



FIN 3301 - 115, 80111, Financial Management I

Fall 2023, 1st 8-week, Online, Texas A&M University-Central Texas

Mode of instruction and course access:

This course is an online class with materials and lectures made available online via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. Assignments and Exams will be given in online using Connect.

INSTRUCTOR AND CONTACT INFORMATION

- Instructor: Rong (Angelina) Guo, Assistant Professor of Finance
- Office: Founder's Hall, 323U
- Email: r.guo@tamuct.edu (include "FIN-3301" in your e-mail topic)

Office Hours: Don't hesitate to ask for a specific day and time to communicate online via Zoom on most days between Monday – Thursday 8am -6pm and some weekends.

Student-instructor interaction:

My preferred communication method is via the TAMUCT email system. I check email regularly on weekdays and a couple of times a day on weekends. I will create a class email list using your TAMUCT email, you are responsible for the content of all course emails. Do not fall behind and do not be afraid to ask for help!

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 Overview and description: This course is an introduction to the field of finance. Topics will be covered that pertain to corporate finance and investments. This course serves as a foundation to the upper level finance courses and focuses on the quantitative techniques and broad knowledge needed that are applied in the advanced finance classes. Specifically, we will discuss the development and analysis of financial statements, risk and return measurements, time value of money, bond and stock valuation, capital budgeting and cost of capital.

Course Prerequisites: ACC 2033; ACC 2043; ECO 2013; appropriate introductory Accounting course: balance sheets, income statements and the statement of cash flows; and basic algebra.

Student Learning Outcomes:

By the end of this course, you should be able to:

1. Explain and be able to communicate the nature of corporate finance in an academic or a business forum;
2. Distinguish different types of business structure, identify the major corporate financial decisions and corporate objective, and describe some important basic concepts;
3. Be able to perform time-value calculations by using financial mathematics;
4. Explain how to value a firm and apply skills in evaluation debt and equity securities;
5. Explain the nature of interest rate risk and describe the theories that are used to explain the term structure of interest rates;
6. Apply skills in evaluating capital budgeting projects by using different methods of project evaluation;
7. Apply skills in risk and return measurement;
8. Describe basic portfolio theory and communicate more effectively in an academic or a business context;
9. Be able to use the Capital Asset Pricing Model (CAPM) and apply skills in estimating the cost of equity;
10. Estimate the cost of each source of capital and combine these costs into a weighted average cost of capital for a company;
11. Understand the capital structure and outline the main factors that financial managers should consider when determining a company's financing strategy;
12. Critically apply and discuss the theories detailing the capital structure and assess the implications of the empirical evidence from recent studies on capital structure;
13. Critically apply and discuss the theories relating dividends to share price and cost of capital.

Course Materials and Textbook:

1. Required Text:

Fundamentals of Corporate Finance, 13th (alternate) edition by Stephen Ross, Randolph Westerfield and Bradford Jordan, Mc-Graw-Hill, Irwin.

Connect is also required. One option is to purchase a loose-leaf version of the textbook along with an access code for Connect. You are also welcome to only purchase access to the online



content in Connect, if purchased directly when registering. And CONNECT includes an ebook.

The registering link is <https://connect.mheducation.com/class/r-guo-fall2023-fin3301-115>

2. Calculator:

A financial calculator is required, preferably one that can compute IRR. Lectures will examine four (4) different valuation techniques, including the use of a financial calculator. More time will be spent in this class on learning how to use the financial calculator than in any other finance class. It would be wise to take the time now to learn how to use all of the features of a financial calculator. There are several different calculators available, and anyone is fine. Personally, I recommend the Texas Instruments BAII Plus.



- 2a. Optional: Access to Excel for financial calculations, instead of or in addition to calculator.
- 2b. Optional: Access to an app, such as “BA Calc”, for financial calculations, instead of or in addition to calculator or excel.

COURSE REQUIREMENTS

One Spreadsheet Problem	12%
Exam 1 & 2 & 3	48% (Each exam is 16% of the grade)
Homework	40% (Each homework is 4% of the grade)
Total	100%

1. Financial Calculator and Excel

A significant portion of this course focuses on quantitative analysis. As a result, it's essential for each student to possess and be proficient with a financial calculator and Excel, both of which should be capable of performing time value of money, net present value, and internal rate of return



calculations. I will provide instructions on how to use the Texas Instruments BA II Plus calculator and Excel for problem-solving in the lecture videos. During exams, you have the option to use either a financial calculator or Excel to complete the problems.

2. Homework

There will be one (1) homework assignment for each chapter we cover. The homework assignments will be conducted through Connect (click on the following link for information: <https://connect.mheducation.com/class/r-guo-fall2023-fin3301-115>). You have to submit the assignment before 11:59pm of the due day. **Late submission is not accepted given the fast-paced nature of 8-week session (let me know if any extenuating circumstance arises).** The assignment is open-book and open-notes. You are also encouraged to discuss the homework questions with your classmates. However, please pay attention to the difference between “discussion” and “copy”. Please don’t copy other student’s answer.

The solutions to the homework assignments will be posted on Connect after the due date and time. You will be graded only on the Questions and Problems that are assigned for each chapter. Each assignment will be graded based on your performance.

3. Homework Grading

Connect will grade your assignment and you will be informed as to how many questions you answered correctly. Be careful, a computer is grading your work and cannot be expected to understand rounding differences. If a question is marked wrong, double check your work and do not round on any of the intermediate steps. You can turn the assignment in as many times as you like, up until the due date. The grading given by Connect is your final grade. No change will be made for any reasons. If you have trouble with Connect, please contact Customer Support at: <http://create.mcgraw-hill.com/wordpress-mu/success-academy/>.

Your Responsibility: Ensuring that the grades that are posted on Canvas are correct. Please check your grades periodically and contact me if one of your grades is incorrect. I will download all of your grades from Canvas at the end of the semester. You are responsible for informing me of any errors. You will have until **October 20, 2023** to inform me of any mistakes. After October 20, I will NOT change any previously posted grades.

4. Spreadsheet Problems

Each student will also solve one problem requiring substantial computation via the computer, with the help of spreadsheet software such as Microsoft Excel. You will submit your Excel file (not a pdf) on Canvas, to allow the instructor to see all cell formulas.

This is the signature assignment linked to AACSB PSLO #6

5. Exams

There will be three exams. The exams will cover materials from lecture notes, the handouts, and



article discussions. Each exam will have a combination of multiple choice and essay questions. All exams are open-book & open-notes formats. But you should not have access to any outside materials or help from any individual. Although exams are not cumulative, you must understand earlier chapters to be able to deal with later chapters since much of the material builds on itself.

Exam 1 will be on 9/17-9/18. It is a 2-hour exam. You can find any 2-hour window that specified date to complete it. The exam questions will include multiple choices and fill in the blanks. For both types of questions, grading is based only on your final answer.

Exam 2 will be on 10/1-10/2. It is a 2-hour exam. You can find any 2-hour window that specified date to complete it. The exam questions will include multiple choices and fill in the blanks. For both types of questions, grading is based only on your final answer.

Exam 3 will be on 10/21-10/22. It is a 2-hour exam. You can find any 2-hour window that specified date to complete it. The exam questions will include multiple choices and fill in the blanks. For both types of questions, grading is based only on your final answer.

6. Excused Absences

If you have a conflict with a scheduled exam, you **MUST** inform me at least one week ahead of time. There will be no make-up midterm exams, and University policy applies to final exam conflicts. If you are officially excused from a midterm exam as a result of informing the instructor, you will be able to count the final exam for an appropriate percentage of points to make up for the missed midterm exam. This option is available only one time per student during the semester.

Grading:

$\geq 90\%$	A
80 - 89.99%	B
70 - 79.99%	C
60 - 69.99%	D
$< 60\%$	F

NOTE: Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances. Any request for an incomplete grade in this course must be approved by the professor prior to the last week of classes. Requests should be submitted in written form, include a detailed explanation and documentation, and must include an address and/or telephone number where you may be contacted throughout the following semester. There is a university requirement that a substantial portion of the course work must have been completed by the student prior to receiving and incomplete. Also, students will be required to enter into a contract with the professor to finish the course within some set time frame to be determined by the professor. Students will no longer be able to get an IC after doing 5% of the class and then get an extra semester to complete their work.



Posting of Grades

Grades will be posted in Canvas, you will receive all detailed feedback on Connect following the exam.



TENTATIVE COURSE OUTLINE AND CALENDAR

Week/dates	Chapters	Topics
8/28-9/1	0	Syllabus
	1	Overview of corporate finance
	2	Financial statements, taxes, and cash flow
9/4-9/8	3	Working with financial statements
	5	Time value of money
9/11-9/15	6	Discounted cash flow valuation
	6	Discounted cash flow valuation
		Review 1
9/18-9/22	1,2,3,5	Exam 1 (9/17-9/18)
	7	Interest rate and bond valuation
9/25-9/29	8	Stock valuation
		Review 2
10/2-10/6	6,7,8	Exam 2 (10/1-10/2)
	9	Net present value and other investment criteria
		Spread sheet assignment
10/9-10/13		
	12,13	Risk and return
10/16-10/20	14	Cost of capital
		Review 3
	9, 12, 13, 14	Exam 3 (10/21-10-22)



Important University Dates:

August 28, 2023	Classes Begin for Fall Semester
August 28, 2023	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
August 30, 2023	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
September 1, 2023	Superintendent Program Application Deadline
September 1, 2023	Educator Preparation Program (Teacher and Principal) Application Deadline
September 5, 2023	Deadline to Drop First 8-week Classes with No Record
September 13, 2023	Deadline to drop 16-week Classes with No Record (Census)
October 6, 2023	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
October 6, 2023	Student End of Course Survey Opens (First 8-Week Classes)
October 13, 2023	Deadline for Admissions Applications
October 15, 2023	Deadline for Clinical Teaching Applications
October 20, 2023	Deadline to Withdraw from University for First 8-Week Classes (WF)
October 20, 2023	Classes End for First 8-week Session
October 20, 2023	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
October 20, 2023	Student End of Course Survey Closes (First 8-Week Classes)
October 23, 2023	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants
October 23, 2023	Classes Begin for Second 8-Week Session
October 23, 2023	Class Schedule Published For Spring and Summer Semester
October 23, 2023	Advising Begins for Spring Semester
October 24, 2023	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 25, 2023	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 27, 2023	Deadline for Graduation Application for Fall Ceremony Participation
October 30, 2023	Deadline to Drop Second 8-Week Classes with No Record
November 1, 2023	Educator Preparation Program Application Deadline



November 1, 2023	Clinical Teaching Placement Form Deadline
November 1, 2023	School Counselor Program Application deadline (Spring)
November 1, 2023	Deadline for GRE/GMAT Scores to Graduate School Office
November 6, 2023	Registration Opens for Spring Semester
November 9, 2023	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 9, 2023	Deadline for Final Committee-Edited Theses with Committee Approval Signatures
November 10, 2023	Veteran's Day
November 17, 2023	Priority Deadline for International Student Admissions Applications
November 17, 2023	Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office
November 23-24, 2023	Thanksgiving
December 1, 2023	Deadline for Scholarship Applications for the Spring Semester
December 1, 2023	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 1, 2023	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 1, 2023	Priority Deadline for VA Certification Request (Spring)
December 15, 2023	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 15, 2023	Fall Semester Ends
December 15, 2023	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 15, 2023	Deadline for Fall Degree Conferral Applications to the Records and Admissions Office \$20 Late Application Fee
December 15, 2023	Fall Commencement Ceremony Bell County Expo 3 pm



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, Linus, 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

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.

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 requires use of the Chrome web browser with their custom plug in installed.

Other Technology Support

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

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

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 or visit WH, 111.

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

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the 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].

Drop Policy

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

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/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>]

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 [WCOonline](#) [<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.

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.