

Welcome to HRM 5305-115, CRN 10206 (Employment Law for Human Resource Professionals) at Texas A&M University-Central Texas for the spring of 2023!

I look forward to helping you learn more about employment law and related matters this semester. In this syllabus (and the syllabus video on Canvas), I provide detailed information about the course and my expectations. Additional information can also be found throughout the Canvas course. Please let me know if you have any questions after reviewing everything!

It is also important to note that this is an **8-week “Fully Online” course** and has been taught this way for a long time, though usually in the summers. The compressed format does not impact the amount of material covered or make the course any easier. The compressed format means you are taking the equivalent of two 16-week courses. Thus, you must stay on top of all the work, especially if you have other classes.

My Contact Information:

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Email: loafman@tamuct.edu or Canvas Inbox - These are the best methods to contact me for the quickest response, as I frequently check them! I will try to respond to emails within eight hours if not traveling and usually within a couple of hours.

Department Phone: 254-501-5944 – Please leave a message, and I will call back as soon as possible, but it may take longer to respond via phone as I work from home some days.

Planned Hours for In-Office Assistance:

Monday: By advance appointment

Tuesday: 8:15-9:30, 10:45-12:30, and 1:45-2:15, other times by advance appointment

Wednesday: 8:15-2:45, other times by advance appointment

Thursday: 8:15-9:15, 11:00-12:15, and 2:00-4:45, other times by advance appointment

Friday: By advance appointment

If you prefer to meet in person, please schedule an appointment so I can make sure I don't miss you. Sometimes meetings get scheduled during office hours, or I must step away from my desk for a bit. I can be available earlier or later in the evening with advanced notice. I am also available for WebEx virtual meetings for "after-hours" situations, such as nights and weekends, if that helps you.

Mode of Instruction and Course Access:

This is a "Fully Online" course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions in this syllabus will assist you with gaining access and technical support. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

Though specific legal knowledge is not required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information, and attaching documents for submission.

Student-Instructor Interaction:

It is easiest to reach me via email, as I frequently check it. I will most likely respond to email in no more than 24 hours if not traveling, and usually within a couple of hours. **I will try to announce Canvas** if I am out of contact for an extended period. It should send an email to your school account for course matters, so be sure to have your notifications turned on in Canvas. You can also change the email address to where any notifications are sent or get notifications via text message.

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.safzoneapp.com) website [www.safzoneapp.com].

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

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safzone/id533054756): [<https://apps.apple.com/app/safzone/id533054756>]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safzoneapp)
[<https://play.google.com/store/apps/details?id=com.criticalarc.safzoneapp>]
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

Catalog Course Description:

Examines legal issues and regulatory processes related to employment relationships, equal employment opportunity and affirmative action, privacy, employment testing and staffing, compensation and benefits, employee/labor relations, and occupational health and safety.

Course Level Objectives:

After the course the student will be able to:

1. Demonstrate a comprehensive knowledge and understanding of issues, laws, and regulations affecting the employer-employee relationship.
2. Analyze decided legal cases for their impact on the practice of H.R.M.
3. Analyze employment scenario hypotheticals, articulate the legal issues involved, and provide legally compliant strategies for handling the situation.

Weekly/Module Learning Objectives:

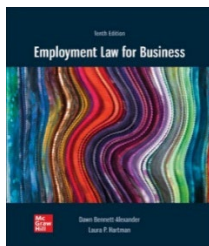
At the conclusion of the course, the student will be able to:

1. Discuss the importance of a positive culture and employment relationship to prevent/reduce conflict and legal issues, including identifying problems in advance through surveys (participation), review of data such as turnover, good communication, and employee engagement
2. Discuss the issue of workplace conflict and conflict management strategies, including alternative dispute resolution options such as negotiation, mediation, and arbitration.
3. Classify a worker as an employee or independent contractor and explain why it matters.
4. Recognize when a covenant not to compete is enforceable
5. Identify the difference between an employment-at-will relationship and its major exceptions
6. Differentiate between disparate treatment and disparate impact discrimination and how biases can create problems in the workplace
7. Recognize the basis for a claim of retaliation
8. Identify who is covered by Title VII
9. Explain the EEOC administrative process
10. Describe how the law regulates the recruitment environment and how an employer may be liable for negligent hiring
11. Identify the legal circumstances for administering an employment test
12. Discuss what affirmative action is and its origins
13. Analyze a situation to determine the legality of an organization's affirmative action program
14. Recognize race and color-based discriminatory action in the workplace, including tangible actions and harassment.
15. Discuss the legal status of "English-only" policies and when fluent English may be required

16. Recognize the extent of protection under the Immigration Control and Reform Act
17. Analyze a situation and determine if gender-based discrimination issues may result in employer liability, including Sex+ and Equal Pay issues
18. Explain Quid Pro Quo Sexual Harassment
19. Describe what constitutes a case of Hostile Environment Sexual Harassment
20. State the employer's affirmative defense to a Sexual Harassment claim
21. Discuss the legal protections based on sexual/affinity orientation and the workplace issues that may arise in the broader context of gender identity issues
22. Explain under what circumstances and to what limits an employer must accommodate the religious practices of its employees
23. Differentiate between the ADEA and Title VII
24. State the burden of proof now required in an ADEA claim
25. Identify BFOQ defenses to ADEA claims
26. Define Disability under the A.D.A.
27. Explain the concept of undue hardship in accommodations and the responsibilities of the parties involved
28. Determine the circumstances when an employee has a right to privacy in and outside of the workplace, as well as the impact of technology on that privacy
29. Recognize the impacts of Norris LaGuardia and National Labor Relations Acts
30. Differentiate between the various labor shop arrangements
31. Describe the collective bargaining process, including the impact on wage issues.
32. Identify unfair labor practices
33. Recognize when the minimum wage and overtime must be paid, their exceptions under the Fair Labor Standards Act, and the ages at which a child can engage in certain types of employment under the FLSA
34. Determine an employer's responsibilities under the FMLA
35. Describe what OSHA does

Textbook and Course Materials:

1. Employment Law for Business, 10th Edition, by Dawn Bennett-Alexander and Laura Hartman
© 2022, Published: January 8th, 2021.



There are several ways you can access the text:

1. The university bookstore is carrying a printed copy for rent and offering a couple of different digital access options for either short term or permanent access.
2. There are options available direct from the publisher at the link that follows. A couple of the digital options are slightly cheaper than the bookstore.
<https://www.mheducation.com/highered/product/employment-law-business-bennett-alexander-hartman/M9781260734270.html>
3. Find a copy for purchase online. If money is tight, the 9th edition should also be sufficient. Still, it won't be completely current, as it was published five years ago.

2. You also need access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), PDF reader software like Adobe for additional readings, M.S. Word, & PowerPoint, as well as reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

COURSE REQUIREMENTS (All assignments must be submitted in a .doc or .docx format):

1. **Case Briefing Assignments – 150 Points (two at 30 Points, one at 40, and one at 50)** – Every two weeks, you will have a recent major employment law case to brief that will expose you to major issues not covered in the current edition of your text. Also, being able to brief a case is important, as when the Supreme Court (or a District or Appellate Court in your location) decides a case, the law instantly changes and you may be tasked with advising management and/or changing company policy. There is a rubric available in Canvas to show the approximate weighting of the elements and materials to help you understand the briefing process. These will be submitted on Canvas with SimCheck/Turnitin enabled. DO NOT use any source to complete this assignment other than the information found in the case itself I link for you. **These will be generally due on Saturdays by 11:59 PM Central (23:59)**. As always, you may submit your work at any time. These assignments align with Course Level Objective (CLO) #2.

2. **Discussions – 100 Points (25 points each)** – Since we do not have “class time” to interact in person, you and your classmates must be able to share your views and perspectives on some of these issues. Although I want you to feel free to express yourself, you must consider your classmates' views and ideologies, since opinions will vary. You may not like their views on an issue, but be civil and respectful when responding if you disagree. You will find the requirements for each discussion assignment in the “Assignments” tab on the left side of Canvas or in the Weekly Module. These will be **due on Thursdays by 11:59 PM Central (23:59)**, but you may complete them earlier. Ordinarily, an introductions post is a part of discussion one, but it is available as a **“bonus” for 10 points if done by Friday, January 20th**.

3. Employment Law in the News/Courts (50 Points) – You will select a news article published or an employment law case that has been decided since December 1st, 2022. You may not use any article that is similar to (same topic, but different author) another article posted in a content folder. Also, the article or case has to be distinct from your research topic. You will contact me to arrange a time for you to present this article or case to me on WebEx. Given what we have experienced recently with COVID-19, you need to be prepared to do quality presentations and conduct meetings remotely. The content's substance and the presentation's quality will factor into the grading. A rubric is posted in Canvas. You may schedule your presentation at any point in the term. Still, it must be **completed by 10:00 PM on Tuesday, February 28th**. *Please don't wait and knock this out early in the term, as it may be challenging to find a time for everyone at the last minute.*

4. Research Paper on Current Topics in H.R. Law - 220 Points - In your career, you will likely need to research a current issue affecting your company, explain the ramifications, and make recommendations to management. As such, the primary purpose of writing a research paper like this is to be up to the task! It also gives you a chance to work to improve your written communication skills, which are highly valued in business today. I have included several resources on legal research in the "Modules" area of Canvas in a folder titled "Legal Research Assistance." Some sourcing, citations, and approach may differ slightly from what you have experienced in other classes.

You have flexibility about what you want to research. It may be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues, paid leave, and potential changes in EEOC, OSHA, D.O.L., etc., policies. **Your research proposal must be submitted via Canvas by 11:59 PM (23:59) on Tuesday, February 7th. It would help to submit it earlier for review and give you more time on the paper itself.** More details on the proposal requirements are available in Canvas. After submission, we will correspond briefly to finalize the research plan that will lead to a 3,000-3,500 word research paper (approximately 6-7 pages, single-spaced) by the end of the semester. You may also work with up to two other students, but the paper should be more substantive, and it will require an additional 1000 words (approximately two pages) per co-author. Twenty-five points will be awarded once we agree on the research plan. I generally approve about two-thirds without additional questions or a resubmission.

From there, to ensure you have stuck to the plan and are on the right track with your final submission, **you will submit a solid draft of your paper by 11:59 PM (23:59) on Tuesday, February 21st.** The draft is worth 45 points, and a rubric is available in Canvas. I will review the drafts and provide some "big picture" feedback to aid your final submission due by **March 7th**.

Continued on the next page.

The remaining 150 points will go towards the completed paper, including writing quality. For assistance with writing quality, you are highly encouraged to utilize the University Writing Center, highlighted later in this syllabus. I also recommend using the free version of Grammarly (www.grammarly.com). I use a subscription version for research, but the free version is very good and identifies most issues. Use it as a learning tool, not just to score well, as its suggestions can make you a better writer! The final paper **must be submitted via Canvas by 11:59 PM (23:59) on Tuesday, March 7th**. This assignment aligns with CLOs 1, 2, and 3.

5. Exams – 480 Points - 4 at 120 points each – Each exam comprises twelve short answer or essay questions, worth ten points each. The questions will require you to apply the material you have learned to a hypothetical situation, as stated in CLO # 1 and 3. There will generally be three questions per chapter on average. The exams are available for up to two and a half hours (150 minutes) over at least two days. Midnight on the day they are due is a hard cut-off. If you start the exam at 11:00 PM, you will only have one hour to complete the exam. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases. Since I have been lied to, I will likely require documentation of extreme illness, funerals, sudden necessary trips (a last-minute purchase receipt), or field exercises. A couple of example questions are posted in the Week 2 Module. **You may use your text, including an eText, and our Canvas course resources on the exam, but you cannot get help from another person or the Internet.**

Grading Scale

Introduction Bonus Post	10 Points
Article/Case Presentation	50 Points
Discussions	100 Points
Case Brief Assignments	150 Points
Research Proposal/Paper	220 Points
<u>Exam</u>	<u>480 Points</u>
Total	1010 Points

Note the C, D, and F Ranges, Especially

895-1010 = A - Good

795-894 = B - Acceptable

695-794 = C – Needs Improvement – Remember you need a 3.0 to graduate, so a C hurts!

595-694 = D – Unacceptable – Counts as an F in Graduate School for G.P.A. & Credit

Purposes

594 or less = F – Unacceptable

To facilitate an appropriate grade distribution, I may also adjust grades at the end of the semester so that a point total may qualify for a higher letter grade than the scale typically provides.

Posting of Grades and Late Work

I will try to have most work graded within 72 hours after its due date/time. I generally do not grade work until that assignment's due date/time has arrived.

Late work penalties:

1. The **News/Court** assignment will lose 15 points if scheduled after the due date. I will only schedule a presentation before 10:00 PM on Tuesday, March 7th. It is a great idea to knock it out early in the term!
2. Late **Discussion** postings will not be graded but could factor into borderline grade cases.
3. **Case Brief** submissions will lose ten points if late and will only be accepted for credit up to one week late. Thursday, March 9th, is the cut-off for any credit on #4.
4. The **Research Paper** paper will lose 20 points per day late and must be submitted by Friday, March 10th, for any credit.

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Unit#1 – Chapters 1-4

- Week 1 – January 16th
1. Familiarize yourself with the course layout in Canvas, Course requirements via the syllabus and explanatory video.
 2. Read Chapters 1 (The Regulation of Employment) & 2 (The Employment Law Toolkit) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 3. **Complete the Bonus Introduction Post in the Discussions area of Canvas by 11:59 PM (23:59) on Friday, January 20th.**
 4. **Submit Case Brief Assignment #1 by 11:59 PM (23:59) on Saturday, January 21st.**
- Week 2 – January 22nd
1. Read Chapters 3 (Title VII) & 4 (Legal Instruction) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 2. **Complete Discussion #1 by 11:59 PM (23:59) on Thursday, January 26th.**
 3. **Complete Exam #1 (covering the first two weeks) between 12:00 AM (00:00) on Friday, January 27th, and 11:59 PM (23:59) on Saturday, January 28th.**

Unit #2 – Chapters 5-8

- Week 3 – January 29th
1. Read Chapters 5 (Affirmative Action) & 6 (Race and Color) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 2. **Submit Case Brief Assignment #2 by 11:59 PM (23:59) on Saturday, February 4th.**

- Week 4 – February 5th
1. Read Chapters 7 (National Origin) & 8 (Gender Discrimination) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 - 2. Submit your Research Proposal by 11:59 PM (23:59) on Tuesday, February 7th.**
 - 3. Complete Discussion #2 by 11:59 PM (23:59) on Thursday, February 9th.**
 - 4. Complete Exam #2 (covering Weeks 3 and 4) between 12:00 AM (00:00) on Friday, February 10th, and 11:59 PM (23:59) on Saturday, February 11th.**

Unit #3 – Chapters 9-11 and 13

- Week 5 – February 12th
1. Read Chapters 9 (Sexual Harassment) & 11 (Religious Discrimination) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 - 2. Submit Case Brief Assignment #3 by 11:59 PM (23:59) on Saturday, February 18th. This one is longer and worth more!**

- Week 6 – February 19th
1. Read Chapters 10 (Sexual Orientation and Gender Identity Discrimination) & 13 (Disability Discrimination) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 - 2. Submit the draft of your research paper by 11:59 PM (23:59) on Tuesday, February 21st.**
 - 3. Complete Discussion #3 by 11:59 PM (23:59) on Thursday, February 23rd.**
 - 4. Complete Exam #3 (covering Weeks 5 and 6) between 12:00 AM (00:00) on Friday, February 24th, and 11:59 PM (23:59) on Saturday, February 25th**

Unit #4 – Chapters 12 and 14-16

- Week 7 – February 26th
1. Read Chapters 12 (Age Discrimination) & 16 (Selected Employment Benefits and Protections) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
 - 2. Complete your article presentation by 10:00 PM (22:00) on Tuesday, February 28th.**
 - 3. Submit Case Brief Assignment #4 by 11:59 PM (23:59) on Saturday, March 4th.**

Week 8 – March 5th

1. Read Chapters 14 (Privacy) & 15 (Labor Law) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.

2. Submit your Research Paper by 11:59 PM (23:59) on Tuesday, March 7th.

3. Complete Discussion #4 by 11:59 PM (23:59) on Thursday, March 9th.

4. Complete Exam #4 between 12 AM (00:00) on Friday, March 10th, and 11:59 PM (23:59) on Saturday, March 11th.

Important University Dates for the Spring 2023 Term:

January 17th, 2023 Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.

January 17th, 2023 Classes Begin for Spring Semester

January 19th, 2023 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

January 24th, 2023 Deadline to Drop First 8-Week Classes with No Record

February 24th, 2023 Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)

February 24th, 2023 Student End of Course Survey Opens (First 8-Week Classes)

March 10th, 2023 Classes End for First 8-Week Session

March 13-17, 2023 Spring Break

March 14th, 2023 Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3 PM)

March 14th, 2023 Student End of Course Survey Closes (First 8-Week Classes)

March 31st, 2023 Deadline for Graduation Application for Ceremony Participation

May 12th, 2023 Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.

May 13th, 2023 Commencement Ceremony Bell County Expo Center 3 PM

Technology Requirements and Support:

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome 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

A&M-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 also requires the Chrome web browser with their custom plug in.**

Other Technology Support

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

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

University Resources, Procedure, and Guidelines

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's 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 Registrar's 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 V.A. educational benefits.

Academic Integrity

University Statement: 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 Office of Student Conduct. **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 report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

My Academic Integrity Statement: You may work with other students on *the research paper*, but all other work in this course will be **done individually**. I have a good eye for spotting collusion (impermissibly working with another student), as my memory when grading is good! If you need help, ask me! The research paper is also an area for potential academic misconduct by not appropriately quoting and/or citing sources used. Any instance of academic misconduct likely will result in an F in this course.

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)
[https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from U.S. Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. 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]. Students may also contact the institution's Title IX Coordinator. 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 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (U.W.C.) at Texas A&M University-Central Texas (A&M-Central Texas) is a free service open to all A&M-Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 AM-5:00 PM Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 PM and Saturday 12:00-3:00 PM.

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 U.W.C. 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 U.W.C. 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 at <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 U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <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 U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

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 631,525 eBooks and 75,149 journals, in addition to the 97,443 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 work spaces, 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>]

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/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

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.

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Studying the Law Considerations

For some, legal terminology is a foreign language that may not be understood as quickly, which I know. There were a few topics in law school that I "got by" on but didn't master until a year or two later when I was studying for the bar exam. Being an online student also takes discipline! The biggest issue with online performance is missing assignments or turning them in late. **If you need help with the material, you cannot afford to give points away through late or missing work, especially with a compressed course like this. You need to plan to spend twice as much time each week as you would with a 16-week course.**