

**AVSC 3310, 80195, MANAGING MAINTENANCE ORGANIZATIONS & PEOPLE**

Fall 2023

Texas A&amp;M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

August 28, 2023, to December 15, 2023.

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

**INSTRUCTOR AND CONTACT INFORMATION****Instructor:** V. Carson Pearce**Office:** 302M Beck Family Heritage Hall**Phone:** 254-519-5776**Email:** *carson.pearce@tamuct.edu***Office Hours:**

Readily accessible through Canvas Message, which is checked daily during the week and once a day on weekends. Will respond within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date if you are asking about an assignment.

**Mode of instruction and course access:** This course uses the A&M-Central Texas Canvas Learning Management System [[https://tamuct.instructure.com](https://tamuct.instructure.com/)]. It is 100% online.

**Student-instructor interaction:** All contact and assignment submissions will be made via Canvas. Mail is checked several times during a day. Weekend response may take longer, so allow extra time for me to reply to your emails.

**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](http://www.safezoneapp.com)].

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

- 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]
- Launch the app and enter your myCT email address (e.g. [{name}@tamuct.edu](mailto:{name}@tamuct.edu))
- Complete your profile and accept the terms of service.

## COURSE INFORMATION

### Overview and description:

Overview of the role of management, and an introduction to leadership theory and practice. Includes defining of mission and goals, organizing work, and managing human performance.

Prerequisite: junior classification.

### Course Objective or Goal:

Expose the student to management and leadership theory, and how those theories apply to creating successful aviation maintenance teams.

### Student Learning Outcomes (SLOs)

Upon completion of this course, the student will be able to:

1. Explain the difference between management and leadership.
2. Compare management styles.
3. Select appropriate leadership styles for different situations.
4. Develop a personal theory of management and leadership.

### Competency Goals Statements (certification or standards)

The course will be considered successfully completed when the student has demonstrated, through posted written assignments and exams, that they have developed a deeper understanding of leadership styles and the effect they have on the self, individuals, and aviation maintenance teams.

### Required Textbook:

Leadership: Theory and Practice (Ninth Edition) (2021)

Peter Northouse

ISBN 978-1506362311

If you have taken AVSC 3300, you should already have this textbook.

**Suggested Course Materials:**

Publication Manual of American Psychological Association (7th edition)

American Psychological Association

ISBN 978-1433832734

It is highly advisable that that you keep this resource following the course, as APA citations are the required citation method.

**COURSE REQUIREMENTS /SPECIFICATIONS****Point based grade components:**

Weekly Discussion Posts	40% (SLOs 1-4)
Three Quizzes	30% (SLOs 1-4)
Personal Theory of Leadership Paper	30% (SLOs 1-4)
<b>Total</b>	<b>100%</b>

**Grading scheme**

- A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.
- B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.
- C 2.00 (70–79%) Achievement that meets the course requirements in every respect.
- D 1.00 (60–69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.
- F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).
- “I” (Incomplete) The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and way the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students,

an “I” is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an “I” must be submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

**Posting of Grades:**

- *All student grades should be posted using the Canvas Grade book and students should monitor their grade status through this tool.*
- *The instructor will return projects as soon as possible.*

**Weekly Discussion Post:** On weeks with a discussion post, the student will submit their work relevant to the week’s learning objective. The instructor will provide a writing prompt that will involve the completion of a mini-project or reflective writing on the week’s topic. **Your APA formatted discussion post should be turned in early enough in the week to allow time to respond to two classmate’s postings. Your two or more paragraph, 200 or more-word discussion post, and 100 or more-word classmate reply is due no later than 11:59PM on Sunday of each assigned week.** Your weekly efforts will be graded for writing ability, original content, and contribution to the learning community. Posting beyond minimum requirements will enhance your grade. Your primary post will need to meet the objectives of the work assigned. Response posts should be long enough to communicate an understanding of the subject material and contribute to the discussion. Your body of posts for the week receive one grade (0-100 points) as follows:

**AVSC 3310 Discussion Post Rubric**

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments; is thoughtful, reflective, and respectful of other’s postings. Proper citing of references and APA style; proper punctuation, sentence structure and spelling. No editing or	Appropriate comments and responds respectfully to other's postings. Follows APA format with few errors but sentence structure could be improved. Editing would improve the assignment.	Responds, with minimum effort. Does not follow APA format. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Posts are less than 200 words and responses are less than 100	No posting.

	revisions required.		words to classmates.	
<b>Relevance of Post</b>	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position that captures the issue. Supports position with well-articulated arguments.	Begins to address areas that are somewhat related to the discussion content. Position, and argument for that position is plausible, but not totally clear.	Posts positions which do not relate to the discussion content; makes short or irrelevant remarks. Off-topic.	No posting.
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

**Three Quizzes:** There will be three quizzes during the semester. Each quiz covers only the material presented during the previous weeks. There is no final comprehensive test at the end of the semester.

**Personal Theory of Leadership Paper:** Using what you have learned this semester (chapters 110), craft a Personal Theory of Leadership. See the online assignment for more information.

**The paper will be in APA format and will be submitted first as a draft with the purpose of improving the paper before it is due.**

Ideally, a student knows a paper is complete when it fully expresses the author's intent. Since many students ask for more specific guidance, a thorough discussion of this topic will be at least seven pages in length, not including a title page or any references. The rough draft will likely not meet this goal, but the final paper should. Please reference the rubric for this assignment for

further guidance. The instructor is available for further guidance once the rubric has been consulted.

**Personal Theory of Leadership Rough Draft and Final Paper Rubric:**

(Note: The Rough Draft will be 50% of the posted rubric score.)

<b>Points</b>	<b>25</b>	<b>15</b>	<b>5</b>	<b>0</b>
<b>Quality of Writing</b>	<ul style="list-style-type: none"> <li>• Excellent use of APA style</li> <li>• Exceeds standards for good writing</li> </ul>	<ul style="list-style-type: none"> <li>• Good use of APA style</li> <li>• References textbook</li> <li>• Communicates very clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Marginal use of APA style</li> <li>• Relies only on opinion.</li> <li>• Poor use of grammar and writing</li> </ul>	<ul style="list-style-type: none"> <li>• No submission</li> </ul>
<b>Points</b>	<b>75</b>	<b>60</b>	<b>25</b>	<b>0</b>
<b>Communication of Ideas</b>	<ul style="list-style-type: none"> <li>• Paper demonstrates excellent understanding of the course material.</li> <li>• Considers how multiple approaches might apply to developing a personal leadership style</li> <li>• Uses support material beyond the textbook</li> </ul>	<ul style="list-style-type: none"> <li>• Paper demonstrates passable understanding of the course material.</li> <li>• Uses well-reasoned arguments for developing a personal leadership style.</li> <li>• References textbook frequently</li> </ul>	<ul style="list-style-type: none"> <li>• Paper demonstrates marginal understanding of the course material.</li> <li>• Shows minimum effort to complete assignment goals.</li> <li>• Relies mostly on opinion.</li> </ul>	<ul style="list-style-type: none"> <li>• No submission</li> </ul>

**Posting of Grades**

- *All student grades should be posted using the Canvas Grade book and students should monitor their grade status through this tool.*

- *The instructor will return projects as soon as possible.*

## Grading Policies

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

**Quality Work:** All work submitted for grading shall be of upper-level quality: Depth of analysis, grammatical structure, etc. **Your work will be checked for plagiarism using online plagiarism assessment programs. Plagiarism will not be tolerated.**

**Identifying Submissions:** Submissions must clearly identify the student, course, and the title of the assignment (Last Name, Course Name, and Assignment) or (Smith\_GBK301\_Essay1).

**Written Assignment Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 7th ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format. **Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

**Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Your assignments are fairly involved, so please stay ahead, and stay engaged with the material. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. ***Ask for an extension as soon as you see you may need one, prior to the due date.*** It is much easier to discuss issues before due dates rather than after. Late work is not accepted.

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

## COURSE OUTLINE AND CALENDAR

### Week 1: Aug 28 to Sep 03

- Assigned Textbook Reading - Chapter 1: Introduction
- BIG IDEA – Management and Leadership roles overlap but are not the same.

- Discussion Post – Introduce yourself.

**Week 2: Sep 04 to Sep 10**

- Assigned Textbook Reading – Chapters 2: Trait Approach
- BIG IDEA – Some people are born Mangers/Leaders
- Weekly Leadership Instrument: Leadership Trait Questionnaire (p. 36-38)
- Discussion Post

**Week 3: Sep 11 to Sep 17**

- Assigned Textbook Reading – Chapters 3: Skills Approach
- BIG IDEA – Mangers/Leaders can be developed, despite initial skill level.
- Weekly Leadership Instrument: Skills Inventory (p. 66-68)
- Discussion Post

**Week 4: Sep 18 to Sep 24**

- Assigned Textbook Reading – Chapter 4: Behavioral Approach
- BIG IDEA – A Manger's/Leader's actions influence the accomplishment of tasks and determines team productivity.
- Weekly Leadership Instrument: Leadership Behavior Questionnaire (p. 88-90)
- Discussion Post

**Week 5: Sep 25 to Oct 01**

- Assigned Textbook Reading – Chapter 5: Situational Approach
- BIG IDEA – Mangers/Leaders must adapt their style to different situations.
- Weekly Leadership Instrument: Situational Leadership Questionnaire (p. 110-113)
- Discussion Post

**Week 6: Oct 02 to Oct 08**

- Assigned Textbook Reading – Chapters 6: Path-Goal Theory
- BIG IDEA – Mangers/Leaders exist to help teams define goals and remove barriers to achieving them.
- Weekly Leadership Instrument: Path-Goal Leadership Questionnaire (p. 133-135)
- Discussion Post
- **Quiz #1 (Chapters 1-5)**

**Week 7: Oct 09 to Oct 15**

- Assigned Textbook Reading – Chapter 7: Leader-Member Exchange Theory
- BIG IDEA - Individual team members negotiate their relationship to their Mangers/Leaders, creating IN groups and OUT groups.



- Weekly Leadership Instrument: LMX 7 Questionnaire (p. 156-158)
- Discussion Post

**Week 8: Oct 16 to Oct 22**

- Assigned Textbook Reading – Chapter 8: Transformational Leadership
- BIG IDEA – Managers/Leaders influence followers to achieve more by helping them realize their full potential.
- Weekly Leadership Instrument: MLQ Form 5X-Short (p. 189-191)
- Discussion Post

**Week 9: Oct 23 to Oct 29**

- Assigned Textbook Reading – Chapter 9: Authentic Leadership
- BIG IDEA – Managers/Leaders gain authority through their positive psychological qualities and strong ethics.
- Weekly Leadership Instrument: Authentic Leadership Self-Assessment Questionnaire (p. 219-221)
- Discussion Post

**Week 10: Oct 30 to Nov 05**

- Assigned Textbook Reading – Chapter 10: Servant Leadership
- BIG IDEA – Managers/Leaders that place their teams first, as evidenced by how they empower them, create an environment for success.
- Weekly Leadership Instrument: Servant Leadership Questionnaire (p. 250-252)
- Discussion Post

**Week 11: Nov 06 to Nov 12**

- Assigned Reading – Article(s) TBD
- BIG IDEA – Defining mission and goals.
- Discussion Post – Personal Theory of Leadership conclusions
- **QUIZ #2 (Chapters 6-10) Week 12**
- Assigned Reading – Article(s) TBD
- BIG IDEA - Defining mission and goals.
- Discussion Post – Your experience with defining goals.

**Week 12: Nov 13 to Nov 19**

- Assigned Reading – None
- BIG IDEA – Work on your paper
- Discussion Post – Defining mission and goals.

**Week 13: Thanksgiving Week: Nov 20 to Nov 26**

- **Personal Theory of Leadership: Work on your draft paper.**
- No discussion posts this week.

**Week 14: Nov 27 to Dec 03**

- Assigned Reading – Article(s)
- BIG IDEA - Organizing work.
- Discussion Post – Managing Human Performance
- **Personal Theory of Leadership DRAFT due**

**Week 15: Dec 04 to Dec 10**

- Assigned Reading – Article(s)
- BIG IDEA - Managing human performance.
- Discussion Post – How did you manage your own performance on the paper?
- **Personal Theory of Leadership Paper Due**

**Week 16: Dec 11 to Dec 15**

- BIG IDEA – Wrapping it all up.
- **Quiz #3 (Weeks 11-15)**

**Important Dates**

August 28, 2023	Classes Begin for Fall Semester
September 13, 2023	Deadline to drop 16-week Classes with No Record (Census)
October 16, 2023	Advising Begins for Spring Semester
October 27, 2023	Deadline for Graduation Application for Fall Ceremony Participation
November 6, 2023	Registration for Spring Semester Begins
November 9, 2023	Registration for Spring Semester Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)

November 10, 2023	Veteran's Day
November 23-24, 2023	Thanksgiving
December 1, 2023	Student End of Course Survey Opens
December 15, 2023	Fall Semester Ends
December 15, 2023	Fall Commencement Ceremony Bell County Expo 7 pm
August 28, 2023	Classes Begin for Fall Semester
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 10, 2023	Veteran's Day
November 23-24, 2023	Thanksgiving
December 1, 2023	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 15, 2023	Fall Semester Ends

### Technology Requirements and Support

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

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

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

### Canvas Support

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

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

### Online Proctored Testing

Texas A&M University-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity

verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio 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](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

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

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

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Warrior Center for Student Success**

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

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

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

**Testing Services:** We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved

ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

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

### Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the 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/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The 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](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

### **Title IX Rights and Reporting Responsibilities**

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

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), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

### University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 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)

[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]

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

## **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].

### **Instructor Policies**

Life happens. As such, if a student realizes that a posting, quiz, or assignment will be late due to unforeseen emergency or special circumstance, please notify the instructor as soon as is practical to assess the impact on the course. The instructor may grant extra time to complete an assignment within the confines of the 16-week course. However, if it becomes apparent that this policy is abused, or that the request was fraudulent, the instructor reserves the right to place an unfavorable grade for incomplete work.



## Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

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

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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## Copyright Notice

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