



**MGMT 5307, Section 145, Ethics and Responsibilities of Leadership
SYLLABUS**

Spring 2023, 2nd 8 Weeks – Online

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Barb Altman

Office: Founders Hall, 217

Email: *via Canvas message system is preferred mode of communication.* (May use altman@tamuct.edu if Canvas is down)

Office Hours: **by appointment (via phone or Zoom, to schedule see student-instructor information below)**

COURSE DATES, MODALITY, AND LOCATION

Mode of instruction and course access:

This course is a 100% online course utilizing the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] for class communications, content distribution, and assessments. Students will access all course materials, assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course web site, Library eReserves and the Vantage eBook and its supplemental resources.

Student responsibilities:

Students must be self-disciplined and a self-starter to be successful in this class. It is a full graduate course in an 8-week format so moves at a very fast pace. Be sure you have set aside the time to complete all readings and assignments fully. The reading load is substantial, the topics complex and you will need to carefully think through and support your perspectives on the issues with well documented rationales. Good writing skills are essential as case analyses, reflection writing, short essays, video exercise responses, and discussion forums are all required assessments. Please review this Syllabus, the grading points/assignments, and course schedule in detail prior to agreeing to all course requirements via the Student Course Agreement.

Student-instructor interaction:

I am readily accessible through the Canvas email function, “messages”, on the course web site. I check messages often and will get back to you within 24 hours during the week (usually much sooner!) and within 36 hours on the weekend. There is also a “Course Q&A” Discussion Forum for students to post questions about the class that all students would most likely be interested in hearing the response. For individual issues (e.g. accommodations) please send a Canvas message. I encourage students to interact with me by asking questions on the Course Q&A

Discussion Forum, sending me a Canvas message or by setting up an appointment to meet via web-conferencing. If you wish to set up an appointment, please send me a Canvas message with several options for days/times and I will respond confirming one of your options. Early evenings appointments are available for those of you working full-time.

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:

1. 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]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

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

COURSE INFORMATION

Course Catalog Description: Analyze an organization's social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study and related methods for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles, and values of leadership as they affect the organization, the environment, and society. Prerequisite(s): Management leveling

Student Learning Outcomes:

1. Define key ethical and moral reasoning frameworks and explain their impact in the business setting.
2. Identify and describe key elements of an effective organizational ethics program.
3. Evaluate your own approach to ethics and values, and the implications for your career.
4. Apply the "Giving Voice to Values" framework to organizational scenarios.
5. Analyze and critique real-case situations regarding ethical, social responsibility and sustainability leadership.
6. Explore avenues to remedy social issues using stakeholder coalitions and responsible leadership.
7. Recognize innovative approaches to sustainability challenges.
8. Recognize advanced stages of corporate citizenship performance.

Detailed learning outcomes associated with each module are included on the course web site.

Required Readings and Textbook

Collins, D. & Kanashiro, P. (2022). *Business Ethics: Best Practices for Designing and Managing Ethical Organizations*. 3rd Edition. Sage Publishers.

The Vantage eBook version of the book is required for this course, as Assignments will be linked to the Vantage platform and eBook. There is an option to purchase ONLY the eBook or a package that includes the eBook and a loose-leaf version of the book together. The eBook access code or package can either be purchased directly from Sage publishers or the TAMU-CT bookstore. The ISBN numbers are as follows:

9781071821213 Vantage eBook (if purchased online)

8220124548178 Vantage eBook (if purchased thru bookstore)

9781071856871 Vantage eBook plus loose-leaf print version (bookstore)

Vantage access: When you click on the first Vantage assignment in the Canvas course web site, you will be prompted to either login with an existing Vantage account username and password, or to create a new account. Then you will enter your access code (if already purchased), purchase access online, or begin a free trial period. Once you have completed your selection, you will arrive at the start of your first Vantage reading or assignment. The publisher offers a free two-week trial period so all students will be able to start the course on time even if you are waiting on financial aid. Once the trial period expires and you have purchased access all of your assignments/grades will transfer.

As Vantage may be a new platform for some students, it is highly recommended that you view the Student tutorials available on the Vantage technical assistance site:

<https://sagevantage.softwareassist.com/Main.aspx?isreload=1&url=1>

There will be additional readings provided on the course web site and through library eReserves. The link to eReserves is https://tamuct.libguides.com/er.php?course_id=95133

COURSE REQUIREMENTS

The learning objectives associated with each assignment are show in parentheses, along with the grading points.

Student Profile and Course Agreement (25 points): Students must read this Syllabus carefully and document they understand all course requirements by the end of the first module of class. The course agreement certifies students understand this Syllabus, all required course assignments, and the expectations associated with this class.

Introductory Discussion Forum (25 points): The first week of the semester students are required to post to their student class colleagues an introduction of themselves. It should include: 1) What degree you are pursuing, 2) what point are in your studies, 3) your current and past work experience, 4) what you hope to learn in this class, and 5) a personal tidbit about you (e.g. hobbies or family). The purpose of this forum is to set up a learning community among the class members.

Discussion Forums (LO's 1, 2; 50 points each): Three times during the semester students will be assigned Discussion Forums to help students engage with core readings and concepts. Students must read the assigned text chapter or readings and compose an initial post responding to prompts;

this post is worth 30 grading points. This initial post is due on MONDAY night to allow time for responses. Two response posts will be required, challenging your student colleagues to think harder about their initial post and the readings and concepts, these response posts are due Wednesday night. Each of the second posts are worth 10 points.

Chapter Quizzes (LO's 1, 2, 7, 8; 30 points each): There are 10 required chapters from the eBook for students to read in depth and be sure they understand the concepts introduced. Instructor videos, publisher provided PowerPoint presentations, "knowledge checks", and flashcards will be provided for each chapter to help students gain a mastery of the material. During the last 5 days of the module where each chapter is assigned, students will be required to complete a chapter quiz online via Vantage. The chapter quizzes will be 15 multiple choice or true/false questions worth 30 points. Students are allowed 2 attempts at each quiz and the best score will be reflected in the Canvas gradebook.

Knowledge Checks (LO's 1, 2; limited Extra Credit): The Sage Vantage eText will prompt you for responses to "Knowledge Check" multiple choice questions at the end of each section of the chapter reading. These knowledge checks are assigned for "completion". This means it is up to your commitment to your own learning to complete these questions. They do not acquire points toward your total grading points in the course. Completing them, however, will help insure you understand and can apply the concepts you are reading and therefore improve your scores on the required quizzes and assignments. At the end of the semester, if your grade is on "the border" (e.g. a 79 or 89), successful completion of these knowledge checks WILL be taken into consideration in assigning the final grade in the class.

Reflection Journals (LO 3, 4; 100 points each): Twice during the semester students will engage in a self-study and reflection writing assignment related to the ethical leadership and/or Giving Voice to Value concepts. This written paper will probe your personal sentiments about ethical values and topics like corporate social responsibility, and the critical capabilities needed to accomplish a culture of ethics within an organization. These reflection journals are a critical part of students' learning in this class and therefore students are challenged to "dig deep" to evaluate their own approach to ethical issues and how this impacts their work and career.

Video Situational Analyses (LO 2, 5; 3@30 points each, 1@50 points): Four times during the semester students will view a video on the Vantage platform that describes a "real-life" management or employee situation that relates to the concepts in the chapter reading. Students will analyze portions of the situation and respond to questions about the case. For the first three cases, students will respond to the objective (multiple choice) questions in Vantage. For the fourth case, students will respond to questions in Vantage and in addition, be assigned an ethical decision analysis exercise in Canvas.

Case Analyses (LO's 2, 4, 5, 6, 7, 8; 1@50 points, 1@100 points): Careful study of "real world" ethical leadership challenges will be a critical part of this class. There will be two longer case studies at the end of the text assigned to analyze in depth. These case studies take some time and careful reading multiple times to grasp the dynamics of the situation. The first case study (worth 60 grading points) will be assigned during the semester and a final case analysis (worth 100 points) will be assigned in lieu of the final exam in this class. The instructions for the format and method for these case analyses will be shared via the course web site.

Class Grading Points:

1. Course Agreement	25
2. Introductory Forum	25
3. Discussion Forums (3 @ 50 points)	150
4. Video Situation Analyses (3 @ 30, 1 @ 50)	140
5. Chapter Quizzes (10 @ 30 points)	300
6. Reflection Journals (2 @ 100)	200
7. Major Case Analyses	60
8. Final Case Analysis	100
Total Points:	1,000

Final Course Grade Calculation:

Calculation	Point Cut-Off	Course Grade
.90 X 1000	900	A
.80 X 1000	800	B
.70 X 1000	700	C
.60 X 1000	600	D

Grading Policies

- Grading rubrics are provided for all written course assignments within the Canvas course web site assignments and grade book. Students should review these rubrics carefully when preparing written assignments to see how assignments will be evaluated. Following grading, students should review the feedback provided in the rubric for opportunities to improve on future assignments.
- All student grades will be posted in the Canvas Grade Book and students should monitor their grading status through this tool. Grades on Vantage assignments will automatically transfer to the Canvas grade book. Grades for all Canvas written assignments will be posted no later than one week following the due date. Vantage quizzes are automatically graded and will show up right away in the grade book.
- Minimum points required for a specific course grade are noted on the above table. *Minimum points required for a specific course grade will NOT be revised unless a student has completed the optional Knowledge checks, which is the only extra credit in this class and is limited to only grades “on the border (meaning within 1-2 points average of the next highest grade). See “knowledge checks” section above for further clarification.*
- It is best not to get behind in this course so normally late assignments are not accepted. If you find you need an extension on an assignment due to an emergency (e.g. health issues), message Dr. Altman PRIOR to the due date/time of the assignment and request an extension; state the reason and when you think you will be able to complete it. Reasonable requests will be accommodated.

COURSE OUTLINE AND CALENDAR

Course Calendar: Use the schedule below to map out readings and assignments. Course weeks start on a Thursday and end the following Wednesday night. First and last weeks have a slightly different schedule. Assignments are due at 11:59 p.m. All graded assignments are shown in bold with due dates and associated grading points.

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
1. 3/20 – 3/29	<p>Course Overview and Introduction</p> <p>Managers as Ethical, Responsible Leaders and Role Models</p> <p>Unethical Behavior in Organizations and Human Nature</p>	<p>Read 3 articles in EReserves, Ethical Leadership folder. eReserves link is: https://tamuct.libguides.com/er.php?course_id=95133</p> <ol style="list-style-type: none"> 1. Schwartz, “Developing and Sustaining an Ethical Culture” 2. Trevino et al., “Moral Person, Moral Manager” 3. Maak & Pless, “Responsible Leadership in a Stakeholder Society” <p>Watch Dr. Altman Course Welcome Video</p> <p>Submit completed Course Agreement by 3/29 (25) Post to Introductory Discussion Forum by 3/29 (25) Post to Discussion Forum I, Post 1 due 3/26 (30), Response posts due 3/29 (20)</p> <p>Read Collins Ch. 1 in Vantage eBook. Watch Ch. 1 video. Review Flashcards. Complete Knowledge checks.</p> <p>Chapter 1 Quiz in Vantage, available 3/25, due 3/29 (30)</p>
2 3/30 – 4/5	<p>The Evolution of Business Ethics</p> <p>Corporate Governance and Stakeholder Relationships</p>	<p>Read Chapters 2 & 3</p> <p>Complete Lessons for chapters 2 & 3</p> <p>Quiz Ch. 2 available 4/1, due 4/5 (30) Ch. 2 Video Activity due 4/5 (30) Quiz Ch. 3 available 4/1, due 4/5 (30) Ch. 3 Video Activity due 4/5 (30)</p>

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
3 4/6 – 4/12	Hiring Ethical People Ethical Codes of Conduct	Read Chapters 4 & 5 Complete Chapters 4 & 5 Lessons Quiz Ch. 4 available 4/8, due 4/12 (30) Video Situation Analysis Ch. 4 due 4/12 (30) Quiz Ch. 5 available 4/8, due 4/12 (30) Case – “Volkswagen’s Diesel Scandal: Failure of the Code of Conduct” due 4/12 (60)
4 4/13 – 4/19	Ethical Decision-Making Ethics Training	Read Chapters 6 & 7 Complete Chapter 6 & 7 lessons Quiz Ch. 6 available 4/15, due 4/19 (30) Video Situation Analysis Ch. 6, Answer objective questions in Vantage (30) AND decision analysis in Canvas (20), due 4/19 Quiz Ch. 7 available 4/15, due 4/19 (30) Discussion Forum 2 Ethics Training, Initial posting due 4/17 (30), 2nd posts due 4/19 (20)
5 4/20 – 4/26	Giving Voice to Values (GVV)	Read Intro to GVV narrative Read supplemental Readings – GVV Folder course web site Watch Dr. Gentile & “Ethics Unwrapped” Videos Reflection Paper 1 based on GVV due 4/26 (100) GVV Discussion Forum, initial post due 4/24 (30), response posts due 4/26 (20)
6 4/27 – 5/3	Managers as Ethical Leaders	Read Ch. 9, Section 9.2, Ch. 10 Complete Chapter 10 Lesson Supplemental Reading in eReserves: Marsh, “Business Executives’ Perceptions of Ethical Leadership and its Development” Hicks & Waddock, “Wisdom & Dignity” Quiz Ch. 10, available 4/29, due 5/3 (30) Complete Ch. 9 Self-Assessment (10), due 5/3 Complete Ch. 10 Self-Assessment (15), due 5/3 2nd Reflection Journal, due 5/3 (100)

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 7 5/4 – 5/11 (Thursday) End of semester	Global Sustainability Global Corporate Citizenship	Read Chapter 12 & 13 Complete Chapter 12 & 13 Lessons Read Supplemental Reading in eReserves, Sustainability folder, Eccles et al. “How to Become a Sustainable Company” Quiz Ch. 12 available 5/6, due 5/10 (30) Quiz Ch. 13 available 5/6, due 5/10 (30) Prepare Final Major Case, “The Paris Climate Agreement: WalMart and Amazon as Sustainability Leaders” due 5/11 (100)

Important University Dates

See important University dates for the fall semester: link to http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

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 on the Course web site, 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.

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: (304) 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.

Vantage Technical Support (contact them separately for any issues related to Vantage):

Technical Support Hours

Monday - Friday: 8:00 a.m. - 11:00 p.m. ET

Saturday: 11:30 a.m. – 8:00 p.m. ET

Sunday: 11:30 a.m. – 11:00 p.m. ET

(800) 818-7243 ext. 7080

There is a link in the course web site “Course Resources” module to Student videos and FAQs. Search this useful resource if you experience problems before contacting technical support, as it probably will have the answer to your issue.

Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines. Complying with this requirement is part of your “Course Agreement”.

For issues related to course content and requirements, post to the “Course Q&A” Discussion Forum.

COLLEGE, UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

COBA Learner Access and Success

This web site has been specially designed to provide “one stop shopping” for the University and College resources that College of Business Administration students are likely to need throughout the semester. This includes setting up an appointment with an advisor, tutoring, career and professional development, among other services and many helpful videos. Check it out and bookmark it, it will be very useful: COBA Learner Access and Success (<https://www.tamuct.edu/coba/coba-learners.html>)

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 (304) 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>]

Please advise Dr. Altman of any academic accommodations you may require for the semester as soon as those have been approved by the Office of Access & Inclusion. She will work with you to meet any approved requests.

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>].

If you know of potential honor violations by other students, you may [submit a referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Note the Academic Honor Code posted in the “Course Resources” module within the course web site; adherence to this Code is part of your course agreement.

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicsforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612) 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%2fdynamicsforms.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 (304) 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 (304) 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 Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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](http://tamuct.libguides.com/index) [http://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 [WCOOnline](https://tamuct.mywconline.com/) [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 (304-501-5955) 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 304-501-5805.

Instructor Additional Policies

Course Standards

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues, should be kept professional, including Discussion Forum postings and messages. For online correspondence, appropriate "netiquette" rules should always be followed (see Course Resources module on course web site for netiquette guidelines). For written assignments, all work should be proofread, free of grammatical errors, include proper citations and be in accordance with American Psychological Association (APA) standards (see link to APA web site in Course Resources module).

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