**NURS 4410-110: Leadership & Management**
Fall 2023
Texas A&M University-Central Texas

**Mode of Instruction and Course Access:**
This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System
[https://tamuct.instructure.com].

This course runs from August 28, 2023- December 15, 2023

**INSTRUCTOR AND CONTACT INFORMATION**
**Instructor:**    Dawn Riess, PhD, RN
**Office:**    Heritage Hall 302B
**Phone:**    254-519-5718
**MS Teams:**    Text via TEAMs chat, email, call, or facetime
**Email:**    dawnriess@tamuct.edu

**Office Hours:**
Office Hours: Monday 0800-1600 home office, Tuesday-Thursday @TAMUCT, 0730-1530. Drop-in is welcome. Additional hours are available by appointment, in-person or virtual.  Virtual office hours will be available via TEAMs.  I am available for virtual office hours Monday-Friday and by appointment on weekends.  I know you work different shifts, so I can accommodate your needs.

**Student-instructor interaction**
Messages within Canvas Inbox are checked daily. Emails to secondary email are checked Monday through Friday during business hours. Students may expect a response within 24 to 48 hours. It is expected that all Canvas message communication from faculty receive a response within 48 hours.

The Canvas announcements page is used to send information that pertains to all students.  It is strongly suggested that you adjust your Canvas settings to receive announcements in your email account or check announcements frequently.

## Emergency Warning System for Texas A&M University-Central Texas
**SAFEZONE.** SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

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

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

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**COURSE INFORMATION**

**Course Overview and Description:**
In this course, theories, and principles of human behavior in organizations are examined, including an exploration of leadership roles in professional nursing practice. Students analyze concepts that reflect the progressive development of the nurse leader who applies critical thinking and information technology skills to evidence-based practice. The role of the nurse leader as an interprofessional team member is also examined.  The importance of the nurse leader as a role model for continued professional growth through lifelong learning is emphasized.  Issues related to political action, socio-legal concerns, cultural diversity, and ethics in professional nursing practice are explored with an emphasis on the advocacy role of the nurse. Practicum experiences are individualized.

**Course Objective:**
By the end of the course the student will be able to: Relate practical application of leading and management styles to provide the best possible outcomes for patients.

**Student Learning Outcomes:**

- Apply theories of leadership and management to practice through the application of critical thinking to coordinate ethical evidence-based nursing care.

- Demonstrate an awareness of complex organizational systems, including the professional nurse's role in influencing these systems.

- Analyze the impact of selected historical, political, ethical, cultural, legal and professional issues on the health care delivery.

- Demonstrate valuing of lifelong learning and professional growth.

- Apply the role of the professional nurse as a leader, manager, and facilitator of holistic, interprofessional care.

**Professional Standards and Guidelines:**

The curriculum is guided by:  American Association of Colleges of Nursing. (2021). [The Essentials: Core Competencies for Professional Education](https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf). Washington, DC. [https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf]

- Essential 1.1: Demonstrate an understanding of the discipline of nursing's distinct perspective and where shared perspectives exist with other disciplines
- Essential 1.2: Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.
- Essential 2.2: Communicate effectively with individuals.
- Essential 2.6: Demonstrate accountability for care delivery.
- Essential 2.9: Provide care coordination.
- Essential 4.2: Integrate best evidence into nursing practice.
- Essential 5.1: Apply quality improvement principles in care delivery.
- Essential 5.2: Contribute to a culture of patient safety.
- Essential 5.3: Contribute to a culture of provider and work environment safety.

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- Essential 6.1: Communicate in a manner that facilitates a partnership approach to quality care delivery.
- Essential 6.2: Perform in different team roles, using principles and values of team dynamics.

- Essential 6.4: Work with other professionals to maintain a climate of mutual learning, respect, and shared values.
- Essential 7.1: Apply knowledge of systems to work effectively across the continuum of care.
- Essential 8.1: Describe the various information and communication technology tools used in the care of patients, communities, and populations.
- Essential 8.3: Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings.
- Essential 9.2: Employ participatory approach to nursing care.
- Essential 9.3: Demonstrate accountability to the individual, society, and the profession.
- Essential 9.4: Comply with relevant laws, policies, and regulations.
- Essential 9.5: Demonstrate the professional identity of nursing.
- Essential 9.6: Integrate diversity, equity, and inclusion as core to one's professional identity.
- Essential 10.1: Demonstrate a commitment to personal health and well-being.
- Essential 10.2: Demonstrate a spirit of inquiry that fosters flexibility and professional maturity.
- Essential 10.3: Develop capacity for leadership.

**Required Reading and Textbook(s):**

American Psychological Association. (2020). *Publication of the American Psychological Association* (7th ed.). Washington D.C: American Psychological Association.  ISBN-13: 978-1433832178   ISBN-10: 1433832178

Yoder-Wise P. (2019). *Leading and Managing in Nursing* (7th ed.). Maryland Heights, Missouri: Elsevier. ISBN-9780323449137


**COURSE REQUIREMENTS**
**\*\* Note that assignments may require additional research and data collection in addition to textbook reading assignments\*\***

**Course Requirements:**

- Apply theories of leadership and management to practice through the application of critical thinking to coordinate ethical evidence-based nursing care.
- Demonstrate an awareness of complex organizational systems, including the professional nurse's role in influencing these systems.
- Analyze the impact of selected historical, political, ethical, cultural, legal, and professional issues on the health care delivery.
- Demonstrate valuing of lifelong learning and professional growth.
- Apply the role of the professional nurse as a leader, manager, and facilitator of holistic, interprofessional care.

| Assignments | 60% | A 90%-100% |
|---|---|---|
| Change Project | 30% | B 80%-89% |
| Discussion | 10% | C 70%-79% |
| Total: | 100% | D 60%-69% |
| | | F 59% or below |

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*Note, grade of 70 or higher required to pass all nursing courses.

**Due dates and times**:

Assignments are due on the date and time outlined in the course schedule and syllabus.
A 10% deduction will be taken for each day an assignment is past the due date if approved by faculty.  After three days, a grade of 0 will be entered into the gradebook for that assignment.  This includes all quizzes, discussion boards, project components and any other written work in the course. Exceptions will be granted at faculty discretion and only if arrangements were made prior to the due date.

**Posting of Grades:**
All student grades will be posted on the Canvas Grade book. Students should monitor their grading status often and report to the instructor any discrepancies. Quiz and exam grades taken through Canvas are posted upon successful submission. Faculty graded assignments and discussion posts will usually be posted within 7 days after the due date and time.

**Grading Policies**
**The Operation of the Online Course and Being an Online Student**
Online learning requires students to be very self-disciplined. For this course, Monday will be considered the first-class day. Initial discussion board postings are due on Thursday at 2359 of the appropriate weeks with responses due by the following Sunday at 2359.  All other assignments such as quizzes and written work will be due as posted in Canvas.
**Ten percent will be taken off for each day for late submissions and will not be accepted after three days**

**Statement on Late Assignments**
Assignments are due on the date and time outlined in the course schedule and syllabus.  A 10% deduction will be taken for each day an assignment is past the due date.  After three days (72 hours), a grade of 0 will be entered into the gradebook for that assignment.  This includes all quizzes, discussion boards, and any other written work in the course. Exceptions will be granted at faculty discretion and only if arrangements were made prior to the due date.

**COURSE OUTLINE AND CALENDAR**
**Complete Course Calendar**

| Texas A&M University -Central Texas | | NURS 4410-110: Leadership and Management | Fall 2023 |
|---|---|---|---|
| **Week** | Reading Chapter/Topics | **Assessments** | **Notes** |
| Module 1<br><br>8/28/23-9/17/23 | • Leading, Managing and Following: Chapter 1<br>• Clinical Safety: Chapter 2<br>• Legal and Ethical Issues: Chapter 3<br>• Cultural Diversity: Chapter 4 | 1. Read and acknowledge syllabus, due 9/3/23<br>2. Introduce yourself and reply to two peers<br>Original post due: 8/31/23 at 1159<br>TWO peer responses due 9/3/23<br>3. Complete your Audio presentation: Leading and Managing, due 9/3/23 by 11:59pm<br>4. Discussion Board: Employment Law.<br>DB #1 Due: Original post: 9/7/23<br>at 11:59PM<br>TWO peer Reponses: 9/10/23 at<br>11:59 PM | • I highly recommend you use Studio via Canvas for your audio and video presentations.  Canvas is made to support Studio which minimizes frustrations when uploading.<br>• IF you choose to audio record directly into your presentation slides, you MUST save as an **MP4 file.** |

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| | | 5. Complete your audio presentation for Cultural Diversity in Health Care by 9/17/23 at 11:59pm | |
|---|---|---|---|
| Module 2<br><br>9/18/23-<br>10/8/23 | • Gaining Personal Insight, Chapter 5<br>• Being an Effective Follower, Chapter 6<br>• Stress and Time, Chapter 7<br>• Communication and Conflict, Chapter 8<br>• Power, Politics, and Influence, Chapter 9 | 1. Discussion Board: Stress and Politics.<br>Original Post due, Thursday, 9/21/23 by 11:59pm<br>TWO peer replies due, Sunday, 9/24/23 by 11:59pm<br><br>2. Health Pamphlet due on 10/1/23 by 11:59pm<br>3. Outline for Power, Politics, and Influence is due, Sunday 10/8/23 by 11:59pm<br>*Just fill in your answers directly on the outline posted in Canvas. Submit completed outline as directed. | ** Next Module: You will be implementing concepts from chapters 5, 6, 8.<br><br>**IMPORTANT: _You will need to schedule an appointment with a Nurse Leader to Complete this paper!_**<br><br>Set up your appointment ASAP, if you are having any issues, reach out to me and we will discuss. You will also be discussing your Change Proposal with your nurse leader. They may be able to provide you some insights. You will be sending a follow-up email thanking them for their time, you MUST CC me in the email, the paper and interview are due on Sunday, 10/23/22! You need to start planning for your Change Proposal early. |
| Module 3<br>10/9/23-<br>10/29/23 | • Healthcare Organizations, Chapter 10<br>• Organizational Structures, Chapter 11<br>• Care Delivery Strategies, Chapter 12<br>• Staffing and Scheduling, Chapter 13<br>• Workforce Engagement Through Collective Action and Governance, Chapter 14<br>• The Impact of Technology, Chapter 16<br>• Delegating: Authority, Accountability and Responsibility in Delegation Decisions, Chapter 17<br>• Person-Centered Care, Chapter 22 | 1. DB: Healthcare Organization and person-centered care. Original post due 9/12/23 by 11:59pm. TWO peer replies due 9/15/23 by 11:59pm<br>2. DB: Delegation and Technology. Original post due 10/19/23 by 11:59pm. TWO peer replies due 10/22/23 by 11:59pm<br>3. Personal Insights, Talents, and Communication paper due on Sunday, 10/29/23 by 11:59pm.<br>4. You need to CC faculty in the thank you email you sent to your nurse manager for talking to you. You may have conducted the entire interview via email, phone, or in-person. | • There is a Q&A Discussion Post regarding the change proposal. It is not required, but if you have a question, your peers probably do as well, so use this to chat or clarify.<br>• You should be working on your Change proposal. There are two parts: the first is about the Healthcare Organization and the second is about the specific change you are proposing.<br>• Review the RUBRIC that accompanies the paper this week. |
| Module 4<br><br>10/30/23-<br>11/12/23 | • Making Decisions and Solving Problems, Chapter 15<br>• The impact of Technology, Chapter 16<br>• Delegating: Authority, Accountability, and Responsibility in Delegation Decisions, Chapter 17<br>• Leading Change, Chapter 18<br>• Building Effective Teams, Chapter 19 | 1. Following instructions for submission on Leading Change and Building Teams. Due on 11/5/23 by 11:59pm<br>2. DB: Decision-Making process is due, 11/9/23 by 11:59 pm, two peer replies are due, 11/12/23 by 11:59pm.<br>3. Review both parts of your change proposal. You should be finishing up PPT #1 and starting PPT #2. | Review the requirements for BOTH PPT submissions. You will be submitting TWO different PPTs for your change proposal. If you have any questions, please ask! |
| Module 5 | • Communication and Conflict, Chapter 8 | 1. Part one Change Proposal Presentation: Organizational Structure is due in both Audio and | Thank you for all your hard work. Let me know if you have any questions. |

| 11/13/23-12/15/23<br><br>Thanksgiving 11/23-11/24 | • Workforce Engagement Through Collective Action and Governance, Chapter 14<br>• Making Decisions and Solving Problems, Chapter 15<br>• Leading Change, Chapter 18<br>• Managing Costs and Budgets, Chapter 20<br>• Managing Quality and Risk, Chapter 23<br>• Translating Research into Practice, Chapter 24<br><br>Website: https://www.jointcommission.org/standards/national-patient-safety-goals/ | Video recording due, 11/19/23 by 11:59pm.<br>2. DB: Post your completed Part 2 change recording to the DB due, 11/30/23 by 11:59. Reply to ONE peer with constructive feedback due, 12/3/23 by 22:59pm.<br>3. Part 2: Change proposal presentation with audio and video is due 12/10/23 by 11:59pm. | |

**Important University Dates**

*[Copy important university dates from the current Academic Calendar, or share the link: https://www.tamuct.edu/registrar/academic-calendar.html]*

**TECHNOLOGY REQUIREMENTS AND SUPPORT**

*You need to include information about Technology Requirements and Support. In addition, include a statement on the technology requirements for the successful completion of the course and when applicable, information on how to access these resources (for example, how to obtain certain software through a University site license).*

**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.

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Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [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] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

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

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

**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] 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

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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].

If you know of potential honor violations by other students, you may submit a referral, [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

## Drop Policy

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

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

Faculty cannot drop students; this is always the responsibility of the student. The 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].

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

## 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].

### 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

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

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and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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