

CIS 3365-120 (80696) – System Analysis and Design
Fall 2023

Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 28 Aug – 15 Dec

Modality: This is an “Independent Study” course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

Location: N/A

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Emmet Gray

Office: Founder Hall, Room 323Q

Phone: No office phone, COBA Admin - (254) 519-5437

Email: Canvas Inbox (preferred) or TAMUCT email (e.gray@tamuct.edu)

Office Hours:

- My “no appointment/walk in” Office Hours are Tue/Thr 11:30-12:30.
- I am also available for "virtual" office hours via WebEx, Zoom, Teams, etc. Please contact me via Canvas to schedule a time to be online.
- I am also available for a scheduled face-to-face meeting at the University.

Mode of instruction and course access:

This is an Independent Study course with Quizzes, Assignments, and Exam. This course does not have a lecture component. Each student must complete all tasks with just the material in the book and from Canvas (most notably, Lecture Notes).

It makes extensive use of the TAMUCT Canvas Learning Management System (<https://tamuct.instructure.com>). The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material and should check Canvas several times a week for updates.

Student-instructor interaction:

I typically respond to Canvas email within 24 hours except on weekends. I can meet with students (either virtually or face to face at the university) by appointment.

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

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

COURSE INFORMATION

Course Overview and description:

Examine systematic analysis, design, and implementation of software systems with special emphasis on the processes and skills used in the first four stages of the System Development Life Cycle. Analyze traditional and current methodologies in design, including computer aided analysis and design tools.

Course Objective:

This course covers the concepts, skills, methodologies, techniques, tools, and perspectives essential for systems analysts to successfully develop information systems. The concepts stressed are Foundations for Systems Development, Planning, Analysis, Design, and Implementation and Maintenance with respect to developing information systems.

Student Learning Outcomes:

A student successfully completing this course will be able to:

1. Describe the information systems development life cycle (SDLC)
2. Explain how commercial project management software packages can be used to assist in representing and managing project schedules
3. Describe the steps involved in the project initiation and planning process
4. Describe options for designing and conducting interviews and develop a plan for conducting an interview to determine system requirements
5. Draw data flow diagrams following specific rules and guidelines that lead to accurate and well-structured process models
6. Describe how to represent an entity-relationship model
7. Describe the database design process, its outcomes, and the relational database model
8. Explain the process of designing forms and reports and the deliverables for their creation
9. Distinguish between file server and client/server environments, contrasting how each is used in a LAN

The following is a "cross walk" of the overall program learning objectives and the course-level student learning outcomes listed above:

Course Learning Outcomes	Demonstrate proficiency in written communications on technical subjects	Recognize a reasoned resolution to an ethical challenge in computing context	Design appropriate computing solutions to business problems	Apply knowledge to address the IT security needs of an organization	Demonstrate knowledge proficiency in the area of concentration
1			x	x	x
2			x		x
3			x		x
4		x	x	x	x
5	x		x		x
6					x
7					x
8	x				x
9			x	x	x

Competency Goals Statements (certification or standards):

Section not used

Required Reading and Textbook(s):

Required:

Modern Systems Analysis and Design, 9th Edition

Authors: Valacich, George

Edition: 9th

Publisher: Pearson

ISBN: 9780135172759

Note: An electronic version of the books may be available.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Supplemental Material:

The course textbook will be supplemented with other materials including lecture notes, handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

Required Reading:

The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

Course Requirements

Examinations: There will be two exams, one midterm and one final exam. Each is worth 12.5 points. The midterm covers chapters 1-7, and the final covers chapters 8-14. Exams will be conducted at home, completed in one session, and will be timed.

Quizzes: There will be 6 take-home small quizzes. Each quiz is worth 5 points. The quizzes will be available via Canvas for a ~~short period of time (typically 1 week)~~, be completed in one session, and be will timed.

Assignments: There will be 6 take-home assignments. Each assignment will be worth 5 points. Assignments will typically be available ~~on Canvas for 2 weeks~~. Multiple submissions are typically allowed.

Term Project: There will be 1 term project that will be worth 15 points. This assignment will typically be available ~~on Canvas for 4 weeks~~.

Point Scores: The final grade for the course will be based upon the following:

Item	Quantity	Points	Total	Percent
Exams	2	12.50	25.000	25%
Quizzes	6	5.00	30.000	30%
Assignments	6	5.00	30.000	30%
Term Project	1	15.00	15.000	15%
Total			100.000	100%

Grade	Points	Percent
A	100 - 90 points	100 - 90%
B	89 - 80 points	89 - 80%
C	79 - 70 points	79 - 70%
D	69 - 60 points	69 - 60%
F	59 - 0 points	59 - 0%

Note: Point scores are not rounded

Grading Criteria Rubric and Conversion

Exams & Quizzes: Exams and quizzes will receive a numeric score (0-100) each. Scores will be converted to points and totaled as shown in the example below:

Quiz	Score	Percent	Max Points	Points
Quiz 1	95	95%	5.00	4.75
Quiz 2	100	100%	5.00	5.00
Quiz 3	80	80%	5.00	4.00
Quiz 4	85	85%	5.00	4.25
Quiz 5	86	86%	5.00	4.30
Quiz 6	88	88%	5.00	4.40

Requirements for Assignments: Assignments must follow the requirements as stated in the Canvas assignment system; demonstrate the concepts; get proper results; be organized, and use best practices.

The following grading rubric is used for assignments:

Criterion	% of Grade	Excellent (100%)	Adequate (80%)	Poor (60%)	Not Met (0%)
Assignment Requirements	20%	Meets all of the requirements of the assignment	Minor details of the requirements are missing	Significant details of the requirements are missing	Significant portions of the requirements are missing
Chapter Specific Objectives	35%	Fully demonstrates the concepts of the chapter	Applies major and minor concepts of the chapter	Applies only major concepts of the chapter	Chapter concepts not in evidence
Gets proper results	25%	No Errors, Gets Proper Results	Minor errors, Gets Proper Results	Minor errors, does not produce proper results	Does not produce proper results
Best Practices	15%	Database uses best practices at every opportunity	Minor issues with best practices	Large portions have best practices issues	No best practices in evidence
Spelling, grammar, formatting	5%	No more than 1 issue	Between 2-5 issues	Between 5-10 issues	>10 issues

File Naming Convention: Submit your assignments via Canvas using file names with the following format:

CIS3365 [AssignmentID] [LastName.FirstName].[extension]

Example:

CIS3365 Assignment1 Doe.John.docx

Posting of Grades: All student grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool. Grades will be posted within 7 days after of the due date.

Late Policy: Exams, Quizzes, Assignments, and Journals are due by midnight on the date assigned in Canvas. Typically, this is 11:59 PM each Thursday. A 5-point penalty will be assessed for each day a requirement is late.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Class	Date	DOW	Class Activity	What's Due	Notes
1	1	08/29/2023	Tue	Chapter 1		
1	2	08/31/2023	Thu	Chapter 1	Syllabus Quiz	
2	3	09/05/2023	Tue	Chapter 2		
2	4	09/07/2023	Thu	Chapter 2	Assignment 1	
3	5	09/12/2023	Tue	Chapter 3		
3	6	09/14/2023	Thu	Chapter 3	Quiz 1	
4	7	09/19/2023	Tue	Chapter 4		
4	8	09/21/2023	Thu	Chapter 4	Assignment 2	
5	9	09/26/2023	Tue	Chapter 5		
5	10	09/28/2023	Thu	Chapter 5	Quiz 2	
6	11	10/03/2023	Tue	Chapter 6		
6	12	10/05/2023	Thu	Chapter 6	Assignment 3	
7	13	10/10/2023	Tue	Chapter 7		
7	14	10/12/2023	Thu	Chapter 7	Quiz 3	
8	15	10/17/2023	Tue	Review		
8	16	10/19/2023	Thu	Midterm Exam	Midterm Exam	
9	17	10/24/2023	Tue	Chapter 8		
9	18	10/26/2023	Thu	Chapter 8	Assignment 4	
10	19	10/31/2023	Tue	Chapter 9		
10	20	11/02/2023	Thu	Chapter 9	Quiz 4	
11	21	11/07/2023	Tue	Chapter 10		
11	22	11/09/2023	Thu	Chapter 10	Assignment 5	
12	23	11/14/2023	Tue	Chapter 11		
12	24	11/16/2023	Thu	Chapter 11	Quiz 5	
13	25	11/21/2023	Tue	Chapter 12		
13		11/23/2023	Thu		Assignment 6	Thanksgiving
14	27	11/28/2023	Tue	Chapter 13		
14	28	11/30/2023	Thu	Chapter 13	Quiz 6	
15	29	12/05/2023	Tue	Chapter 14		
15	30	12/07/2023	Thu	Chapter 14	Term Project	
16	31	12/12/2023	Tue	Review		
16	32	12/14/2023	Thu	Final Exam	Final Exam	

Chapters:

1. The Systems Development Environment
2. The Origins of Software
3. Managing the Information Systems Project
4. Identifying and Selecting Systems Development Projects
5. Initiating and Planning Systems Development Projects
6. Determining System Requirements
7. Structuring System Process Requirements
8. Structuring System Data Requirements
9. Designing Databases
10. Designing Forms and Reports
11. Designing Interfaces and Dialogues
12. Designing Distributed and Internet Systems
13. System Implementation
14. Maintaining Information Systems

University Calendar

Date	Activity
04/03/2023	Registration Opens for Fall Semester
07/26/2023	Deadline for Scholarship Applications for the Fall Semester
08/11/2023	Priority Deadline for Admissions Applications
08/25/2023	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
08/28/2023	Classes Begin for Fall Semester
08/28/2023	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes
08/30/2023	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
09/01/2023	Superintendent Program Application Deadline
09/01/2023	Educator Preparation Program (Teacher and Principal) Application Deadline
09/05/2023	Deadline to Drop First 8-week Classes with No Record
09/13/2023	Deadline to drop 16-week Classes with No Record (Census)
10/06/2023	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
10/06/2023	Student End of Course Survey Opens (First 8-Week Classes)
10/13/2023	Deadline for Admissions Applications
10/15/2023	Deadline for Clinical Teaching Applications
10/20/2023	Deadline to Withdraw from University for First 8-Week Classes (WF)
10/20/2023	Classes End for First 8-week Session
10/20/2023	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
10/20/2023	Student End of Course Survey Closes (First 8-Week Classes)
10/23/2023	Add, Drop, and Late Registration Begins for Second 8-Week Classes
10/23/2023	Classes Begin for Second 8-Week Session
10/23/2023	Class Schedule Published For Spring and Summer Semester
10/23/2023	Advising Begins for Spring Semester
10/24/2023	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
10/25/2023	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
10/27/2023	Deadline for Graduation Application for Fall Ceremony Participation
10/30/2023	Deadline to Drop Second 8-Week Classes with No Record
11/01/2023	Educator Preparation Program Application Deadline
11/01/2023	Clinical Teaching Placement Form Deadline
11/01/2023	School Counselor Program Application deadline (Spring)
11/01/2023	Deadline for GRE/GMAT Scores to Graduate School Office
11/06/2023	Registration Opens for Spring Semester
11/09/2023	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
11/09/2023	Deadline for Final Committee-Edited Theses with Committee Approval Signatures
11/10/2023	Veteran's Day
11/17/2023	Priority Deadline for International Student Admissions Applications
11/17/2023	Deadline for Final Committee-Edited Theses Fall Semester
11/23/2023	Thanksgiving
11/24/2023	Thanksgiving

Date	Activity
12/01/2023	Deadline for Scholarship Applications for the Spring Semester
12/01/2023	Student End of Course Survey Opens (16- and Second 8-Week Classes)
12/01/2023	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
12/01/2023	Priority Deadline for VA Certification Request (Spring)
12/15/2023	Deadline to Withdraw from University for 16- and Second 8-Week Classes
12/15/2023	Fall Semester Ends
12/15/2023	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
12/15/2023	Deadline for Fall Degree Conferral Applications to the Records and Admissions Office
12/15/2023	Fall Commencement Ceremony Bell County Expo 3 pm
12/19/2023	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will require that you use Microsoft Word, Excel, Project, and Visio.

Project and Visio are part of the normal Office suite, but are not bundled with Microsoft Office. You will need to get an account on "Azure Dev Tools for Teaching" so that you can download Microsoft Visio and Project for your own PC. You should use the instructions in Supplemental Materials to obtain an account. *I highly recommend that you do NOT wait until the first day of class to process your request.*

The software for this class will require that you have access to a x86-64 architecture-based PC running a 64-bit version of Windows. You will be installing software that is NOT available on the Apple Mac.

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.

COURSE AND UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES

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](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=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](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html), 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) [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) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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), [<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 [WOnline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

OTHER POLICY STATEMENTS

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

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

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

Behavioral Intervention

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

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

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

INSTRUCTOR POLICIES

Policies related to absence, grading, etc.

- You are responsible for all class material presented during an absence.
- All work is submitted through Canvas and due on the specified due date/time.
- A penalty of 5 points per day is applied to late Exams, Quizzes, and Assignments.
- Most assignments can be submitted multiple times, even after grading
- Late penalties are also applied to resubmitted items
- Missed exams, quizzes, and assignments will receive a grade of zero.

My Personal Statement

- You will receive feedback in the form of graded assignments within 7 days after the due date.
- I want you to read the feedback that I provide to you (your personal grading notes, Canvas emails, and Canvas discussion forums).
- I am almost always available via email and typically respond within 24 hours except on weekends.
- I prefer email over phone conversations

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