



College of Business Administration

MGMT 5330, Section 110, Cross-Sector Partnerships Syllabus

Fall 2023 – Hybrid – Online Synchronous and Online

Texas A&M University-Central Texas

College of Business Administration

COURSE DATES, MODALITY, AND LOCATION

The course is taught in a “blended” or “hybrid” format, meaning class will meet alternative Tuesday nights 6:00 – 8:45 p.m. via the class Zoom Room, with online content and assignments provided in between class meeting times using the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. Attendance at Tuesday night face to face sessions is **MANDATORY**, the dates for these sessions are: 9/5, 9/19, 10/3, 10/17, 10/31, 11/14, 11/28, and 12/12. Students who have to miss a session due to required work, travel or an illness should advise Dr. Altman in advance and she will work with you to make up the work. The advantage of a blended format is that synchronous meeting times are reserved for activities/exercises best suited to interaction and dialog, and concepts/learning resources best suited to individual study can be accomplished via online learning, thereby optimizing students’ time management. Holding the “face to face” sessions online promotes the additional benefit of no travel time to campus.

STUDENT RESPONSIBILITIES

Students must be self-disciplined and a self-starter to be successful in this class. The reading load is substantial, the topics complex and you will need to carefully think through and support your perspectives on the issues with well documented rationales. Good writing skills are essential as case analyses, journal writing, discussion forums and papers are all required assignments. Please review this Syllabus, the grading points/assignments, and course schedule in detail prior to agreeing to all course requirements via the Student Course Agreement.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Barb Altman

Office: Founders Hall, 217

Phone: 254-501-5841

Email: *via Canvas message system is preferred mode of communication.* (May use altman@tamuct.edu if Canvas is down)

Office Hours: by appointment, see procedure below to schedule.

Student-instructor interaction

I am readily accessible through the Canvas email function (messages) on the course web site. I check messages often and will get back to you within 24 hours during the week and within 36 hours on the weekend. There is also a "Course Q&A" Discussion Forum for students to post questions about the class that all students would most likely be interested in. For individual issues please send a Canvas message. I encourage students to interact with me by participating actively in the Zoom sessions, asking questions on the Course Q&A Discussion Forum and if you would like further direction or are having issues in the class, by setting up an appointment. If you wish to meet one-on-one either via phone or Zoom, please send me a Canvas message with several options for days/times and I will respond confirming one of your options.

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:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - [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/)
[<https://www.tamuct.edu/covid19/>]

COURSE INFORMATION

Course Catalog Description: Cross-sector partnerships have proven to be one of the most effective approaches to complex environmental challenges. Through case studies of environmental partnerships, literature on collaboration strategies, reflective journals and research, students will develop the skills necessary to lead future collaborative sustainability initiatives. Prerequisite(s): Management leveling.

Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Identify and describe the range of partnerships being utilized to realize Sustainable Development Goal #17.
2. Identify and describe the skill sets necessary to lead and/or participate in a successful cross-sector partnership.
3. Summarize the state of knowledge related to factors that promote or inhibit successful formation and implementation of cross-sector partnerships.
4. Evaluate case studies of sustainability partnerships to discern qualities that promote success.
5. Evaluate case studies of sustainability partnership efforts to identify challenges and opportunities for intervention.
6. Reflect on personal leadership abilities and identify developmental activities to increase effectiveness in cross-sector partnership efforts.
7. Choose a partnership initiative of particular interest and conduct independent research in to the dynamics of that partnership.

Required Readings and Textbook

All readings for the class will be accessed via the library e-reserves or course web site, there is no required text. The library e-Reserves link is:

https://tamuct.libguides.com/er.php?course_id=98796

COURSE REQUIREMENTS

a. Student Profile and Course Agreement: Students must read this Syllabus carefully and document they understand all course requirements by the end of the first week of class. The course agreement certifies students understand this Syllabus, all required course assignments, and the expectations associated with this class. The agreement is worth 40 grading points.

b. Discussion Forums: Twice during the semester online Discussion Forums will help students engage with core partnership readings and concepts. Students must read the assigned articles and compose an initial post responding to prompts; this post is worth 40 grading

points. Two response posts will be required, challenging your student colleagues to think harder about their initial post and the readings and concepts. Each of the second posts are worth 10 points. Total for each Forum is 60 grading points. (LOs 1, 2 & 3)

c. Reflection Journals: Twice during the semester students will engage in self-study about the partnership concepts. These written papers will probe your personal sentiments about cross sector work and sustainability, and the critical capabilities needed to accomplish them and what development work students may need. Each paper will be worth 100 grading points. (LO 6)

d. Themes-Analysis Paper: All of the assigned background readings will offer varying perspectives on the critical components and processes necessary to have successful cross-sector partnerships. In this paper students will analyze and track readings for these factors and compose a combined analysis of these features. Early in the semester students will submit a preliminary analysis to gain feedback that they are on track with their analyses, this assignment will be worth 20 grading points. After all the readings have been completed, the full meta-analysis paper will be due; it will be worth 180 grading points. (LO 3)

e. Student presentations on supplemental articles: The literature on partnerships is quite large and growing. Every attempt has been made to design the readings in this class to highlight the most informative. These “core” readings have been assigned to all students. For some topic areas in the class there are additional readings that lend some perspectives not covered in the identified core readings. Once during the semester, students will be assigned a “supplemental” reading to read and summarize its contribution to the class. This presentation is worth 40 grading points. (LOs 1, 2)

f. Case Analyses: Careful study of “real world” partnerships, both those that have succeeded and those with challenges, will be a critical part of this class. Following completion of the “themes-analysis” paper, there will be a series of published case studies assigned. These case studies take some time and in-depth reading multiple times to grasp the dynamics of the partnership. Each case study analysis will be worth 100 grading points. Instructions for the format and method for these case analyses will be shared via the course web site and in the Zoom class sessions. Written case analyses will be due prior to class and in-class students will further extend the learnings from the case via discussion and debate. (LOs 4, 5, 7)

g. Case Research and Write-Up: There are exciting NGO/business sustainability partnerships happening in our region. We will review some of these projects early in the semester, using prior students’ case write-ups as samples. Students will choose one partnership of particular interest to do supplemental research on for a final project in the class. Students will write an initial memo identifying the case they will research, with preliminary supporting information, this will be worth 20 points. Some of the information for the case will be available online but students also will be required to identify and interview partner representatives; an interview guide will be provided to students. The case study written final paper will be worth 160 grading points. The last night of class students will be required to present their case study to the class, including a PowerPoint presentation. This presentation will be worth 20 grading points. (LOs 7&8)

Class Grading Points:

1. Course Agreement		40
2. Discussion Forums (2 @ 60 points)		120
3. Themes-Analysis Paper		
Initial Submittal	20	
Final Draft	180	200
4. Supplemental Article Presentation		40
5. Reflection Journals (2@100)		200
6. Major Case Analyses (2@100 points)		200
7. Partnership Case		
Initial Memo	20	
Paper	160	
Presentation	20	
		200
Total Points:		1,000

Final Course Grade Calculation:

Calculation	Point Cut-Off	Course Grade
.90 X 1,000	900	A
.80 X 1,000	800	B
.70 X 1,000	700	C
.60 X 1,000	600	D

Minimum points required for a specific course grade are noted in the above table. *Minimum points required for a specific course grade will NOT be revised for any reason. There is no extra credit in this class.*

Grading Criteria Rubrics

Grading rubrics are provided for all course assignments within the Canvas course web site assignments and grade book. Students should review these rubrics carefully when preparing assignments to see how assignments will be evaluated.

Posting of Grades

All student grades will be posted in the Canvas Grade Book and students should monitor their grading status through this tool. Grades for Cases, Reflections Journals and Written Papers will be posted no later than one week following the due date. Grades for Discussion Forums and Class presentations will be posted within five days of the due date.

Grading Policies

It is best not to get behind in this course so normally late assignments are not accepted. If you find you need an extension on an assignment, message Dr. Altman PRIOR to the due date/time of the assignment and request an extension; state the reason and when you think you will be able to complete it. Reasonable requests will be accommodated. If students need an extension on a Case Assignment, please note that student will be asked to excuse themselves from that part of the class discussion that follows directly after the due date of the case (this is necessary to prevent an unfair advantage in writing up the case study).

COURSE OUTLINE AND CALENDAR

Course Calendar: Use the schedule below to map out readings and assignments. Course weeks start on a Thursday and end the follow Wednesday night. Assignments are due at 11:59 p.m. unless noted otherwise. All articles below are in class library eReserves, unless noted otherwise. Class meeting days are highlighted in yellow.

Week/Date	Topic	Readings/Assignments
1. 8/28 – 9/5 CLASS SESSION 9/5	Introduction to Course and Partnerships Context of SDG 17 Organization of the class Course web site navigation	Review Syllabus carefully, post questions to Course Q&A Discussion Forum READ prior to Class session in eReserves: 1) Ch. 17, Cross Sector/Cross Boundary Collaboration, 2) The need for cross-sector collaboration And in Course Resources: 3) United Nations Partnership Guide, Part 1, pp. 4-21 <i>(Be sure to take notes on key points in readings-be prepared to discuss in class)</i>
2. 9/6 – 9/12	Calls for a Partnership Approach	Course Agreement Due 9/6 (40 points) Read in eReserves: 1) The Collaboration Imperative – eReserves (in HBR folder) 2) The Ecosystem of Shared Value – eReserves (HBR folder).

		<p>3) Social Partnerships and responsible business – what, why and how? Ch. 1 – Social Partnerships & Responsible Business eBook</p> <p>Discussion Forum 1 – 1st post due (40 points) 9/10, 2nd posts (20 points) due 9/12 (LOs 1&2)</p>
<p>3. 9/13 – 9/19 CLASS SESSION 9/19</p>	<p>Overviews – the State of Knowledge</p>	<p>Read in eReserves:</p> <p>1) Joining Forces: Collaboration & Leadership for Sustainability (Success Factors folder)</p> <p>2) An Inclusive Approach to Partnerships for the SDG's – Using a Relationship Lens</p> <p>3) Taking environmental partnerships seriously (Process Improvement folder)</p> <p>Read in Course Module:</p> <p>3) NBS Study (be prepared to share notes on articles with the class – meaning typed up to be able to share online)</p> <p>Themes-Analysis Assignment One – Getting Started (20 points) due 9/19 (LOs 1,2&3)</p> <p>Supplemental Assignments Presentations in class (40)</p>
<p>4. 9/20 – 9/26</p>	<p>Perspectives from the Sectors</p>	<p>Read in eReserves:</p> <p>1) Towards a new theory of the firm – Ch. 16, Social Partnerships & Responsible Business eBook</p> <p>2) Revisiting Collaborations Between Nonprofits and Businesses: An NPO-</p>

		<p>Centric View and Typology</p> <p>3) Collaborative Value Creation Part 1</p> <p>4) Public Values in Public-Private Partnerships</p> <p>Reflection Journal 1 (100 points) Due 9/26 (LO 6)</p>
<p>5. 9/27 – 10/3</p> <p>CLASS SESSION 10/3</p>	<p>Barriers/Obstacles and Overcoming Them</p>	<p>Read in eReserves:</p> <ol style="list-style-type: none"> 1) Partnerships as Panacea for addressing global problems, Ch. 2 2) Conflict in Cross-Sector Partnerships, Ch. 11 3) Role Partnership Brokers play in creative effective partnerships, Ch. 21 <p>Read in course module: Practice case</p> <p>Discussion Forum 2, 1st post due 10/1 (40), 2nd post due (20) due 10/3, 5:00 p.m.</p> <p>Supplemental Assignments Presentations in class (40)</p>
<p>6. 10/4 – 10/10</p>	<p>Leadership Models for Collaboration</p>	<p>Read in eReserves:</p> <ol style="list-style-type: none"> 1) Integrative Leadership and the creation and maintenance of cross-sector partnerships 2) Dawn of Systems Leadership <p>Read in course module:</p> <ol style="list-style-type: none"> 3) UN Partnering Guide <p>Themes Analyss Paper Due 10/10 (100 points)</p>
<p>7. 10/11 – 10/17</p> <p>CLASS SESSION 10/17</p>	<p>Leadership for Collaboration (cont.)</p>	<p>Read research in progress paper on course web site</p>

		Reflection Paper 2 due 10/17 5:00 p.m. (100 points)
8. 10/18 – 10/24	Intro – Case Study Research	Read Case Study Samples posted on web site Explore resources on course web site for ideas
9. 10/25 – 10/31 CLASS SESSION 10/31	In Depth Analysis - Case 1	Case Study One Due 5:00 p.m. 10/31 (100 points)
10. 11/1 – 11/7	Choose your case for personal research	Case Study Selection Memo due 11/7 (20 points)
11. 11/8 – 11/14 CLASS SESSION 11/14	In Depth Analysis – Case 2	Case Study Two due 5:00 p.m. 11/14 (100 points)
12. 11/15 – 11/21	Individual case research	
13. 11/22 – 11/28 SESSION 11/28 Entire class will not meet together, students will schedule an individual time to meet with Dr. Altman during class time	Individual case research	Be prepared for individual meetings to discuss progress on research
14. 11/29 – 12/5	Individual case research	Individual Case Due 12/5 (160 points)
15. 12/6 – 12/15 CLASS SESSION 12/12	Case Study Research sharing and Course Wrap-Up	Case presentations due in class (20 points)

Important University Dates

See important University dates for the fall semester: link to:

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

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, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linux, iOS, android, or any other device with a modern web browser.

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/>] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

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

For the bi-weekly Zoom meetings students are required to have a video camera and microphone on their computer.

Canvas Support

Use the Canvas Help tab, 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.

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: (304) 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.

Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines.

Complying with this requirement is part of your “Course Agreement”.

For issues related to course content and requirements, post to the “Course Q&A” Discussion Forum.

COLLEGE, UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

COBA Learner Access and Success

This 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, among other services and many helpful videos. Check it out and bookmark it, it will be very useful: COBA Learner Access and Success

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

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.

Please advise Dr. Altman of any academic accommodation you may require for the semester as soon as those have been approved by the Office of Access & Inclusion. She will work with you to meet any approved requests.

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.

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 Student Conduct Office. 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].

Note the Academic Honor Code posted in the “Course Resources” module within the course web site; adherence to this Code is part of your course agreement.

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/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.

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 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 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)

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

This course utilizes the library's eReserves for supplemental reading assignments, the link to this eReserves is https://tamuct.libguides.com/er.php?course_id=98795.

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 thru 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 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 [WOnline](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](https://cm.maxient.com/reporting.php?TAMUCentralTexas) online

[https://cm.maxient.com/reporting.php?TAMUCentralTexas].

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.

Instructor Additional Policies

Course Standards

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues, should be kept professional, including Discussion Forum postings and messages. For online correspondence, appropriate "netiquette" rules should always be followed (see Course Resources module on course web site for netiquette guidelines). For written assignments, all work should be proofread, free of grammatical errors, include proper citations and be in accordance with American Psychological Association (APA) standards (see link to APA web site in Course Resources module).

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Professor Altman reserves the right to make changes to this Syllabus should circumstances during the semester cause revision. Note the date below of this Syllabus. Should changes be

necessary a revised Syllabus will be posted on the Course web site, an announcement posted to that effect, and the new version will have a different date in the footer.