



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS™

Online Course MGMT 4324 – 110 Transportation Logistics & Distribution

Fall 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

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

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

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Chester Xiang

Office: Founders 217 (Management & Marketing Department)

Phone: 254-501-5944

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

Office Hours:

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

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

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

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

Student-instructor interaction:

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

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

Emergency Warning System for Texas A&M University-Central Texas

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts. Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

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

COVID

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

COURSE INFORMATION

Course description:

This course is a part of Supply Chain Management micro-credential. Students can earn Supply Chain Management micro-credential by taking the following three courses: (1) Supply Chain Management; (2) Production and Operations Management; (3) Transportation Logistics and Distribution. Upon completion of the micro-credential, students will be able to:

1. SCPLO 1: Integrate and/or interrelate various operational, logistics, and supply chain activities (Correlates with BBA management PLO 5)
2. SCPLO2: Make supply chain decisions using business data analysis (Correlates with BBA management PLO 6)
3. SCPLO3: Identify the practical significance of core/critical supply chain management concepts (Correlates with BBA management PLO7)

Course Overview

This course provides an overview of the principles and practices of transportation and its role in the distribution process of a supply chain. The management of transportation and distribution activities that include planning, execution, and sourcing will be covered in detail. Emphasis will be placed on both domestic and global transportation and distribution systems. Topics such as freight economics, freight regulations and policies, freight classifications, freight risk management, and fuel management will be covered.

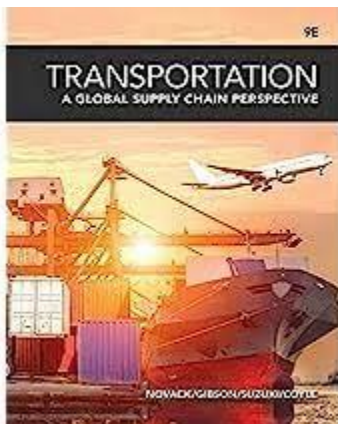
Course learning outcomes: Upon completion of this course, students will be able to:

- CLO 1: Explain the trade-offs between various logistic and distribution processes and develop compromising solutions to effectively meet the demands of a supply chain
- CLO 2: Apply transportation and distribution principles of warehousing, transportation in both industrial and service sectors

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- CLO 3: Analyze different logistic and distribution problems and develop solutions by using various tools and techniques that are commonly used in the transportation and distribution sectors
- CLO 4: Communicate various transportation and logistics methodologies used in designing effective transportation and distribution networks

Required Reading and Textbook(s):



Transportation

By Novack, Robert A.

Edition: 9th (2019)

Publisher: Cengage

ISBN-13: 9781337406642 (Hardcover)

ISBN-13: 9780357161616 (e-book)

Note 1: You can pick either of the two versions. E-books are cheaper and adequate for the course. A new print for the hardcover is expensive. However, you may find good deals on used hardcover. Whichever way you choose.

Note 2: A Student of A&M University – Central Texas is not under any obligation to purchase a textbook from a university – affiliated bookstore

Video lectures: There will be YouTube video lectures that will be posted for the problem sets or analytical portion of the textbook. Students are required to watch them ahead of class in order to be successful in the course. Consequently, students are required to have a browser that will allow them to watch the posted video lectures.

Microsoft Excel: Wherever necessary, this course recommends students to complete assignments in excel such that the student's excel skills can be improved. Therefore, several class practices will use excel and assignments can be solved by using excel.

Other required materials: Apart from the required textbook, students should have access to computer with Microsoft Word, PowerPoint, and PDF reader along with proper internet service. Students can obtain a free PDF reader at <http://www.adobe.com/products/acrobat/readstep.html>. All the materials related to the course will be available in electronic format (lecture slides, video lectures, homework assignments, exams, and solutions) in canvas: <https://tamuct.instructure.com>. Students are recommended to have a handheld calculator (should be able to perform square roots and above apart from addition, subtraction, multiplication and division – at a minimum) for calculations. Please feel free to contact me whenever you have difficulty in accessing the material.

COURSE REQUIREMENTS

The assessments in this section will measure the CLOs and CH_SLOs stated in the course information section. In this course, some of the outcomes will be measured several times using Quizzes, case studies, and exams.

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

Quizzes (CLO1, CLO2, CLO3, CLO4): There will be 13 quizzes. Each quiz will be worth 20 points adding up to 260 points. Each quiz will consist of 10 multiple choice questions. Each quiz will assess CLOs and CH_SLOs pertaining to the chapter (see course information). However, all the quizzes together will assess all the CLOs.

Case studies (CLO1, CLO2, CLO3, CLO4): There will be two case studies. Each case study is worth 50 points. The case studies consist of both discussion questions and problems. The case studies are required to be submitted in APA format. The rubric for discussion questions and problems will be provided separately. Students must show the work (according to the rubric in

grading criteria and rubric and conversion) to receive full credit. Students are required to follow APA format for case studies. Points will be awarded based on the correctness and quality of the work. Each case study will assess CLO 1 and CLO 4.

Exams (CLO1, CLO2, CLO3, CLO4 and CLO5): There will be two exams. Each exam is worth 50 points. Each exam will consist of multiple-choice questions, discussion questions, and problems. The rubrics for discussion questions and problems are provided on page 16 and page 17 of the syllabus. Students must show the work (according to the rubric in grading criteria and rubric and conversion) in order to receive full credit for discussion questions and problems. Points will be awarded based on the correctness and quality of the work.

Instructor Evaluation Survey: There will be an instructor evaluation survey at the end of the semester using Blue. Since instructor can know the only the response rate related to survey, all the students will receive 5 bonus points if the overall class response rate is 80% or above. If the response rate is less than 80%, none of the students will receive 5 bonus points.

Grading Criteria Rubric and Conversion

Final grades will be calculated as follows:

Activity	Points	Percentage
Meet & Greet	1 x 10 = 10	2%
Quizzes (13)	13 x 20 = 260	55%
Case Study (2)	2 x 50 = 100	21%
Exams (2)	2 x 50 = 100	21%
Instructor Evaluation	1 x 5 = 5	1 %
Total	470	100%

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

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

- A = 89.5% or higher
- B = 79.5% and up to but not including 89.5%
- C = 69.5% and up to but not including 79.5%
- D = 59.5% and up to but not including 69.5%
- F = below 59.5%

COURSE OUTLINE AND CALENDAR

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

Week	Content (Reading)	Tasks
Week #1: Aug 28 – Sep 3	Syllabus	Read syllabus Meet & greet due by Sep 5
Week #2: Sep 4 – Sep 10	Chapter 1: Global Supply Chains: The Roles and Importance of Transportation	Chapter 1 Quiz due by Sep 12
Week #3: Sep 11 – Sep 17	Chapter 2: Transportation and the Economy	Chapter 2 Quiz due by Sep 19
Week #4: Sep 18 – Sep 24	Chapter 3: Transportation Technology and Systems	Chapter 3 Quiz due by Sep 26
Week #5: Sep 25 – Oct 1	Chapter 4: Costing and Pricing of Transportation	Chapter 4 Quiz due by Oct 3
Week #6: Oct 2 – Oct 8	Chapter 5: Motor Carriers	Chapter 5 Quiz due by Oct 10
Week #7: Oct 9 – Oct 15	Chapter 6: Railroads	Chapter 6 Quiz due by Oct 17
Week #8: Oct 16 – Oct 22	Exam #1 (Chapter 1 through 6) Case Study #1	Both due by Oct 24
Week #9: Oct 23 – Oct 29	Chapter 7: Airlines	Chapter 7 Quiz due by Oct 31
Week #10: Oct 30 – Nov 5	Chapter 8: Water Carriers and Pipelines	Chapter 8 Quiz due by Nov 7
Week #11: Nov 6 – Nov 12	Chapter 9: Third Party Logistics	Chapter 9 Quiz due by Nov 14
Week #12: Nov 13 – Nov 19	Chapter 10: Transportation Risk Management	Chapter 10 Quiz due by Nov 21
Week #13: Nov 20 – Nov 26	Chapter 11: Global Transportation Management	Chapter 11 Quiz due by Nov 28
Week #14: Nov 27 – Dec 3	Chapter 12: Government Roles in Transportation	Chapter 12 Quiz due by Dec 5
Week #15: Dec 4 – Dec 10	Chapter 13: Issues and Challenges for Global Supply Chains	Chapter 13 Quiz due by Dec 12
Week #16: Dec 11 – Dec 15	Exam #2 (Chapter 7 through 13) Case Study #2	Due by Dec 14; Instructor survey due Dec 15

Important University Dates:

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

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

TECHNOLOGY REQUIREMENTS AND SUPPORT

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

Canvas:

This course will use the A&M-Central Texas Instructure Canvas learning management system, but only as a document repository and communication portal. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] using the credentials below:

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

Password: Your MyCT password

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

Additional Technical Support:

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

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Warrior Center for Student Success

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

COBA Learner Access and Success

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

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

ADA Access and Accommodations

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

Success Coaching and Peer Mentoring

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

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

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session

with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [<https://www.tamuct.edu/student-affairs/academic-support.html#tutoring>] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

Drop Policy.

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

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

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Records and Admissions Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

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

Please note that the utilization of any unsanctioned class resource (including AI) constitutes an academic integrity violation. This includes class materials from past semesters accessed via websites and former students. Allowing another individual to complete homework or exams on

your behalf is also strictly forbidden. Academic integrity violation penalties may be assessed retroactively if they are discovered after a course is complete, and may result in assignment/course failure, university suspension/expulsion, or degree nullification. Any student caught cheating on an exam in this course will automatically fail the course and have their case reported to student affairs.

Pregnant and/or Parenting Students Rights and Accommodations

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

[Title IX of the Education Amendments Act of 1972](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

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

Title IX Rights and Reporting Responsibilities

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

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

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

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

University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday through Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

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

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WConline [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each

subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

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

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

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

[<https://tamuct.libguides.com/index>]

A Note about Sexual Violence at A&M-Central Texas.

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

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

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring to your concern shows you care. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior

poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES.

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

There are no extra credit opportunities in this course.

Copyright Notice.

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

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