AVSC 3333-110 Airports and Environmental Impact
Spring 2023
Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION
January 17, 2023, to May 12, 2023.
This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Angie Griffin, Ed. S.
Office: 302D Beck Family Heritage Hall
Office Hours: Tuesday and Thursday, 9:00 am to 4:00 pm
Phone: 254-501-5958
Email: angie.griffin@tamuct.edu

I check course messages and email daily during the week and in the evenings. In addition, I can meet face to face, on the phone, or online using web conference tools. Please contact me from the "Inbox" tab on the left, or call me to set up an appointment. I am happy to assist you.

AUTHORSHIP ACKNOWLEDGMENT
You will see mostly Mr. Pearce's, and Dr. Daniel Prather's presentations and some of mine in the best interests of professional continuity and course integrity. Where present, please view all to assist in course understanding. Where present, please view all.

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

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

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

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

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

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

- Download the SafeZone App from your phone store using the link below:
    - iPhone/iPad: [https://apps.apple.com/app/safezone/id533054756]
    - Android Phone / Tablet [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
- 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:
Emphasis will be placed on the importance of environmental concerns in modern airports and their impact on the surrounding communities and ecosystems. Course will review FAA advisory circular topics including sustainability, solar alternative energy, environmental hazards, and prevention of mishaps.

Course Objectives:
Gain an in-depth understanding of the environmental impacts of airport and how airports ensure sustainability, with emphasis on the triple-bottom line and EONS:

Student Learning Outcomes (SLO's #1 - #4):

1. Describe the balance between airports and the surrounding ecosystem.
2. Develop and justify a plan for involvement with the local community. Include a description of and plan for proactive communication.
3. Periodically select an FAA AC related to environmental issues for presentation and class discussion.

4. Research and collect data from an existing airport related to environmental issues. Analyze the data and develop a plan which incorporates environmental ecosystem improvement while maintaining business sustainability.

Competency Goals Statements (certification or standards)

The course will be considered successfully completed when the student has demonstrated, through posted written assignments and exams that they have developed an increased knowledge of the major environmental issues associated with airports and their associated operations.

Required Reading and Textbook(s):

Materials to be made available within the course include:

- Guidebook for Incorporating Sustainability into Traditional Airport Projects, Airport Cooperative Research Program (ACRP) Report 80
- Airport Sustainability Practices—Drivers and Outcomes for Small Commercial and General Aviation Airports, Airport Cooperative Research Program (ACRP) Synthesis 69
- Federal Aviation Administration (FAA), AC 150/5050-8, Environmental Management Systems for Airport Sponsors, FAA, Washington, D.C., 2007.
- Thomson, B. and E. Delaney, ACRP Synthesis 53: Outcomes of Green Initiatives: Large Airport Experience, Transportation Research Board of the National Academies, Washington, D.C., 2014 [Online]. Available: http://onlinepubs.trb.org/onlinepubs/acrp/acrp_syn_053.pdf.
- 150/5200-33B - Hazardous Wildlife Attractants on or Near Airports

Manual to be obtained by the student:

- *American Psychological Association Publication Manual, 7th Edition*

COURSE REQUIREMENTS/SPECIFICATIONS

Weekly Discussion Post: – There will be one weekly discussion post to be submitted over topics presented by instructor. **Check in daily for instructor notes, updates and the posting of audio/video topics**. Posts will be graded for writing ability and original content. *Required two main paragraphs for your post, with a minimum of two hundred words. A minimum of 100 words in your well composed paragraph response to each of two classmate's post.*

AVSC 3333 Discussion Post Rubric

Points	10	7	3	0

Quality of Post	Appropriate comments; is thoughtful, reflective, and respectful of other's postings. Proper citing of references and APA style; proper punctuation, sentence structure and spelling. No editing or revisions required.	Appropriate comments and responds respectfully to other's postings. Follows APA format with few errors but sentence structure could be improved. Editing would improve the assignment.	Responds, with minimum effort. Does not follow APA format. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Posts are less than 200 words and responses are less than 100 words to classmates.	No posting.
Relevance of Post	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position that captures the issue. Supports position with well-articulated arguments.	Begins to address areas that are somewhat related to the discussion content. Position, and argument for that position is plausible, but not totally clear.	Posts positions which do not relate to the discussion content; makes short or irrelevant remarks. Off-topic.	No posting.
Contribution to the Learning Community	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

Module essays – Students will prepare and submit an essay each week which will consist of answering 2-5 questions in paragraph form. Please use APA formatting. All essays are to adhere to APA style (7th Edition) formatting, with page numbers, section headings, and proper citation of references. **Do NOT plagiarize**. Use quotes sparingly. There will likely be an in-text citation after each paragraph (either due to paraphrase or quotes). (See Rubric below.)

AVSC 3333 Module Essay/Term Paper Rubric

Points	10	7	3	0
Quality of Case Research	Full use of APA formatting, clearly communicated, thoughtful detail and points. Proper citation and attribution. Proper punctuation, sentence structure and spelling. No editing or revisions required.	Partial use of APA formatting with some detail and some support material. Sentence structure could be improved. Editing would improve the assignment.	Does not follow APA formatting criteria. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Does not meet required page count or format guidelines.	No paper.
Relevance of Case Research Conclusions	Submitted case materials and narrative shows logical linkage to the topic. Captures the issue. Supports positions with well-articulated insights.	Submitted case materials and narrative are somewhat linked to the research paper topic. Position, and argument for that position is plausible, but not totally clear.	Submitted case materials and narrative shows little to no linkage to the research topic. Unclear direction and conclusion.	No paper. If a paper is late, the grade will be reduced per the posted research paper guidelines in the course.

Module quizzes – Students will complete a quiz on chapter material each week.

Term Paper – Students are required to write a term paper on an airport/environmental topic of their choosing. The topic MUST be approved by the instructor in advance. *(See Term Paper rubric above.)*

Requirements:

- 10 pages minimum (not including title page, abstract, references and appendices) Double-space. Full APA format (7th Edition) with page numbers and section headings.
- Well-developed topic, with introduction, literature review, findings, and conclusion.
- Must have at least three high-quality, scholarly references.

Student Video Bio:

Students will record a 1–2-minute video bio introducing themselves to the class. Tell us about your background, your interests, hobbies, and what brought you to this course. Using your webcam and computer microphone is sufficient for this assignment.

Grading Criteria Rubric and Conversion

Student Video Bio (100 points):   10%
Weekly Module Discussions (100 points each):   20% (SLO's 1-4)
Module essays (100 points each):   20% (SLO's 1-4)
Module quizzes (100 points each):   20% (SLO's 1-4)
Term Research Paper (100 points):   30% (SLO's 1-4)

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

Grading scheme

- A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.

- B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.

- C 2.00 (70–79%) Achievement that meets the course requirements in every respect.

- D 1.00 (60–69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.

- F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).

- "I" (Incomplete). The "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an "I" requires a written agreement between the instructor and student specifying the time and way the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.   For graduate and professional students, an "I" is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an "I" must be submitted within one year of the last day of final examinations of the term in which the "I" was given; if not submitted by that time, then the "I" will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

VIDEO LINKS: There are posted video links throughout your weekly course modules. They correspond both directly and indirectly with the readings in your textbook and will bring to life the many aspects of aviation security.

GRADING POLICIES

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

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

Identifying Submissions: Submissions must clearly identify the student, course, and the title of the assignment (Last Name, Course Name, and Assignment) or (Smith_GBK301_Essay1).

Written Assignment Requirements: Submissions will be in accordance with The Publication Manual of the American Psychological Association, 7th Ed. _All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format._ **Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs**.

However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

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

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

COURSE OUTLINE AND CALENDAR
The course is a 16-week course. Each week will have a corresponding module. Please see Canvas for assignment due dates.

Unit 1: Overview

Module 1: January 17-22: Introduction to Course, Canvas, Instructor, And

Syllabus

- Student Video Bio

- Quiz

Module 2: January 23-29: Introduction to Airport Sustainability

- *Read Chapter 1: What is Sustainability? (Guidebook for Incorporating Sustainability into Traditional Airport Projects, Airport Cooperative Research Program (ACRP) Report 80*
- *Quiz*
- *Discussion*

Unit 2: Environmental Regulations, Compliance, Enforcement, EMS

Module 3: January 29-February 05: Environmental Regulations

- *View Week 3 Environmental Regulations PowerPoint presentation.*
- *Quiz*
- *Discussion*

Module 4: February 06-12: Environmental Compliance and Enforcement

- *View Week 4 Environmental Compliance and Enforcement PowerPoint presentation.*
- *Quiz*
- *Discussion*

Module 5: February 13-19: Environmental Management System

- *Read AC 150/5050-8, Environmental Management Systems for Airport Sponsors.*
- *Quiz*
- *Discussion*

Unit 3: Sustainability

Module 6: February 20-26: Economic Viability

- *Read Case Example 1, In-Kind Contributions from ACRP Synthesis 69.*
- *Quiz*
- *Discussion*

Module 7: February 27-March 05 Operational Efficiency

- *Read Case Example 10, Photovoltaic Solar Field and Rotating Beacon, from ACRP Synthesis 69.*
- *Read Case Example, Energy Efficiency that Pays for Itself, from ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Module 8: March 06-12: Natural Resource Conservation

Air Quality Enhancement/Climate Change and Energy Conservation/Renewable Energy:
- *Read Case Example 3, Electric/Diesel Utility Vehicles and Terminal Retrofit from ACRP Synthesis 69.*
- *Read Case Example 8, Airfield Lighting, from ACRP Synthesis 69.*
- *Read Case Example 9, Photovoltaic Solar Field, from ACRP Synthesis 69.*

- *Read Case Example, Addressing Climate Change and Selling Carbon Credits, from ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Note: March 13-17 is Spring Break

Module 9: March 20-26: Natural Resource and Conservation

Noise Abatement/Water Quality Protection/Water Conservation:

- *Read Case Example 4, Efficient Lighting and Hardscape Installation, from ACRP Synthesis 69.*
- *Read Case Example 11, Reclaimed Water, from ACRP Synthesis 69.*
- *Read Case Example, State-of-the-Art Deicing Infrastructure, from ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Module 10: March 27 – April 02: Natural Resource Conservation

Land and Natural Resources Management/Land and Property Use/Pavement Management

- *Read Case Example 12, Sensitive Environment, from ACRP Synthesis 69.*
- *Read Case Example 13, Honeybees, from ACRP Synthesis 69.*
- *Read Case Example, Applying the Triple-Bottom-Line Thinking to Regional Development, from ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Module 11: April 03-09: Natural Resource Conservation

Materials Use and Solid Waste Reduction and Recycling/Hazardous Materials and Waste Management-Reduction/Surface Transportation Management/Buildings and Facilities

- *Read Case Example 5, Multiple Measures, from ACRP Synthesis 69.*
- *Read Case Example 6, LEED Equivalency, from ACRP Synthesis 69.*
- *Read Case Example 14, Recycling, from ACRP Synthesis 69.*
- *Read Case Example, LEED Platinum Headquarters, from, ACRP Synthesis 53.*
- *Read Case Example, Multimodal Transportation Approach, from ACRP Synthesis 53.*
- *Read Case Example, A Public Private Partnership Results in Reduced Greenhouse Gas Emissions, from ACRP Synthesis 53.*

- *Read Case Example, Moving Toward a Community Goal of Zero Waste, from ACRP Synthesis 53.*
- *Read Case Example, Getting a New Practice Off the Ground, ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Module 11: April 10-16: Social Responsibility

Socioeconomic Benefits and Community Outreach/Involvement

- *Read Case Example 2, Statewide Sustainability Toolkit for General Aviation Airports, from ACRP Synthesis 69.*
- *Read Case Example, Using the Global Reporting Initiative Framework, from ACRP Synthesis 53.*
- *Quiz*
- *Discussion*

Unit 4: Compatibility

Module 13: April 17-23: Compatible Land Use and Zoning

- *Read Chapter 1 of the Washington State DOT Airports and Compatible Land Use Guidebook.*
- *Quiz*
- *Discussion*

Module 14: April 24 – April 30: Hazardous Wildlife Attractants

Land Use Practices that Potentially Attract Hazardous Wildlife

- *Read AC 150/5200-33B, Hazardous Wildlife Attractants On or Near Airports.*
- *Quiz*
- *Discussion*

Module 15: May 01-07: Hazardous Wildlife Attractants

Procedures for Wildlife Hazard Management by Public-Use Airports

- *View Week 15 Wildlife PowerPoint presentation.*
- *Quiz*
- *Discussion*

Unit 5: Review

Module 16: May 08-12: Wrap-Up and Paper submission
- Turn in Term Research Paper

Important University Dates

January 16, 2023	Martin L. King Jr. Day (University Closed)
January 17, 2023	Classes Begin for Spring Semester
March 13-17, 2023	Spring Break
March 20, 2023	Classes Begin for Second 8-Week Session
March 20, 2023	Advising Begins for Summer Semester
May 12, 2023	Spring Semester Ends
May 13, 2023	Commencement Ceremony Bell County Expo Center 3 pm

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome 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]
Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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 Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

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 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].

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 Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed 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 VA educational benefits.

Important information for Pregnant and/or Parenting Students

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 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] 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 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 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 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

University Writing Center: Located in Warrior Hall 416, 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 hours of operation are from 10:00 a.m.-5:00 p.m. 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 p.m. and Saturday 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.

OPTIONAL 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/reportingform.php?TAMUCentralTexas&layout_id=2].

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.

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

Copyright Notice
Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.