

MIS 5311 – 115, 60159, Management Information Systems

Summer 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

June 5, 2022 – July 28, 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: Rahul Dwivedi, Ph.D.

Office: 323H

Phone: NA

Email: rahul.dwivedi@tamuct.edu or Canvas Inbox. Email is the preferred mode of communication.

Office Hours

Since the course is 100% online, the concerns of students will be addressed via email. Students can send emails with their concerns or questions related to any aspect of the course at any time on any day of the week (although you must expect a delayed response over weekends). If there's something that needs to be addressed via virtual face-to-face meetings, students can request them via WebEx or Microsoft Teams.

Student-instructor interaction

I check my university email many times a day and typically respond within 24 to 48 hours of receiving emails on weekdays. Email is also the best mode of communication.

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:
 - o [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>]
- 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/>]

COURSE INFORMATION

Course Overview and description

Study the management and use of information and technology as a resource to create competitive organizations, manage global operations, provide useful products and quality services. Examine intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems.

Course Objective or Goal

Student Learning Outcomes

Successful completion of this course should enable student to:

- Demonstrate knowledge of the key terms, concepts and various technology architectures on which information systems are built.
- Explain how businesses can leverage information technology for developing and maintaining competitive advantage.
- Distinguish different types of information systems and evaluate the role played by these systems in serving the various levels of management groups in a business.
- Evaluate the management and organizational issues, opportunities, and challenges raised by information technology.
- Analyze the critical ethical, social, and political issues in information systems.
- Discuss the trends in hardware and software that challenge IT infrastructure and management.
- Demonstrate knowledge of database design and management
- Examine the impact of telecommunications, Internet, and wireless technologies in business networking, including digital markets.
- Identify the threats to enterprise information security and describe the important techniques, tools and technologies used for managing information resources and security successfully.
- Demonstrate knowledge of emerging technologies and approaches such as Cloud Computing, Green IT, RFID, Open-source software, Customer Relationship Management, Supply Chain Management, Enterprise Resource Planning Systems, Business Process Management,

Knowledge Management, Business Intelligence, etc., and their potential application in organizations.

- Discuss strategic use of information technology in businesses to support end-user applications, enterprise operations, e-Commerce, and the activities of managers and management decision-making.
- Explain the role of knowledge management and knowledge management programs in business. Identify and evaluate the causes of the information system's success and failure.
- Assess the benefits of project management in developing information systems.
- Analyze real-world scenarios and case studies of information technology-enabled organizational productivity and change.

Competency Goals Statements (certification or standards)

None

Required Reading and Textbook(s)

Management Information Systems: Managing the Digital Firm, 15th or 16th USA edition, Laudon & Laudon, Saddle River, NJ: Prentice-Hall (regular paperback or loose-leaf or hardcover). **There is no difference between the two editions except for the case studies.** Please refrain from using the cheaper global edition as material and case studies might differ from the USA edition of the textbook.

Note: 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.

Reading Assignments: All assigned chapters will be used for class and/or canvas discussions.

Supplementary Material: The course textbook may be supplemented with other materials that may include research articles, case studies, industry articles, videos including TED talks, PowerPoint presentations, etc. Students must know how to search for and download research papers from the Web (more specifically from Google scholar <https://scholar.google.com/>) and from the University library (<https://tamuct.libguides.com/index>).

COURSE REQUIREMENTS

Course Requirements: (include point values for each- not just a percentage)

Quizzes: There will be seven quizzes. Each quiz is worth 10 points and covers 2 chapters every week. The quizzes will start from week 2 of the course and will continue till the last week. For example, the first quiz covers chapters 1 and 2 and will be available during the second week, the second quiz covers chapters 3 and 4 and will be available during the third week, and so on. All the quizzes will be online via Canvas and timed. The quizzes will be open books/open notes. Multiple attempts are not allowed for any of the quizzes. The quizzes will have multiple-choice questions, including true/false. These quizzes will be available starting from Monday noon and

due by the end of Friday. Students must finish the quiz in a single session. For example, the first quiz will be based on chapters 1 and 2; will be available between 12 noon on Monday, June 12th, and 11:59 pm on Friday, June 16th; and once you start the quiz, you will get 30 or 60 minutes (exact duration might differ, more on this will be announced later) to attempt it. For the quizzes, you may be required to know not only the material from the textbook chapters but also material from the class lectures, such as PowerPoint slides and any supplementary/additional material provided.

Semester-long individual paper (more details to follow): Each student is required to write a paper on a topic from the course or contemporary information systems trend that interests him/her. A tentative list of topics will be provided during the second week. You may choose a topic from the tentative list of topics provided or may choose one of your own. This paper must be 12 to 15 pages in length (not more than 20 pages, double-spaced APA format, and 12-point Times New Roman font), excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA style 6 or 7 (you may refer to https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html for details). You may want to use Microsoft Word plugin for freely available citation and bibliography generation software, such as Mendeley https://www.mendeley.com/?interaction_required=true or Zotero <https://www.zotero.org/>. You may also use the citation tool that comes with Microsoft Word. The paper is expected to meet graduate-level standards. You should research at least 10 external references, such as academic journal /conference papers, trade journals, short videos, and relevant websites for your paper. At least 6 of these references must be from peer-reviewed journals or conferences only. The use of Wikipedia or the class text as a reference will cause a serious loss of points. References must include the published journal conference name and information, NOT a URL where the paper was found. The individual research paper is worth **10 points**. Late submissions are not allowed for individual research papers. The strict deadline to submit the individual paper is the last day of the summer semester i.e., July 28th, 2023.

Discussion posts: There will be four discussion posts which may involve reading and discussing case studies or research papers. Each discussion post is worth **5 points**. Students are required to analyze/summarize the case or research paper and answer questions (if any). The case study might be part of the textbook or may be assigned by the instructor. Students will get two weeks to work on the discussion post assignments. The discussion posts will have hard deadlines, and no late submissions will be allowed.

Grading Criteria Rubric and Conversion

Item	Quantity	Points	Total/Percent
Quizzes	7	10	70
Individual Paper	1	10	10
Discussion posts	4	5	20
TOTAL			100

Exams, quizzes, assignments, and individual term project will receive a numeric score (0-100) each. These scores will be converted to points and totaled to ultimately be converted to letter grade of A, B, C, D, or F as shown in the example below:

Item	Percent earned by Student	Maximum possible points	Points or percentage to be added to the final grade
Quiz 1	80%	10	8
Quiz 2	70%	10	7
Quiz 3	75%	10	7.5
Quiz 4	60%	10	6
Quiz 5	90%	10	9
Quiz 6	100%	10	10
Quiz 7	85%	10	8.5
Individual Paper	90%	10	9
Discussion post 1	80%	5	4
Discussion post 2	60%	5	3
Discussion post 3	90%	5	4.5
Discussion post 4	100%	5	2

89.5 – 100 = A

79.5 – 89.49999 = B

69.5 – 79.49999 = C

59.5 – 69.49999 = D

Below 59.5 = F

Note: Grades will not be curved (in the above example student with a final score of 78.5 will receive a letter grade of C, not B).

Posting of Grades

The scores for the quizzes will be available as soon as the student submits the quiz on Canvas. In some cases, it may be possible that the score(s) for the quiz/quizzes may need to be rescaled before adding to the overall course grade.

All student grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool. Grades will be posted within one week after the availability date.

Grading Policies

Refer to late policy for individual homework's and individual case study writing & analysis above. Late submissions are not allowed for any of the course assignments (quizzes, discussion posts, and individual research paper).

Plagiarism policy: *Students are strongly advised not to copy and paste material from websites, study guides (such as Chegg, Course Hero, etc.), research articles, industry articles, blog posts, or any other online resources. Students must rephrase and properly cite any of the material used in their submissions. All your submitted writings will be checked using an automated plagiarism check software already built into Canvas available from the University. The following point deductions will apply to your submitted writings:*

- *More than 30% plagiarized – Not acceptable and students will not earn any points.*
- *21% to 30% plagiarized – 70% points deducted with a warning to be more careful with future submits.*
- *11% to 20% plagiarized – 60% points deducted with a warning to be more careful with future submits.*
- *0% to 10% plagiarized – Acceptable with a warning to be more careful during future submits.*

The above policy will be followed along with the standard University policy of Student academic conduct, as briefly explained below.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar (subject to change)

Week	Dates	Chapters	Due at midnight	Notes
1	June 5 th – June 9 th	Faculty introduction, syllabus, chapters 1, and 2		Video lectures on faculty introduction, syllabus, and chapters 1 and 2 are available. Discussion post 1 is available.
June 12 th – Deadline to drop 8-week classes with no record				
2	June 12 th – June 16 th	Chapters 3 and 4	Quiz 1, based on chapters 1 and 2 available on Monday at noon and due on Friday at midnight	Video lectures on chapters 3 and 4 are available. Discussion post 2 is available.
June 19 th Juneteeth (University closed).				
3	June 20 th – June 23 rd	Chapters 5 and 6	Quiz 2, based on chapters 3 and 4, is	Video lectures on chapters 5 and 6 are available.

			available on Tuesday at noon and due on Saturday at midnight. Discussion post 1 is due.	
4	June 26 th – June 30 th	Chapters 7 and 8	Quiz 3, based on chapters 5 and 6, is available on Monday at noon and due on Friday at midnight. Discussion post 2 is due.	Video lectures on chapters 7 and 8 are available.
July 4 th : Independence Day (University Closed)				
5	July 3 rd – July 7 th	Chapters 9 and 10	Quiz 4, based on chapters 7 and 8 available on Tuesday at noon and due on Friday at midnight	Video lectures on chapters 9 and 10 are available. Discussion post 3 is available.
6	July 10 th – July 14 th	Chapters 11 and 12	Quiz 5, based on chapters 9 and 10 available on Monday at noon and due on Friday at midnight	Video lectures on chapters 11 and 12 are available. Discussion post 4 is available.
July 14 th – Deadline to Drop 8-Week Classes with a Quit(Q) or Withdraw(W)				
7	July 17 th – July 21 st	Chapters 13 and 14	Quiz 6, based on chapters 11 and 12, is available on Monday at noon and due on Friday at midnight. Discussion post 3 is due.	Video lectures on chapters 13 and 14 are available.
8	July 24 th – July 28 th	Chapter 15	Quiz 7, based on chapters 13 and 14, is available on Monday at noon and due on Friday at midnight. Individual research paper due on July 28 th at midnight. Discussion post 4 is due.	Video lectures based on Chapter 15 are available.
July 28 th : Deadline to withdraw from the University for 8-week classes				

Important University Dates

Refer to important university dates from the current Academic Calendar available at the link: <https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course does not require the use of any special software except for MS Word to write and submit the individual paper. Students are also required to properly cite the references (in APA 6 or 7 formats) used in their submissions. Hence, they may want to download and install any free citation software (such as EndNote, Mendeley, RefWorks, or Zotero) or may also use Microsoft's insert citation option under References.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linux, iOS, android, or any other device with a modern web browser. **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/>] by clicking on the "TAMUCT Online Canvas" tile. You will then log in through our Microsoft portal.

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

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

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 requires use of the Chrome web browser with their custom plug in installed.

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

Academic Accommodations

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

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

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/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

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?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlso&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 Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

A&M-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 Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. 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]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

A&M-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](https://www.tamuct.edu/student-affairs/student-counseling.html), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

Tutoring and Success Coaching

Tutoring and success coaching services are available to all A&M-Central Texas students, both virtually and in-person.

To schedule tutoring sessions or view tutor availability, please contact Warriorcenter@tamuct.edu or visit Warrior Hall, 111.

If you have questions about these or other academic support services or are interested in becoming a tutor, please contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, email us at WarriorCenter@tamuct.edu. You are welcome to visit the Warrior Center at Warrior Hall, suite 212.

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 workspaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/index) [https://tamuct.libguides.com/index]

University Writing Center

University Writing Center: For the summer semesters, all University Writing Center (UWC) tutoring services are entirely online. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday through Thursday with additional hours Monday through Thursday nights from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

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.

OTHER 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/reporting.php?TAMUCentralTexas>].

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.

OTHER POLICIES

Policies related to absence, grading, etc.

You are responsible for all class material presented during an absence.

- Discussion posts must be submitted through Canvas and due on the mid night (11:59 PM) of specified due date/time. No email submissions will be accepted except under unforeseen circumstances.
- Late submissions are not allowed for weekly quizzes, bi-weekly discussion posts, and an individual research paper.
- The quizzes will be available starting from Monday noon on Canvas and will be due by the end of Friday. Although multiple attempts are not allowed and you must attempt the quiz in a single session, you will be able to review your answers or change them before final submission of the quiz.
- Plagiarism check will be carried out using plagiarism check software built into Canvas available from university. Submissions with more than 30% plagiarized material will receive no grade or zero. Rephrasing and citing sources properly or quoting with proper citations are important here.

My personal statement

- You will receive feedback in the form of graded assignments within one week after the due date. I want you to read the feedback that I provide to you (your personal grading notes).
- I am almost always available via email and typically respond within 24 hours except on weekends. Students may also request WebEx meeting(s), if required.
- I prefer email to phone conversations.
- I reserve the right to modify the course syllabus during the semester for the benefit of the students.
- I reserve the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- I reserve the right to modify grading policy rubrics. Any change to grading rubrics will be applied to current and possible future assignments.

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.