

**AVSC 4302-110 ADVANCED AIRCRAFT SYSTEMS****Texas A&M University - Central Texas****Summer 2023****COURSE DATES, MODALITY, AND LOCATION**

June 05, 2023, to August 11, 2022.

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: V. Carson Pearce****Office: 302M Beck Family Heritage Hall****Phone: 254-519-5776****Email: *carson.pearce@tamuct.edu*****Office Hours:**

Readily accessible through Canvas Message, which is checked daily during the week and once a day on weekends. Will respond within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date if you are asking about an assignment.

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

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

**Emergency Warning System for Texas A&M University-Central Texas**

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

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

You can download SafeZone from the app store and use your myCT credentials to log in. If you

would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

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

- Download the SafeZone App from your phone store using the link below:
  - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
- Launch the app and enter your myCT email address (e.g. [{name}@tamuct.edu](mailto:{name}@tamuct.edu))
- Complete your profile and accept the terms of service.

## **COURSE INFORMATION**

### **Course Overview and description:**

Students will study the business skills and knowledge needed to operate a small aviation business. They will also gain an understanding of the operational managerial aspects of general aviation and corporate business aviation.

### **Course Objective:**

#### **Student Learning Outcomes (SLOs)**

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

1. Apply mathematics, science, and applied science skills to accurately solve Flight Engineer (FE) practice test questions with a minimum 80% correct.
2. Analyze and interpret FE practice test data provided to answer with minimum of 80% correct.
3. Describe the major systems of advanced aircraft.
4. Discuss the unique characteristics and responsibilities of piloting advanced aircraft.

### **Competency Goals Statement (Certifications and Standards):**

The course will be considered successfully completed when the student has demonstrated through posted written assignments and exams that they have developed an increased knowledge of the major components of Advanced Aircraft Systems.

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

1. **ASA Flight Engineer Test Prep. 2023**

**Supplemental Suggested Materials:**

1. Everything Explained for the Professional Pilot, Richie Lengel
2. American Psychological Association Publication Manual, 7<sup>th</sup> Edition

**COURSE REQUIREMENTS/SPECIFICATIONS**

**Weekly Discussion Post:** There will be one weekly discussion post to be submitted over topics presented by instructor. **Check in daily for instructor notes, updates, and the posting of audio/video topics.** Posts will be graded for writing ability, original content, punctuation and grammar and APA formatting. Required responses will use a minimum of two hundred words in your well composed paragraph response, and 100 words to two classmate’s posts.

**AVSC 4302 Discussion Post Rubric**

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments; is thoughtful, reflective, and respectful of other’s postings. Proper citing of references and APA style; proper punctuation, sentence structure and spelling. No editing or revisions required.	Appropriate comments and responds respectfully to other's postings. Follows APA format with few errors but sentence structure could be improved. Editing would improve the assignment.	Responds, with minimum effort. Does not follow APA format. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Posts are less than 200 words and responses are less than 100 words to classmates.	No posting.
<b>Relevance of Post</b>	Posts positions related to discussion topic; prompts further discussion of topic. Takes clear position that captures	Begins to address areas that are somewhat related to the discussion content. Position, and	Posts positions which do not relate to the discussion content; makes short or irrelevant	No posting.

	the issue. Supports position with well-articulated arguments.	argument for that position is plausible, but not totally clear.	remarks. Off-topic.	
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints. Concepts integrate partially, but not completely.	Does not make effort to participate in the learning community with relevancy; position, concepts, and responses are vague.	No feedback provided to fellow student.

**Research Paper:** Your research paper shall be about a detailed description of a key aircraft system that changed the way modern commercial aircraft operate or fly. For instance, you could report on the automatic pressurization system of a modern airliner or redundant hydraulic or flight-path computer stabilization systems. Full use of APA formatting and rules apply. Ten pages minimum (not including title page, abstract, references and appendices) Double-space. Full APA format (7<sup>th</sup> Edition) with page numbers and section headings.

**AVSC 4302 Research Rubric**

Points	10	7	3	0
<b>Quality of Case Research</b>	Full use of APA formatting, clearly communicated, thoughtful detail and points. Proper citation and attribution. Proper punctuation, sentence structure and spelling. No editing or revisions required.	Partial use of APA formatting with some detail and some support material. Sentence structure could be improved. Editing would improve the assignment.	Does not follow APA formatting criteria. Many errors in both mechanics and sentence structure. Very poorly written. Needs major overhaul. Does not meet required page count or format guidelines.	No paper.

<p><b>Relevance of Case Research Conclusions</b></p>	<p>Submitted case materials and narrative shows logical linkage to the topic. Captures the issue. Supports positions with well-articulated insights.</p>	<p>Submitted case materials and narrative are somewhat linked to the research paper topic. Position, and argument for that position is plausible, but not totally clear.</p>	<p>Submitted case materials and narrative shows little to no linkage to the research topic. Unclear direction and conclusion.</p>	<p>No paper. If a paper is late, the grade will be reduced per the posted research paper guidelines in the course.</p>
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**Suggested Course Materials:**

**ASA Flight Engineer Test Prep. 2023**

**Supplemental Suggested Materials:**

- 3. Everything Explained for the Professional Pilot, Richie Lengel
- 4. American Psychological Association Publication Manual, 6<sup>th</sup> Edition

**VIDEO LINKS:** There are many posted video links throughout your weekly course modules. They correspond directly with the readings in your textbook and will bring to life the many colorful aspects of aviation history. These are a small sample of documentaries and many other historical aviation movies that are available on You Tube. Others can be found for sale in DVD formats, Blu-ray and streaming video that are available commercially. I will be monitoring the number of times these are accessed, as they are an integral part of your course objectives on learning aviation history.

**Two Quizzes:** There will be two tests during the semester. Each test covers only the material presented during the previous weeks. The tests are broken into a mid-term and a final exam.

**Point based grade components:**

Mid-Term	10% (SLOs 1-4)
Final	20% (SLOs 1-4)
Research Paper	10% (SLOs 3-4)
Weekly Discussion Posts	60% (SLOs 1-4)

**Total  
100%**

## Posting of Grades

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

## Grading scheme

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

## Grading Policies

**Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply

not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.

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

**Identifying Submissions:** Submissions must clearly identify the student, course, and the title of the assignment (Last Name, Course Name, and Assignment) or (Smith\_GBK301\_Essay1).

**Written Assignment Requirements:** Submissions will be in accordance with The Publication Manual of the American Psychological Association, 7th Ed. All written work must be submitted utilizing Microsoft Word in either a .doc or .docx format. **Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs.** However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

**Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Though some assignments are fairly involved, you do not have more than one assignment due in any week. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. Late work is not accepted.

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

## COURSE OUTLINE AND CALENDAR

### Complete 10 Week Summer Semester Course Calendar:

#### Week 1 June 05 – 11

**Topics: Introduction to Advanced Aircraft Systems, Special Airworthiness Requirements, Instrument and Equipment Requirements, Airman and Crewmember Requirements, Flight Operations.** (Student Learning Outcomes: SLO 1, SLO 2.)

- Assigned Textbook Reading – Complete ASA Flight Engineer (FE) pages 1-11 through 1-20 and pages 1-28 to 1-30
- Read Lesson 1
- Research Paper Introduction and Explanation
- Discussion Post (Introduction)

**Week 2 June 12 - 18****Topics: Aerodynamics:**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 2
- Read Lesson 2
- Discussion Post

**Week 3 June 19 – 25****Topics: Meteorology**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO 4)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 3
- Read Lesson 3
- Discussion Post

**Week 4 June 26 – July 02****Topic: Engine Systems**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 5, pages 5-3 to 5-40
- Read Lesson 4
- Discussion Post
- Submit Research Paper Topic (**Only the topic**, for instructor approval)

**Week 5 July 03 – July 09****Topic: Fuel Systems**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 6.
- Read Lesson 5
- Discussion Post
- Review ASA FE Test Prep Chapters 1-7 for mid-term examination preparation.

**Week 6 July 10 – July 18****Topic: Hydraulic Systems**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 7.



- Read Lesson 6
- Discussion Post
- Review ASA FE Test Prep Chapters 1-7 for mid-term examination preparation

**Week 7 July 19 – July 23****Topic: Electrical Systems**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 8
- Read Lesson 7
- Discussion Post
- Mid-Term exam

**Week 8 July 24 – July 30****Topic: Pneumatic Systems**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO 4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 9
- Read Lesson 8
- Discussion Post

**Week 9 July 31 – Aug 06****Topic: Performance Computations**

(Student Learning Outcomes: SLO 1, SLO 2, SLO 3, SLO 4.)

- Assigned Textbook Reading – Complete ASA FE Test Prep Chapter 13
- Read Lesson 9
- Discussion Post
- Review ASA FE Test Prep Chapters 1-13 for final examination preparation
- Submit Systems Research Paper

**Week 10 August 07 – Aug 11****Topic: Final Exam**

(Student Learning Outcomes: SLO 1, SLO 2.)

- Final Exam
- Discussion Post

**Important Dates:**

June 5, 2023

Classes Begin for First 5-, 10-, and 8-Week Session

June 19, 2023	Juneteeth (University Closed)
June 21, 2023	Deadline to Drop 10-Week Classes with No Record
July 4, 2023	Independence Day (University Closed)
July 7, 2023	Deadline for Graduation Application for Ceremony Participation
July 21, 2023	Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)
August 11, 2023	Classes End for 10- and Second 5-Week Sessions

### 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, Linus, 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](mailto: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.*

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Academic Accommodations

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

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

### Academic Integrity

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

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

If you know of potential honor violations by other students, you may [submit a referral](#),  
[<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?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlSSO&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The 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>]. For more information, please visit [Student Affairs](#) [<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](mailto: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](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<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>], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto: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](mailto: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](mailto: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 [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## **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](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.

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### **Copyright Notice**

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

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