

Welcome to our Employment Law course (BUSI 4334-115, CRN 60066) at Texas A&M University-Central Texas for the summer of 2023!

I look forward to helping you learn more about employment law to aid you in making better decisions as Human Resource practitioners and business managers. In my practice, I see far more mistakes resulting from a general lack of understanding about the extent of employment law protections (negligence) rather than being intentionally discriminatory towards a particular group. Please feel free to ask questions about employment and legal issues you may see in the news to better understand the outcome and/or ramifications. Also, feel free to ask questions after you have completed the course, as I still field questions from students I had many years ago!

Due to the way the law impacts us, it is vital that we feel comfortable discussing the various legal issues thoroughly. In doing so, please understand that you all have unique backgrounds and perspectives and that others may not view a situation the same way you do. Please ensure that our discussions are productive and respect the diverse perspectives that your classmates are likely to have.

Just as we have diverse opinions, we also have various life circumstances. I have worked hard to create a rigorous yet flexible course to respect those differences. As we explore the law, it can sometimes be confusing. For some, legal terminology is like a foreign language that you may not understand as quickly as others. There were a few topics in law school that I "got by" on but did not master until a year or two later when I was studying for the bar exam. As such, the course design allows the student who struggles with some content yet is diligent and perseveres to earn an acceptable grade. Also, I sometimes see the course differently than you do. If you see an improvement I could make in the structure or presentation of the material, please let me know. I want to avoid structural issues that interfere with your learning success!

This learning guide (AKA syllabus), provides considerable information about the course and my general expectations to put you in the best position to succeed. Still, additional information is also available in our Canvas course. **Please do not hesitate to reach out with questions or concerns, even if it's late at night or on the weekend. That is why I'm here, and I do view my job as being available as much as possible to help!**

Course Structure/Modality Information:

This is an **8-week "Fully Online" section**, and you may complete all coursework asynchronously. In-person or synchronous activities are NEVER required. It is important to understand that 8-week courses generally condense the same content into half the time and not cut half the content. Thus, one 8-week course is the equivalent of two 16-week courses. Thus, things move quickly, so plan accordingly!

Instructor Contact Information:

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

Office Location: Founders Hall Rm 217R

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

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

Planned Hours for In-Office Assistance:

Monday: By advance appointment

Tuesday: By advance appointment

Wednesday: 8:30-5:00, other times by advance appointment

Thursday: By advance appointment

Friday: By advance appointment

Since the summer brings a lot of schedule variability, I am limiting my "fixed" hours. Though it says only Wednesday, I will probably be on campus at least three days a week, with Tuesday and Thursday being more likely additional days. If you prefer to meet in person, please schedule an appointment so I can ensure I don't miss you. Sometimes meetings get scheduled during office hours, or I must step away from my desk for a bit. I can be available later in the evening with advanced notice. I am also available for WebEx virtual meetings for "after-hours" situations, such as nights and weekends, if that helps you. **Just let me know how I can help!**

Staying up to date, especially with any unexpected changes!

I will do my best to post an "Announcement" on Canvas if I am out of contact for an extended period, or if my planned office hours need to change. Rather than having to check the "Announcements" area in Canvas frequently, you should have your **notifications turned on in Canvas to receive immediate course notifications**. You can do this by clicking on your profile image, clicking notifications, and then changing the announcement alert setting to "notify immediately." Also, if you click on "settings" under your profile, you can modify where Canvas sends a course notification. By default, notifications go to your school address, but you can add a personal email or text message notification option. Please let me know if you have any questions!

Mode of instruction and course access:

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

To enroll in this course, you should have taken BUSI 3332 or MGMT 3302 (preferably both). It will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information, and attaching documents for submission.

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 three easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
 - o [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

COURSE INFORMATION:

Course Overview and Description:

Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): [BUSI 3332](#) or [MGMT 3302](#).

Course Level Objectives (CLO's):

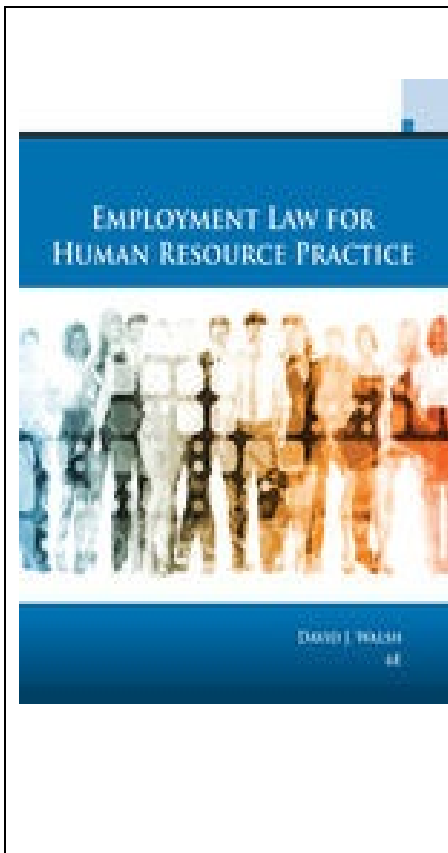
At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found below on page 9 (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision on employment law.
2. Discuss, recognize, and explain legal issues within the employment life cycle, including:
 - The basic employment relationship
 - Employment discrimination
 - The hiring process
 - Managing a Diverse Workforce
 - Pay, Benefits, and Terms of Employment
 - Terminating Employment
3. Analyze hypothetical employment law issues, and evaluate alternatives that legally and ethically resolve the issues and recommend action consistent with the law.
4. Effectively research a current employment law issue.
5. Summarize an employment law news article or case and apply it to course concepts.
6. Communicate professionally. (All Course Communications)

Weekly Learning Objectives (WLO's) are found in the Chapter Content folders in Canvas.

Required Textbook(s) and Resources:

1.



Walsh, David J. (2019). *Employment Law for Human Resource Practice* (6th ed.). Cengage.

There are several ways you can access this text since you DO NOT need access to Mindtap. You just need the book.

1. Buy it through the Bookstore.
2. Buy a used copy online.
3. Cengage Unlimited eTextbooks – Buy the option through the Bookstore or through Cengage for about \$70 for one semester. This gives you electronic access to all textbooks (not the electronic resources like MindTap which I do not require) that come with Cengage Unlimited, which may include some for your other courses too. If you want a hard copy, Cengage will then rent you one for just \$7.99 per book. **So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks.**
4. If you want the electronic resources or a longer subscription, then you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for 4 months, \$180 for a year, or **\$240 for 2 years**. Rentals of a hard copy are still \$7.99. *You might be able to really leverage the 2-year option over multiple courses.*

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

2. Reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

3. Access to a properly configured computer (details later on page 13) with: speakers or a headset (to listen to any audio/video files), **a webcam for our online exams, Google Chrome Browser with Proctorio Extension**, PDF software reader (Adobe) for readings, MS Word, & PowerPoint.

4. **I provide essential information beyond the text through audio lectures, PDF PowerPoints, and other resources and assess this information on quizzes and exams.** You may access it by clicking on “Modules” on the left side of Canvas for desktop computer viewing or via the dropdown at the top right of your mobile device. As such, it is incredibly beneficial that you are actively engaged in the learning process and taking notes. Taking notes, particularly handwritten, has been proven in research to improve knowledge retention. On a personal note, I have been taking an online course with many videos, and taking notes has helped my level of engagement. My mind wanders if I don’t take notes, and I often have to rewatch the video. I would suggest printing the PDF slide document that provides an outline and spells out some of the critical concepts for you and then making notes in the available white space to have both the slides and notes together. However, notetaking is also a personal process; do what is comfortable for you!

COURSE REQUIREMENTS

1. Learning Guide Quiz – 10 points

This brief quiz helps ensure you review our learning guide and the video, which is essential for course success. You must complete it by **11:59 pm (23:59) on Friday, June 9th.**

2. Quizzes – 82 total points (14 @ 5.5 points each & 1 @ 5)

You will have a 5-question, 10-minute quiz on each chapter we cover (15 total). These are **typically due by 11:59 PM CST (23:59) on Fridays.** You can complete them earlier in the week. As things will come up from time to time that leads to lower performance or a missed quiz, seven additional points are built into the scoring from the uneven value of 1.1 points per question for most quizzes. These points can make up for seven missed questions.

3. Application Activities - 175 Points (7 @ 25 points each)

We will have a required application activity associated with 14 of the 15 chapters we cover. They generally consist of application and discussion questions on the chapter material, including some cases. The cases I do not require you to read are noted in the Canvas content module to save you reading time. **You will generally submit the activities by 11:59 PM (23:59) on Saturdays. The score is primarily based on reasonable effort, thought, and being complete. I do not grade for technical accuracy.** Shortly after the due date, I will post an answer video in the content folder of the first chapter covered in that activity. As events may occasionally lead to an incomplete or missed activity, I will replace your lowest score with the average score on your remaining activities (rounding up above .5 and down at .49 or less). This gives you a somewhat "free week" this summer. There will also be a bonus activity worth 10 points over Chapter 17. *You may work with another student to complete these assignments.*

4. Employment Law News Article Presentation – 50 points

You will find a recent (written after March 15, 2023) news article connected to a class concept to make a short presentation on (**target of 3 minutes**). **You must make the articles' connection to class concepts crystal clear.** The summary of the article and connection components are worth 25 points of the grade. The remaining 25 points will go to the quality of the presentation itself. You also cannot use an article that is connected to and/or cited in your research paper or that I have discussed. **The article presentation video must be submitted by 11:59 PM (23:59) on Thursday, June 15th.** See the rubric attached to the assignment instructions in Canvas for scoring guidance, particularly the presentation elements.

5. Exploring a Major Employment Law Case – 100 Points

The assignment details will be posted in the "Assignments" tab in Canvas at least a week before the due date. I do not want to post yet as we have two pending major employment law cases that will make for a great assignment. You will **submit this via Canvas by 11:59 PM (23:59) on Sunday, June 25th.**

6. Current Issue Research Proposal, Draft, and Final Paper – 190 total points

In your career, you may be tasked with researching a current issue affecting your company, explaining the ramifications, and making recommendations to management. As such, the primary purpose of writing a research paper like this is to be up to the task! It also gives you a chance to work to improve your written communication skills, which are highly valued in business today. I have included several resources on legal research in the "Modules" area of Canvas in a folder titled "Legal Research Assistance." Some sourcing, citations and the approach may differ slightly from what you have experienced in other classes.

You have considerable flexibility about what you choose to research. It could be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues, paid leave, potential changes in agency policies (EEOC, DOL, OSHA), etc. The first step of the research process is to submit **your research proposal via Canvas for review by 11:59 PM (23:59) on Thursday, June 29th**. More details on the proposal requirements are available in Canvas. **Twenty-five** points will be awarded once we agree on the research plan. I generally approve about two-thirds without additional questions or a resubmission.

The approved proposal will lead to a 2,000-2,500 word research paper (approximately 4-5 pages, single-spaced), including references, by the end of the semester. You may also work with up to two other students, but it should be more substantive and will require an additional 750 words (page and a half) per co-author. To ensure you have stuck to the plan and are on the right track with your final submission, **you will submit a solid draft of your paper by 11:59 PM (23:59) on Thursday, July 13th**. The draft is worth 50 points, and a rubric is available in Canvas. I will review the drafts and provide feedback to aid your final submission by the **16th**. A general grading rubric for the draft is available in Canvas.

The remaining 115 points will go towards the completed paper, including more emphasis on writing quality at this stage. For assistance with writing quality, you are highly encouraged to utilize the University Writing Center, highlighted later on page 16. I also recommend using the free version of Grammarly (www.grammarly.com) to assist with punctuation, spelling, and minor phrasing. I use a subscription version for research, but the free version is very good and identifies most general issues. Use it as a learning tool, not just to score well, as its suggestions can make you a better writer! *With this said, there is a line between using a tool like Grammarly to help with a grammar check and using its features to write considerable portions of your paper. Just as there are AI tools to write papers, there are also those that detect them, which I will use. I treat AI writing the same as if you turned in a paper someone else wrote, as it's not substantially yours and will be an academic integrity violation.* With good effort and my feedback, overall grades tend to be good when the project is taken as a whole, and the three grades are added together. The final paper **must be submitted via Canvas by 11:59 PM (23:59) on Monday, July 24th**.

7. Exams - 400 points (4 @ 100 Points each)

Our exams will be available for at least two days via Canvas (usually Sunday/Monday). The online exam will open at 12:00 AM on day one and close at 11:59 PM CST on day two, with a time limit of 120 minutes. 11:59 PM is a hard cut-off, so if you start the exam at 11:00 PM, you will only have one hour. If you start too late, I may not be awake to respond to a message about an exam issue. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but generally in extreme cases only, especially given the replacement possibility below. Since I have been lied to, I will likely require documentation of severe illness, funerals, sudden necessary trips, or field exercises.

Exams may include multiple choice, T/F, and essay questions at my discretion. The current plan is 35 multiple choice/T/F questions worth 2 points each and five short essays worth 6 points each. **You may use your textbook, including an eText, or our Canvas page for assistance. Still, no other resources may be used, or it will be an academic integrity violation.** Use your course materials sparingly, or you will run out of time, often leaving valuable questions, such as the essays, unanswered. To help with exams, I have also posted a "practice exam" that contains about half the number of exam questions and is similar in format. It is not intended as a review but as an example of the structure. It allows you to practice your timing to answer all the questions within the allotted time (one hour for this one since it has half the questions). *These assessments align with CLOs 2 and 3.*

Due to high rates of cheating on recent exams, the exam will utilize our Proctorio remote proctoring technology, so you will need a webcam. **The proctoring software will also require you to use Google Chrome and have the Proctorio extension on the browser. If you do not have this set-up done, you will get a message asking for a password that DOES NOT exist.** A three-minute Tech Check exam is set up in Canvas to ensure you are ready to go as a bonus opportunity.

Students occasionally have an exam grade that differs substantially from performance on the rest, particularly the first when learning the timing and structure. If this is the case or you miss an exam with a valid excuse, you may submit an additional research paper to replace a grade on one of your first three exams. The topic would have to be approved by me, cover a learning objective in the replaced exam, and be between 1,000 and 1,250 words. Also, it cannot be connected to your required research paper. You may find additional details in the "Assignments" area of Canvas. You may also submit a draft for brief review and comment. **To be eligible for this replacement option, you must have scored at least a 40 on the exam and not have had an academic integrity violation in the course.**

Posting of Grades:

All assignment grades should be posted within four days of the due date, but I will try for less than a 48-hour turnaround (the paper draft and final may take longer). The most frequent grading delay is waiting on those who did not submit on time.

Grading Details - Especially Note the C, D, and F Ranges

Assessment	Points	% of Total	CLO's	Total Point Ranges	Equivalent Letter Grade
Learning Guide Quiz	10	1%	NA	895-1012	A - Excellent
Chapter Quizzes	82	7.5%	2	795-894	B - Good
Application Activities	175	17.5%	2 & 3	715-794	C - Acceptable
Supreme Court Case Assignment	100	10%	1	645-714	D – Credit awarded, but GPA implications
Article Presentation	50	5%	5 & 6	644 or less	F – No Credit
Research Proposal	25	2.5%	4 & 6		
Research Draft	50	5%	4 & 6		
Final Paper	115	11.5%	4 & 6		
Proctorio Check	5	Bonus	NA		
Exams	400	40%	2 & 3		
	1012	100%			

Grades may also be adjusted at the end of the semester based on class results. This means that a point total may qualify for a higher letter grade than the scale normally provides to facilitate an appropriate grade distribution.

******* A bonus assignment is posted on the left side of Canvas under "Assignments." Be sure to comply with the deadline of *Thursday, July 20th*. To be eligible, you must not have more than three missing minor assignments (Quizzes and Application Activities) or one major assignment without permission. Also, you cannot have had an academic integrity violation in the course. *******

Late Work Issues:

1. Without pre-approval, no credit will be given for missed quizzes, application exercises, a late article presentation, or a late research proposal draft.
2. The research paper draft, final research paper, and case assignment will lose 10% of the points available per day late. For example, 12:00 AM on the next day after the assignment is due is technically late by one day. **You are allowed one extra day on one of these assignments by sending me an email before the assignment is due with a brief explanation of the reason for the delay (even if it is just procrastination, as honesty is a great trait), and submitting the assignment within the initial 24-hour extension.**
3. For Exams, see the previous explanation under “Course Requirements” and “Exams.”

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Unit #1 – Weeks 1-2 and Chapters 1-4

Week 1 – June 5th

1. Get familiarized with the course, including watching the introductory videos on the learning guide, course navigation, and getting to know me.
2. Read Chapters 1 (Overview of Employment Law) and 2 (The Employment Relationship), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
3. **Complete the Learning Guide (AKA Syllabus) Quiz by 11:59 PM (23:59) on Friday, June 9th**
4. **Complete the Chapter 1 and 2 Quizzes by 11:59 PM (23:59) on Saturday, June 10th. (Extra day this time)**
5. **Complete Application Activity #1 for Chapters 1 and 2 by 11:59 PM (23:59) on Sunday, the 11th. (Extra day this time)**

Week 2 – June 12th

1. Read Chapters 3 (Overview of Employment Discrimination) and 4 (Recruitment), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Submit your article presentation video by 11:59 PM (23:59) on Thursday, June 15th.**
3. **Complete the Chapter 3 and 4 Quizzes by 11:59 PM on Friday, June 16th.**
4. **Complete Application Activity #2 for Chapters 3 and 4 by 11:59 PM (23:59) on Saturday, the 17th.**
5. **Ensure a computer is properly configured for a Proctorio Exam (Tech Check Exam worth 5 bonus points available in Canvas) by Saturday, the 17th.**
6. **Complete Exam #1 covering Chapters 1-4 between 12:00 AM on Sunday, June 18th and 11:59 PM (23:59) on Tuesday, the 20th.**

Unit #2 – Weeks 3-4 and Chapters 5-8

Week 3 – June 19th

1. Read Chapters 5 (Background Checks, References, and Verifying Employment Eligibility) and 6 (Employment Tests), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 2. Complete the Chapter 5 and 6 Quizzes by 11:59 PM on Friday, June 23rd.**
- 3. Complete Application Activity #3 for Chapters 5 and 6 by 11:59 PM (23:59) on Saturday, the 24th.**
- 4. Submit the Exploring a Major Case Assignment by 11:59 PM on Sunday, the 25th.**

Week 4 – June 26th

1. Read Chapters 7 (Hiring and Promotion Decisions) and 8 (Harassment), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 2. Submit your Research Proposal by 11:59 PM (23:59) on Thursday, June 29th.**
- 3. Complete the Chapter 7 and 8 Quizzes by 11:59 PM on Friday, the 30th.**
- 4. Complete Application Activity #4 for Chapters 7 and 8 by 11:59 PM (23:59) on Saturday, July 1st.**
- 5. Complete Exam #2 covering Chapters 5-8 between 12:00 AM on Sunday, July 2nd, and 11:59 PM on Monday, the 3rd.**

Unit #3 – Weeks 5-6 and Chapters 9-12

Week 5 – July 3rd

1. Read Chapters 9 (Reasonably Accommodating Disability and Religion) and 10 (Work-Life Conflicts and Other Diversity Issues), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 3. Complete the Chapter 9 and 10 Quizzes by 11:59 PM on Friday, July 7th.**
- 4. Complete Application Activity #5 for Chapters 9 and 10 by 11:59 PM (23:59) on Saturday, the 8th.**

Week 6 – July 10th

1. Read Chapters 11 (Wages, Hours, and Pay Equity) and 12 (Benefits), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 2. Submit the draft of your Research Paper by 11:59 PM on Thursday, July 13th.**
- 3. Complete the Chapter 11 and 12 Quizzes by 11:59 PM on Friday, the 14th.**
- 4. Complete Application Activity #6 for Chapters 11 and 12 by 11:59 PM (23:59) on Saturday, the 15th.**
- 5. Complete Exam #3 covering Chapters 9-12 between 12:00 AM on Sunday, July 16th and 11:59 PM on Monday, the 17th**

Unit #4 – Weeks 7-8 and Chapters (14 or 15), 16, & 17

Week 7 – July 17th

1. Read Chapters TBD – Either 14 (Occupational Safety and Health) or 15 (Privacy on the Job), and 16 (Terminating Individual Employees), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Optional bonus assignment must be submitted by 11:59 PM on Thursday, July 20th.**
3. **Complete the Chapters TBD (14 or 15) and 16 Quizzes by 11:59 PM on Friday, July 21st.**
4. **Complete Application Activity #7 for Chapters TBD (14 or 15) and 16 by 11:59 PM (23:59) on Saturday, the 22nd.**

Week 8 – July 24th

1. Read Chapter 17 (Downsizing and Post-Termination Issues), as well as listen to the chapter audio lectures. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. **Submit your Research Paper by 11:59 PM (23:59) on Monday, the 24th.**
3. **Complete the Chapter 17 Quiz by 11:59 PM on WEDNESDAY, July 26th.**
4. **Submit the Bonus Application Activity for Chapter 17 by 11:59 PM (23:59) on WEDNESDAY, the 26th.**
5. **Complete Exam #4 covering Chapters (14 or 15), 16, & 17 between 12:00 AM on THURSDAY, July 27th and 11:59 PM on FRIDAY, the 28th.**

Important University Dates for the Summer 2023 Term:

June 5, 2023	Classes Begin
June 12, 2023	Deadline to Drop 8-Week Classes with No Record
June 19, 2023	Juneteenth (University Closed)
July 4, 2023	Independence Day (University Closed)
July 7, 2023	Deadline for Graduation Application for Ceremony Participation
July 14, 2023	Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)
July 14, 2023	Student End of Course Survey Opens (8-Week Classes)
July 28, 2023	Classes End for 8-Week Session
July 28, 2023	Deadline to Withdraw from the University for 8 -Week Classes
August 1, 2023	Deadline for Faculty Submission of 8-Week Final Class Grades (3pm)
August 1, 2023	Student End of Course Survey Closes (8-Week Classes)
August 11, 2023	Commencement Ceremony Bill Yowell CC in Warrior Hall at 10 AM
August 11, 2023	Deadline for Applications for \$1,000 Tuition Rebate for Summer
Graduation (5pm)	
August 11, 2023	Deadline for Degree Conferral Applications to the Registrar's Office; \$20
Late Application Fee	

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). **Proctorio also requires the Chrome web browser with their custom plug in.**

Other Technology Support

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

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

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

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled,

FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

University Academic Integrity Statement:

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. **When in doubt about collaboration, citation, or any issue, please contact your instructor before taking a course of action.**

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

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

My Academic Integrity Statement:

Except for the application activities and the research paper (partnering with a classmate(s)), all work in this course is to be **completed individually**. You may get rare/occasional assistance from other students about where you found specific information/answers, but I want to avoid seeing close/identical answers. I have a good eye for this, as my memory is very good! **The usage of AI, or similar technologies, and/or student "support" sites like Course Hero, Chegg, etc., for course assignments is strictly prohibited. I will be watching for this very closely!** If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can quickly tell if you are colluding or getting impermissible assistance.

Copyright Notice:

The reproduction of **ANY** course material (**assignments, questions, etc.**), including digital sharing beyond current BUSI 3332 classmates, is strictly prohibited without my permission. Violation of copyright, such as posting course materials on websites like Course Hero, Chegg, etc., 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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loafman@tamuct.edu

Academic Accommodation Assistance:

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>]

Important information for Pregnant and/or Parenting Students:

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from U.S. Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) 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 Information:

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

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

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

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

University Writing Center:

Located in Warrior Hall 416, the University Writing Center (U.W.C.) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. During the Summer 2023 semester, the UWC will be operating entirely online, with tutors available Monday-Thursday from 10:00 a.m.–4:00 p.m. (starting Monday, June 5th), Monday-Thursday from 6:00-9:00 p.m. (starting Thursday, June 8th), and Saturday from 12:00-3:00 p.m. (starting Saturday, June 17th). Please feel free to encourage your students to take advantage of the UWC throughout the summer semester!

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the U.W.C. by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the U.W.C. is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library Information:

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]

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

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

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

Behavioral Intervention:

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

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