Course Syllabus

MKT 3348-70 Marketing Research
Professor: Dr. Turkan Dursun-Kilic, Associate Professor

Course Prerequisite(s): MKT 3340, CIDM 2342
Class Days/Times/Location: Web-based
Office Location: Classroom Center, Room 213B
Office Hours: 10:00am-1:30pm on Tuesdays
10:00am-Noon on Wednesdays
10:00am-1:30pm on Thursdays
Office Phone: 806-651-2506
Email: tklinc@wtamu.edu
Homepage: http://homedirs.wtamu.edu/~tkilic/
CV: http://www.sedona.bz/members/turkankilic/cv/
Social Media:
www.facebook.com/turkan.d.kilic (You are welcome to add me to your Facebook network)
www.linkedin.com/pub/turkan-dursun-kilic/3/a7b/292/ (You are welcome to add me to your LinkedIn network)
Social Media: Keep up with the latest happenings of your COB on Facebook:
www.facebook.com/wtamucob and Twitter, #WTAMUCOB

Terms of Use

A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

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WTAMU College of Business Mission Statement

The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs

The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:

- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance

Course Description

This course examines theories, concepts, and methodology in applying research to market problems. Attention is given toward the application of sampling, sample design, data analysis of marketing problems and how findings are used in formulating marketing policies.

Course Objectives

Upon completion of this course, students should be able to:

1. demonstrate proficiency in the identification and definition of a marketing problem or marketing opportunity.
2. demonstrate proficiency in the development of research design.
3. demonstrate proficiency in the development of survey instruments.
4. demonstrate proficiency in the design of a sample and in the collection of the data.
5. demonstrate proficiency in the analysis of survey and other research data, using SPSS and/or other methods, and in the interpretation of the analysis results.
6. demonstrate proficiency in the understanding of ethical and global issues related to the marketing research process.
7. demonstrate proficiency in the application of appropriate statistical techniques for specific research situations.
8. demonstrate proficiency in the preparation of the written and oral research reports.

Course Materials (Required)


Supplementary Course Materials (Optional)


Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>COB Learning Goals</th>
<th>Related Course Objectives</th>
<th>Related Course Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>1,5,7</td>
<td>Online Forums, Homework Assignments</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>1,2,3,5</td>
<td>Online Forums, Homework Assignments, Readings</td>
</tr>
<tr>
<td>Global Business Environment</td>
<td>6</td>
<td>Lectures, Readings, Videos, Online Forums, Homework Assignments</td>
</tr>
<tr>
<td>Core Business Knowledge</td>
<td>12,3,4,5,7,8</td>
<td>Lectures, Readings, Videos, Exams, Online Forums, Homework Assignments</td>
</tr>
</tbody>
</table>
Course Grading Policies

Evaluation Base

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>100</td>
</tr>
<tr>
<td>Two Midterm Exams</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450-500</td>
</tr>
<tr>
<td>B</td>
<td>400-449</td>
</tr>
<tr>
<td>C</td>
<td>350-399</td>
</tr>
<tr>
<td>D</td>
<td>300-349</td>
</tr>
<tr>
<td>F</td>
<td>299 or below</td>
</tr>
</tbody>
</table>

Grading Rubric

The following table outlines the grading rubric that will be used for assessing your assignments.

<table>
<thead>
<tr>
<th>Category</th>
<th>Insufficient</th>
<th>Sufficient</th>
<th>Exemplary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>0-13%</td>
<td>14-18%</td>
<td>19-20%</td>
</tr>
<tr>
<td>Business style; one voice; third-person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>0-13%</td>
<td>14-18%</td>
<td>19-20%</td>
</tr>
<tr>
<td>Syntax, spelling, punctuation, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td>0-27%</td>
<td>28-35%</td>
<td>36-40%</td>
</tr>
<tr>
<td>Is the problem or purpose clearly identified? Is the background analysis sufficient? Are alternatives clearly identified and analyzed? Is a position, recommendation or action plan made? Is it supported sufficiently?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sources</td>
<td>0-13%</td>
<td>14-18%</td>
<td>19-20%</td>
</tr>
<tr>
<td>Does each paraphrased content have references? Are Title, Author, and Date available, as well as complete URLs? Are source materials used correctly, such as with quotes as needed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plagiarism</td>
<td>-100%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Has any of the paper been copied from external sources without proper</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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documentation? Has the paper been recycled from another class? Has the paper been purchased from an external provider?

<table>
<thead>
<tr>
<th>Total</th>
<th>0-69%</th>
<th>70-92%</th>
<th>93-100%</th>
</tr>
</thead>
</table>

Course Assignment, Examination, and or Project Policies

WTClass Student Orientation

If you are a new online student and/or if you want to use Angel Online Course Management System more effectively, you should have a WTClass Student Orientation by visiting the following site: [http://angel.wtamu.edu/orientation/intro.html](http://angel.wtamu.edu/orientation/intro.html)

The WTClass Student Orientation helps you understand how an online course operates and provides very valuable information. If you experience technical problems, please do not hesitate to get help by calling 806-651-4357 (HELP) for assistance or emailing the help desk at ITSC@mail.wtamu.edu.

Q & A Board

The purpose of the Q & A Board is to facilitate course-related communication among course students. You are expected to use this board to ask questions to your classmates and get answers, share knowledge and exchange ideas. Do not share exam questions or answers to homework assignments with your classmates here or anywhere else. Such behavior will be regarded as cheating. Do not use this board to badmouth your teammates or classmates or professor. Be professional and behave professionally. Always be respectful of others in all of your communications. I will be monitoring the content of this board periodically. If you have any questions that you would like to ask me, send them to me via course e-mail. Do not use this board for the questions that are directed to me.

Student Information Survey

Each student is expected to complete a student information survey within the first week of the semester. The personal information that you will provide me in this survey will help me get to know you better, understand your special circumstances, and know your expectations from this course. The submitted forms will be viewed only by me. You will be provided a link to this survey within the first week of the semester. Clicking on the provided link will directly take you to the survey.

Exams

There will be a total of four exams in this class: Three mid-term exams and a final exam. The purpose of giving you four exams is to reduce your workload (the number of chapters that you need to study) per exam. Every student has to take all of these four exams. For your benefit, your lowest mid-term exam score will be dropped and it will not be a part of your final course grade. Only the remaining two mid-term exam scores and final exam score will be
taken into consideration in the calculation of your final grade. Each exam consists of 50 multiple-choice questions. Exam questions are borrowed from the Test Bank of the textbook. Exams will be posted and activated on the specified dates and times in the Exams folder. Each exam will remain open for a week. **Exams must be taken on the specified dates and times. Special consideration will be given to a change of date only with a written medical excuse(s) or documentation of other serious emergency.**

**Homework Assignments**

Homework assignments will be an important part of your final course grade. Each assignment carries 20 points and will be posted bi-weekly. A homework assignment and an assignment drop box will open at 8:00 a.m. on Monday and close at 11:55 p.m. on next Monday on the specified dates in the Homework Assignment folder (Please check Tentative Course Schedule on Page 9 of this syllabus). Each homework assignment must be submitted to the appropriate drop box. You have to submit your assignment before the drop box closes. **Late assignments will not be accepted.** You are allowed to submit only one homework assignment to each drop box. Do not submit multiple assignments to a drop box. **Always make a back-up copy of each assignment submitted.**

**Online Discussions**

You will be expected to participate in bi-weekly online discussions on a regular basis. Each discussion board carries 20 points. The discussion question(s) will be posted on a discussion board in the Course Discussion Board folder. Each new board will represent a new discussion session with a new topic. Each discussion board will be activated at 8:00 a.m. on Monday and will close at 11:55 p.m. on next Monday on the specified dates (Please check Tentative Course Schedule on Page 9 of this syllabus).

You are expected to make insightful and professional comments and statements during these discussion sessions. In other words, do not make short and ordinary comments and statements. 1-2 sentences are not enough to make the participation grade. This type of comments and statements will be disregarded. Also, try to use marketing and marketing research jargon or terminology in your comments and statements as much as you can. **You must make comments about each discussion question posted and also respond to postings of your classmates. You are expected to make as many postings as you can per question in each discussion. Your participation will be evaluated on the basis of both the quality and quantity of your postings. Please remember that you are in a direct competition with your classmates in terms of the number of postings. Always make back-up copies of your discussion board posts.**

**Class Participation**

A portion of your grade will be based on your meaningful class participation. Your participation in online discussions, debates, blogs, chats and/or other online activities will be an important part of your class participation grade. The number of your visits to the course site and course learning components will also be taken into consideration. If the number of your visits to the site and its components is small, this may adversely affect your class participation grade, and in turn, your final letter grade.
Additional Course Policies

- Late homework assignments and projects will not be accepted! No excuses are accepted.
- Do not submit your assignments and project via course or university e-mail. They will not be accepted.
- Exams must be taken on the specified dates. Special consideration will be given to a change of date only with a written medical excuse(s) or documentation of other serious emergency.
- Assignments must be typed. Handwritten assignments will not be accepted.
- Cheating in any forms will result in a grade of F.
- Students are responsible from the announcements sent via e-mail and posted on the WTClass course site. Students must check their university e-mails, course e-mails, and the course site as often as possible for course announcements.

Keys to Success in an Online Course

- Log into your WTClass course site routinely to read Course Mail and/or Announcements and check Q&A Board.
- Be an active participant of your course. Contribute to online discussions, blogs, and other forms of online communication. Build your online community!
- Prepare for the exams by doing the assigned readings and assignments in advance of the exam period.
- Establish a routine study time to work on your online course. Spread the course work out during the week rather than trying to complete work the last day of a deadline.
- Read outside materials and internet readings
- Share what you learned during online class discussions.
- Familiarize yourself with the course syllabus and schedule. Check these periodically on the course site to see if there are any changes in their content.
- Familiarize yourself with the course tools (course mail, discussion board, blog, drop box, quizzes, etc.) and the course layout.
- Email your instructor early in the week regarding questions about assignments or other course items that need clarification.
- Keep a back-up copy of all your work.
- Spell and grammar check coursework.
- Follow the Netiquette guidelines of your course.
Course Topics Covered

Part 1: The Role and Value of Marketing Research

Chapter 1: Marketing Research and Managerial Decision Making
Chapter 2: Overview of the Research Process and Research Proposals
Chapter 3: Information Driven Technology and the Research Process
Chapter 4: Market Intelligence and Database Research

Part 2: Designing Marketing Research Projects

Chapter 5: Secondary Research: Designs, Searches and Sources
Chapter 6: Exploratory Research using Qualitative and Observation Methods
Chapter 7: Analyzing and Reporting Qualitative Research
Chapter 8: Descriptive Research Designs Using Surveys
Chapter 9: Causal Research Designs and Test Markets

Part 3: Designing and Conducting Surveys

Chapter 10 Sampling: Theories, Designs, and Plans
Chapter 11: Overview of Measurement: Construct Development and Scaling
Chapter 12: Advanced Measurement Designs for Survey Research
Chapter 13: Questionnaire Designs: Concepts and Issues

Part 4: Data Preparation, Analysis, and Reporting Results

Chapter 14: Preparing Survey Data for Analysis
Chapter 15: Data Analysis: Testing for Significant Differences
Chapter 16: Data Analysis: Testing for Associations
Chapter 17: Overview of Multivariate Analysis Methods
Chapter 18: Preparing and Presenting Marketing Research Reports
## Tentative Course Schedule for Spring 2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Post Date</th>
<th>Lessons, Assignments &amp; Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/19</td>
<td>No Classes - Martin Luther King Day</td>
</tr>
<tr>
<td>1</td>
<td>01/20</td>
<td>Syllabus Review and Related Questions, Student Information Survey Completion, Self-Introduction via Q&amp;A Board, Syllabus Acknowledgement</td>
</tr>
<tr>
<td>2</td>
<td>01/26</td>
<td>Lessons 1-2, Chapters 1-2, HW1 Opens (Due: 11:55p.m., 02/02)</td>
</tr>
<tr>
<td>3</td>
<td>02/02</td>
<td>Lesson 3, Chapter 3, DB1 Opens (Due: 11:55p.m., 02/09)</td>
</tr>
<tr>
<td>4</td>
<td>02/09</td>
<td>Lessons 4-5, Chapters 4-5, HW2 Opens (Due: 11:55p.m., 02/16)</td>
</tr>
<tr>
<td>5</td>
<td>02/16</td>
<td>EXAM 1 (Chapters 1-4, hand-outs, lecture notes, all the course material covered) opens at 8:00 a.m. and closes at 11:55p.m. on 02/23</td>
</tr>
<tr>
<td>6</td>
<td>02/23</td>
<td>Lessons 6-7, Chapters 6-7, DB2 Opens (Due: 11:55p.m., 03/02)</td>
</tr>
<tr>
<td>7</td>
<td>03/02</td>
<td>Lesson 8, Chapter 8, HW3 Opens (Due: 11:55p.m., 03/09)</td>
</tr>
<tr>
<td>8</td>
<td>03/09</td>
<td>Lessons 9-10, Chapters 9-10, DB3 Opens (Due: 11:55p.m., 03/23)</td>
</tr>
<tr>
<td>9</td>
<td>03/16</td>
<td>SPRING BREAK STARTS</td>
</tr>
<tr>
<td>10</td>
<td>03/23</td>
<td>EXAM 2 (Chapters 5-9, hand-outs, lecture notes, all the course material covered) opens at 8:00 a.m. and closes at 11:55p.m. on 03/30</td>
</tr>
<tr>
<td>11</td>
<td>03/30</td>
<td>Lessons 11-12, Chapters 11-12, HW4 Opens (Due: 11:55p.m., 04/06)</td>
</tr>
<tr>
<td>12</td>
<td>04/06</td>
<td>Lessons 13-14, Chapters 13-14, DB4 Opens (Due: 11:55p.m., 04/13)</td>
</tr>
<tr>
<td>13</td>
<td>04/13</td>
<td>EXAM 3 (Chapters 10-13, hand-outs, lecture notes, all the course material covered) opens at 8:00 a.m. and closes at 11:55p.m. on 04/20</td>
</tr>
<tr>
<td>14</td>
<td>04/20</td>
<td>Lesson 15, Chapter 15, HW5 Opens (Due: 11:55p.m., 04/27)</td>
</tr>
<tr>
<td>15</td>
<td>04/27</td>
<td>Lesson 16, Chapter 16, DB5 Opens (Due: 11:55p.m., 05/04)</td>
</tr>
</tbody>
</table>
16 05/04 Lessons 17, Ch 17

16 05/08 FINAL EXAM (Chapters 14-17, hand-outs, lecture notes, all the course material covered) opens at 8:00 a.m. and closes at 11:55 p.m. on 05/12.

HW: Homework Assignment, DB: Discussion Board

Other Important Dates and Deadlines

March 1 May Graduation Application Deadline
March 16-20 Spring Break
March 31 Last Day to Drop or Withdraw
May 6 Last Class Day
May 7 Dead Day: No Classes
May 8-14 Final Exams
May 16 Graduation Ceremony
May 18 Spring Grades Due by 9 am

A Tutorial on Proper Use and Citation of External Material

It is critically important for students to not plagiarize material. We employ "Deep Googling" methods to detect cheating. As the rubric above demonstrates, there is a Zero Tolerance policy. It is certainly OK to use directly lifted or paraphrased content, but only if it is properly attributed. Please observe the following improper and proper examples.

Unacceptable (no quotes, no citation):

When the light starts to flash, you had better have the cash. That's the reality for millions of subprime borrowers whose used car purchase is contingent upon having an unusual option: a little box mounted underneath the dashboard that forces them to make their payments on time. A light on the plastic box flashes when a payment is due. If the payment isn't made and the resulting code punched in to reset the box, the vehicle won't start. The next step is a visit from the repo man.
Acceptable (quoted and cited):

A new electronic device may put the brakes on drivers who miss a payment. "When the light starts to flash, you had better have the cash. That's the reality for millions of subprime borrowers whose used car purchase is contingent upon having an unusual option: a little box mounted underneath the dashboard that forces them to make their payments on time. A light on the plastic box flashes when a payment is due. If the payment isn't made and the resulting code punched in to reset the box, the vehicle won't start. The next step is a visit from the repo man." (Woodyard 2008)

...and then listed in the Biblio as:


Also Acceptable (paraphrased and cited):

A new electronic device may put the brakes on drivers who miss a payment. Woodyard (2008) reports that car buyers who use subprime loans to purchase their vehicle may have a small box mounted under the dashboard. If the buyer misses a payment, the car won't start.

...and then listed in the Biblio as:


WTAMU COB Student Code of Ethics

Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Code of Ethics

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**

The COB has developed a *Student Resources* repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website: [http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx](http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website: [http://www.wtamu.edu/student-support/academic-study-skills.aspx](http://www.wtamu.edu/student-support/academic-study-skills.aspx). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: [http://www.wtamu.edu/academics/writing-center.aspx](http://www.wtamu.edu/academics/writing-center.aspx).

**COB Communications Component**

Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: **ACCT 4373 (Accounting Communications)**, **BUSI 4333 (Cross-Cultural Issues in Business Communications)**, **BUSI 4350 (Current Issues in Management Communications)**, **BUSI 4380 (Conflict Resolution and Negotiation)**, **BUSI 4382 (Emerging Media Law)**, **CIDM 3320 (Digital Collaboration and Communication)**, **ECON 4370 (Economics of Health Care)**, **FIN 3350 (Personal Financial Planning)**, **FIN 4320 (Investments)**, **FIN 4321 (Portfolio Theory)**, **MGT 3335 (Organizational Behavior)**, **MGT 4380 (Conflict Resolution and Negotiation)**, and **MKT 3342 (Consumer Behavior)**.

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to
organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

**Student Travel Opportunities**

In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

**Dropping/Repeating the Course**

Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

**Scholastic Dishonesty**

It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

**Viewpoints/External Websites Disclaimer**

The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message
boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements

All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTCClass (the Angel Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTCClass. Students must contact WTCClass if they have problems accessing and/or using the WTCClass environment.

Physical or Educational Access - ADA Statement

West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; www.wtamu.edu/disability; phone 806-651-2335.

Evacuation Statement

If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary: evacuate immediately do not use
elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

to request additional information, please contact the Vice President for Student Affairs.

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* Syllabus template approved by COB Curriculum Committee May 2014. Annual review of the syllabus is a formal part of the COB continuous improvement process.