

**AVSC 4308-110 AVIATION SAFETY**  
**Texas A&M University-Central Texas**  
**Spring 2023**

**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](mailto: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**

In the best interests of professional continuity and course integrity, you will see mostly Mr. Pearce's presentations and some of mine. Where present, please view all to assist in course understanding.

**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](http://www.safezoneapp.com) 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): [https://apps.apple.com/app/safezone/id533054756]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- Launch the app and enter your myCT email address (e.g. [{name}@tamuct.edu](mailto:{name}@tamuct.edu))
- Complete your profile and accept the terms of service

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

## COURSE INFORMATION

### Course Overview and description:

Aviation Safety is a study of detailed analysis of effective procedures and techniques in the development and supervision of an Aviation Safety program. This will be a comprehensive program in aircraft accident prevention that will be studied for implementation. The use of statics and related materials are covered throughout the course. Safety measures and education media materials are extensively used.

### Course Objective:

Engage the student's critical thinking skills to assess, evaluate and decide on appropriate actions necessary for the engagement of safe aviation safety practices.

### Student Learning Outcomes (SLOs #1 - #6)

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

1. Evaluate common causes of aviation accidents
2. In a group, select and analyze underlying issues of a contemporary aviation accident
3. Describe human factors (human errors) which have led to aviation accidents
4. Identify ways in which the environment contributes to aviation accidents
5. Discuss the role aircraft problems play can in aviation accidents
6. Displays professional commitment to ethical practices specific to aviation

**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 background in Aviation Safety.

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

Aircraft Safety: Accident investigations, Analyses, and Applications, 2nd Ed.  
 Shari Stamford Krause  
 ISBN 0-07-140974-2-53495

**Suggested Course Materials:** Publication Manual of American Psychological Association (7th Ed.). American Psychological Association. ISBN 1433805618. It is highly advisable that that you keep this text following the course, as APA citations are the required citation method.

**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, APA style formatting and source citation and original content. Required responses will use a minimum of two hundred words in your well composed paragraph response and at least 100 words in your responses to two classmate’s postings.

**AVSC 4308 Discussion Post Rubric**

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments; is thoughtful, reflective, and respectful of other’s postings. Proper citing of references and APA style; proper punctuation, sentence	Appropriate comments and responds respectfully to other's postings. Follows APA format with few errors but sentence structure could be improved. Editing would	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	No posting.

	structure and spelling. No editing or revisions required.	improve the assignment.	words and responses are less than 100 words to classmates.	
<b>Relevance of Post</b>	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position that captures the issue. Supports position with well-articulated arguments.	Begins to address areas that are somewhat related to the discussion content. Position, and argument for that position is plausible, but not totally clear.	Posts positions which do not relate to the discussion content; makes short or irrelevant remarks. Off-topic.	No posting.
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

**Research Paper:** You will select from a list of topics in aviation history. The paper will use APA 7<sup>th</sup> Edition formatting. You will have an APA styled template provided. There will be specific assignments within each group to help guide your group work and share the load.

**AVSC 4308 Research Rubric**

Points	10	7	3	0
<b>Quality of Case Research</b>	Full use of APA formatting, clearly communicated,	Partial use of APA formatting with some detail and some	Does not follow APA formatting criteria. Many errors in both	No paper.

	thoughtful detail and points. Proper citation and attribution. Proper punctuation, sentence structure and spelling. No editing or revisions required.	support material. Sentence structure could be improved. Editing would improve the assignment.	mechanics and sentence structure. Very poorly written. Needs major overhaul. Does not meet required page count or format guidelines.	
<b>Relevance of Case Research Conclusions</b>	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.

**NOTE:** All students submitting research papers, *must have at least one documented session with the University Writing Center before submission for grade.* Check the course Module instructions for guidelines and information.

**VIDEO LINKS:** There are many posted video links throughout your weekly course modules. They correspond directly with the readings in your textbook and will bring to life the many colorful aspects of aviation safety. I will be monitoring the number of times these are accessed, as they are an integral part of your course objectives on learning aviation safety.

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

**Point based grade components:**

Three Quizzes	30% (SLOs 1-6)
Research Paper	30% (SLOs 1-6)
Weekly Discussion Posts	<u>40%</u> (SLOs 1-6)

**Total**  
**100%**

**Grading scheme**

- A 4.00 (90 +) Achievement that is outstanding relative to the level necessary to meet course requirements.
- B 3.00 (80-89%) Achievement that is significantly above the level necessary to meet course requirements.
- C 2.00 (70–79%) Achievement that meets the course requirements in every respect.
- D 1.00 (60–69%) Achievement that is worthy of credit even though it fails to meet fully course requirements.
- F 0.00 (<60%) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).
- “I” (Incomplete). The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and way the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an “I” is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an “I” must be submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

**Posting of Grades:**

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. I will attempt to post grades for all assignments and discussions within one week after the due date, unless I let you know otherwise. Grades on exams will be available immediately (unless essays must be graded as well).

**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. Though some assignments are fairly involved, 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. If you need extensions for “life issues”, these may be granted if the request is given before a deadline. It is much easier to discuss issues before due dates rather than after. Late work is not accepted. *Failure to complete the final research paper is failure of the entire course.*

**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

### Complete Course Calendar

#### Week 1 January 17 – 22

- Assigned Textbook Reading - Chapter 1
- Research Paper Introduction
- Discussion Post (Introduction)

#### Week 2 January 23 – 29

- Assigned Textbook Reading - Chapters 2 & 3
- Discussion Post

#### Week 3 January 30 – February 05

- Assigned Textbook Reading – Chapter 4
- Read Lesson 2
- Discussion Post

#### Week 4 Feb 06 – 12

- Assigned Textbook Reading – Part I Case Studies
- Read Lesson 3
- Discussion Post

#### Week 5 Feb 13 – 19

- Review for test
- Complete videos
- Discussion Post

#### Week 6 Feb 20 – 28

#### Quiz 1 (Human Factors; Chapters 1, 2, 3 & 4)

- Assigned Textbook Reading – Part II, Runway Incursions
- Read Lesson 4A
- Discussion Post

#### Week 7 February 27 – March 05

- Assigned Textbook Reading – Part II Case Studies
- Read Lesson 4B
- Discussion Post

#### Week 8 March 06 – 12

- Assigned Textbook Reading – Part III, Chapters 5-11
- Read Lesson 5



- Discussion Post

**Spring Break March 13 – 19****Week 9 March 20 – 26**

- Complete Assigned Textbook Reading – Part III, Chapters 5-11
- Read Lessons 6 & 7
- Read Textbook Case Studies Part III
- Discussion Post

**Week 10 March 27 – April 02**

- Review Case Studies Part III
- Review for Quiz 2
- Submit Draft of Research Paper
- Discussion Post

**Week 11 April 03 – 09**

- **Quiz 2** (Runway Incursions, Weather)
- Assigned textbook Reading – Part IV Mid-Air Collisions
- Expert Presentation
- Discussion Post

**Week 12 April 10 – 16**

- Assigned Textbook Reading – Part IV Case Studies
- Read Lesson 8
- Discussion Post

**Week 13 April 17 – 23**

- Assigned Textbook Reading – Part V Mechanical and Maintenance
- Assigned Textbook Reading – Part V Case Studies
- Read Lesson 9
- Discussion Post

**Week 14 April 24 – April 30**

- Assigned Textbook Reading – Part V Case Studies
- Lesson 9 Continued
- Discussion Post

**Week 15 May 01 – 07**

- Review for Quiz 3
- Research Paper Submission

**Week 16 May 08 – 12**

- **Quiz 3** (Mid Air Collisions; Mechanical & Maintenance)

**Important 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 and Support**

There are no special technology requirements for the completion of this course outside the use of the Canvas system and its components.

**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](mailto: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>].

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

## **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) [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.

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**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.

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