60-90 minutes each and must be completed in one sitting. Opportunities to complete exams late will be provided with written documentation of an unavoidable or unforeseeable event. Exams represent the independent work of students; teamwork will not be permitted on exams. Exams will generally be available over a 5 day period and will be posted in the course schedule in this syllabus. Each exam will be worth 100 pts; a total worth of 20% of your grade.

### **Quizzes:**

There will be 11 chapter quizzes. They are provided to help students determine their general understanding of the material and prepare for exams. Each quiz will cover its respective chapter and will contain 10 multiple choice questions. There will also be a syllabus quiz and an APA quiz. Quizzes are anticipated to take approximately 10-15 minutes to complete. Quizzes will be timed and once started, must be completed at that time. Quizzes represent the independent work of students; teamwork will not be permitted on quizzes. Availability will vary based on the unit so be sure to review dates posted in the course schedule in this syllabus. Chapter review quizzes

will be worth 10 pts each and the syllabus and APA quizzes will be worth 10 pts each; a total worth of 13% of your grade.

**Assignments:**

Assignments in this course are designed to help you practice applying training and development course concepts as well as identifying reliable and credible sources of information. Assignments are anticipated to take approximately 60-120 minutes. There will be one Library Database assignment (25 pts) in order to ensure that students are aware of how to use this vital source. There will be seven assignments (40 pts each) that require you to write a memo, essay and/or complete an assigned activity. Essays will be 2-3 pages covering course related topics which will require you to include APA citations and references. The final assignment (25 pts) will be a team evaluation for the group you complete your project with. Detailed information will be provided in the Assignment Area on Canvas. The combined total of your assignments (to include the introduction and course profile) will be worth a total of 35% of your grade. Due dates will be posted online as well as in the course schedule part of this syllabus. A rubric will be provided for each assignment.

**Discussion Forums:**

Discussions are intended to teach and reinforce concepts as well as prepare you to complete assignments and assessments. Discussions are anticipated to take approximately 60-90 minutes. The approximate length of initial response should be 2 paragraphs long (6-8 sentences is considered one paragraph). Follow-up responses can be a more conversational tone; however, they should also add to the conversation beyond a simple post summing to "I agree". There will be 4 Discussion Forums associated with topics found in this course. Your original posting and two replies to your classmates' will be required for each forum - please note the separate due dates. Each forum's participation is worth 30 pts. These discussions will be worth 12% of your grade. A rubric will be provided for each discussion.

**Team Project:**

It is imperative that you look over the module in Canvas that pertains to this project. This is something I want you to look forward to and I will be here to help you as much as possible. It is not a secret that sometimes students do not like group projects, but learning to work collaboratively and count on your peers is an essential part of this learning experience. Employers ask us, as instructors, to teach our students how to work in groups and learn to deal with the conflicts that often occur in this setting. In a work environment, the job needs to be done regardless of the circumstances, including personality conflicts and poor performance of group members. This will be no different! I want you to work as a team, not a group. Teams work together to accomplish a common goal / outcome! Groups do their own thing and piece it together later.

- ❖ You will work in teams of 4 or 5 to design and develop a training package of interest to individuals involved in the HRD process. It will be pre-approved by the instructor. No one person can be responsible for one specific section of the project – it will be a

- team effort. A list of topic choices will be provided to you. Additionally, each student will be required to record his/her own individual portion of the project to submit.
- ❖ A team contract (20 pts) will be created to set forth your own guidelines.
  - ❖ Three progress reviews (10 pts each) will show your current progress and will be provided on Canvas.
  - ❖ The training package will include:
    - ✓ Cover page
    - ✓ Table of Contents
    - ✓ Needs Assessment
    - ✓ Lesson Plan
    - ✓ Evaluation Plans
    - ✓ Supporting Materials (Power Point Presentation and any additional handouts)
    - ✓ Reference Page
      - A min. of 8 qualified references are required to support a grade which results in full credit of allowable points
      - No more than 25% of your references can be from the web. (Wikipedia is NOT a source!)
      - Your sources should consist of peer reviewed journals from the library database. The course textbook may/should be cited as one of the references used.
      - Reference page must be in proper APA format.
  - ❖ Oral presentation
    - ✓ Each student will record via: ScreenPal [<https://screenpal.com/>] their portion of the project as if he/she was presenting in a classroom. Your individual presentation should flow as if you were with your group in class. It should be 5-8 minutes in length per person.
    - ✓ I MUST be able to see YOU and YOUR ppt – ScreenPal will allow for this.
  - ❖ Submission details and examples will be provided within Canvas.
- This project will be worth 200 points and 20% of your grade.

### Grading Criteria Rubric and Conversion

Course Element	Points	% of Final Grade
Exams (2) @ 100 pts each	200	20%
Chapter Quizzes (13) 11 @ 10 pts each; 2 @ 10 pts each	130	13%
Discussion Forums (4) @ 30 pts each	120	12%
Assignments (11) – 2 @ 10 pts each; 2 @ 25 pts; 7 @ 40 pts each	350	35%
Team Project – Team Contract 20 pts; Progress Reviews 3 @ 10 pts each; Package 100 pts; Recording & Eval 50 pts	200	20%
Total	1000	100%

POINTS	EQUALS	LETTER GRADE
900 – 1000	=	A
800 – 899	=	B
700 – 799	=	C
600 – 699	=	D
Below 600	=	F

### Posting of Grades

All student grades will be posted on the Canvas grade book and students should monitor their grading status through this tool. I will attempt to post grades for all assignments and discussions within one week after the due date, unless I let you know otherwise. Grades on quizzes and exams will be available immediately, unless it is an essay exam.

### INSTRUCTOR POLICIES:

Individual Performance: It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the calendar as well as read or view any supplemental resources that may be found in the Module content folders for that period.

Quality Work: All work submitted for grading shall be of upper level quality: Depth of analysis, grammatical structure, etc.

Identifying Submissions: Submissions must clearly identify the student's name and the title of the assignment.

Submission Style Requirements: While not all instructors require full APA formatting, I do! Submissions will be in accordance with The Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. (Cover page, running head, 1" margins, 12pt font, double spaced, in-text citations, reference page). *All written work **must** be submitted utilizing Microsoft Word in either a .doc or .docx format.*

Due Dates and Late Submissions: The assignment instructions and deadlines are clearly laid out in the syllabus. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. Late penalties are severe and as follows:

1. *Discussions* – Discussions are interactive and time sensitive; therefore, contributions to discussions will **NOT** be accepted late.
2. *Assignments* - Assignments are open for an extended period of time, so no late work will be accepted without written documentation of an unavoidable or unforeseeable event.
3. *Quizzes* – Quizzes are open for an extended period of time, so no late work will be

accepted without written documentation of an unavoidable or unforeseeable event.

4. *Exams* – If you miss an exam without notifying me in advance, I may allow you an opportunity to take it (not guaranteed) if you contact me within 48 hours of the due date. If I allow you to take it, you will generally score no higher than a 70 regardless of how high your score is.

Changes to Syllabus: This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to make changes to the syllabus. In such events, changes will be announced and students will receive written notice as soon as possible.

Professional Etiquette: Students are expected to embody professionalism to include 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. I reserve the right to provide a less severe penalty depending on the circumstances of the situation.

## COURSE OUTLINE AND CALENDAR

### Complete Course Calendar

Dates	Chapter & Topic	Assignment
<b>Week 1</b> Aug/Sept 28 – 3	<b>Class Intro</b>	<ul style="list-style-type: none"> <li>✓ Complete &amp; Submit <b>Student Profile and Course Agreement</b> via Canvas Assignment Link <b>due Sept 3</b></li> <li>✓ Student Introductions via Discussion Forum <b>due Sept 3</b></li> <li>✓ <b>Syllabus Quiz:</b> Available Aug 28; <b>due Sept 3</b></li> </ul>
<b>Week 2</b> Sept 4 – 10	<b>Ch. 1</b> <b>Introduction to Employee Training and Development</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 1; Study Required and Supplemental Materials</li> <li>✓ <b>Team &amp; Topic Choices due on Sept 10</b></li> <li>✓ <b>Quiz 1:</b> Available Aug 28; <b>due Sept 10</b></li> <li>✓ <b>APA Quiz due Sept 10</b></li> <li>✓ <b>A1:</b> Library Database Activity <b>due Sept 10</b></li> </ul>



<b>Week 3</b> <b>Sept</b> <b>11 – 17</b>	<b>Ch. 2</b> <b>Strategic Training</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 2; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 2:</b> Available Aug 28; <b>due Sept 17</b></li> <li>✓ <b>Discussion Forum 1:</b> Strategic Training Questions. <b>Original Post due Sept 13</b> <b>2 Replies due Sept 17</b></li> </ul>
<b>Week 4</b> <b>Sept</b> <b>18 – 24</b>	<b>Ch. 3</b> <b>Needs Assessment</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 3; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 3:</b> Available Sept 18; <b>due Sept 24</b></li> <li>✓ <b>Team Contract due on Sept 24</b></li> <li>✓ <b>A2:</b> Competency Model Assignment <b>due Sept 24</b></li> </ul>
<b>Week 5</b> <b>Sept/Oct</b> <b>25 – 1</b>	<b>Ch. 4</b> <b>Learning and Transfer of Training</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 4; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 4:</b> Available Sept 18; <b>due Oct 1</b></li> <li>✓ <b>Discussion Forum 2:</b> Learning Style. <b>Original Post due Sept 27</b> <b>2 Replies due Oct 1</b></li> <li>✓ <b>A3:</b> Andragogy Essay on <b>Oct 1</b></li> </ul>
<b>Week 6</b> <b>Oct</b> <b>2 – 8</b>	<b>Ch. 5</b> <b>Program Design</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 5; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 5:</b> Available Sept 18; <b>due Oct 8</b></li> <li>✓ <b>A4:</b> Lesson Plan <b>due Oct 8</b></li> <li>✓ <b>PR1:</b> Progress Review 1 <b>due Oct 8</b></li> </ul>
<b>Week 7</b> <b>Oct</b> <b>9 – 15</b>	<b>Ch. 6</b> <b>Training Evaluation</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 6; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 6:</b> Available Sept 18; <b>due Oct 15</b></li> <li>✓ <b>A5:</b> Evaluation <b>due Oct 15</b></li> </ul>
<b>Week 8</b> <b>Oct</b> <b>16 – 22</b>	<b>Midterm</b> <b>Ch. 1 – Chapter 6</b>	<ul style="list-style-type: none"> <li>✓ <b>Midterm Exam:</b> Ch. 1-6 (Modules 1 &amp; 2); Available Oct 16; <b>due Oct 22</b></li> </ul>
<b>Week 9</b> <b>Oct</b> <b>23 – 29</b>	<b>Ch. 7</b> <b>Traditional Training Methods</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 7; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 7:</b> Available Oct 23; <b>due Oct 29</b></li> <li>✓ <b>A6:</b> Traditional Training Method Choice Memo <b>due Oct 29</b></li> </ul>
<b>Week 10</b> <b>Oct/Nov</b> <b>30 – 5</b>	<b>Ch. 8</b> <b>Technology-Based Training Methods</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 8; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 8:</b> Available Oct 23; <b>due Nov 5</b></li> <li>✓ <b>Discussion Forum 3:</b> Tech-Based Training. <b>Original Post due Nov 1</b> <b>2 Replies due Nov 5</b></li> <li>✓ <b>PR2:</b> Progress Review 2 <b>due Nov 5</b></li> </ul>

<b>Week 11</b> Nov 6 – 12	<b>Ch. 9</b> <b>Employee Development and Career Management</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 9; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 9:</b> Available Oct 23; <b>due Nov 12</b></li> <li>✓ <b>A7:</b> MBTI Activity &amp; Memo <b>due Nov 12</b></li> </ul>
<b>Week 12</b> Nov 13 – 19	<b>Ch. 10</b> <b>Social Responsibility: Legal Issues, Managing Diversity, and Career Challenges</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 10; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 10:</b> Available Nov 13; <b>due Nov 19</b></li> <li>✓ <b>Discussion Forum 4:</b> The Legal Side. <b>Original Post due Nov 15</b> <b>2 Replies due Nov 19</b></li> <li>✓ <b>Bonus Opportunity:</b> Social Responsibility <b>due Nov 19</b></li> <li>✓ <b>PR3:</b> Progress Review 3 <b>due Nov 19</b></li> </ul>
<b>Week 13</b> Nov 20 – 26	<b>Preparation for Project &amp; Presentations</b>	<ul style="list-style-type: none"> <li>✓ This week is designated for everyone to come together one last time to work on their final touches for the project.</li> <li>✓ This is a great time to get in touch with me!</li> <li>✓ Get your individual parts recorded</li> </ul>
<b>Week 14</b> Nov/Dec 27 – 3	<b>Ch. 11</b> <b>The Future of Training and Development</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 11; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 11:</b> Available Nov 13; <b>due Dec 3</b></li> <li>✓ <b>A8:</b> Future of Training Essay on <b>Dec 3</b></li> </ul>
<b>Week 15</b> Dec 4 – 10	<b>Project &amp; Presentation Closure</b>	<ul style="list-style-type: none"> <li>✓ <b>A9:</b> Team Evaluation Form <b>due Dec 10</b></li> <li>✓ <b>Training Package and Presentation due Dec 10</b></li> </ul>
<b>Week 16</b> Dec 11 – 15	<b>Wrap Up Week</b>	<ul style="list-style-type: none"> <li>✓ <b>Final Exam:</b> Ch. 7-11 (Modules 3 &amp; 4); Available Dec 11; <b>due Dec 15</b></li> <li>✓ <b>BLUE Course Eval due Dec 15</b></li> </ul>

**IMPORTANT UNIVERSITY DATES:** <https://www.tamuct.edu/registrar/academic-calendar.html>

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. **Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas

through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Online Proctored Testing**

Texas A&M University-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

### **Other Technology Support**

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

Email: [helpdesk@tamu.edu](mailto: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.*

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## **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.

**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](https://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](https://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/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

### **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?PartnerIdpid=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](mailto: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](mailto: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](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto: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 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments/?g=6956>]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [<http://tamuct.libguides.com/index>]

### University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WConline](https://tamuct.mywconline.com/) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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.

### OPTIONAL POLICY STATEMENTS:

#### Plagiarism

**Students whose assignment contains plagiarized information, i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, will receive a 0 for the assignment and possibly a referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Students whose assignment contains inadequate effort will receive a substantial deduction in

points, i.e., a citation that does not include the author and date in the citation or a reference missing the majority of the required information. **All students *suspect* of academic dishonesty will be reported.**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [<https://www.tamuct.edu/departments/compliance/titleix.php>].

### **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](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/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.

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction 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.

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