Course Number/Section/Name: MGT 3330-03  
Professor: Dr. Emily Hammer, SPHR

Class Days/Times/Location or Other Format: MW 1:30PM – 2:50PM Classroom Center 335  
Office Location: Classroom Center 213N  
Office Hours: MW 8am – 1pm  
Other hours by appointment with at least 24 Hours Notice  
Office Phone: (806) 651-2504  
Email: ehammer@mail.wtamu.edu  
Social Media: Keep up with the latest happenings of your COB on Facebook: http://www.facebook.com/wt-amucob and Twitter, #WTAMUCOB  
Other: (Other optional information you wish to share, e.g., cell phone number, homepage, course prerequisites, etc., please remove from syllabus if not in use)

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.

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
The purpose of this course is to provide you with an understanding of the principles, policies, and practices related to managing an organization. At the conclusion of the course, you should be able to describe and apply the various areas involved in the managerial process including but not limited to the functions of:
- Planning, Organizing, Leading, and Controlling

Additionally, you should be able to:
1. Define Management.
2. Understand and apply the basic concepts of the management process, and
3. Have conversations with others about issues in management

Course Objectives
Upon completion of the course the student should be able to demonstrate a sufficient command of the subject matter such as to meet the following objectives:
1. Demonstrates knowledge of the vocabulary and key concepts that comprise management.
2. Demonstrates team building and collaborative behavior in the accomplishment of team goals and objectives.
3. Demonstrates the ability to understand, analyze, and resolve problems they may encounter in business situations.
4. Demonstrates clear, concise written business communication.

Course Materials (Text, calculator, etc.)
Williams, Chuck (2017) MGMT South-Western Cengage Learning. Mason, OH.
ISBN: 978-1305661592

Online subscription to Netflix, Hulu, or Amazon Prime

Map from COB Learning Objectives to Specific Course Objectives
The College of Business Learning Goals are related to the course objectives for MGT 3330-03, are as follows:
1. Students will demonstrate competencies in writing, speaking, and technology communication via individual exams, written assignments, in-class exercises, and group projects.
2. Students will demonstrate their competencies in critical thinking individual exams, written assignments, in-class exercises, and group projects.
3. Students will demonstrate their competencies in ethical decisions individual exams, written assignments, in-class exercises, and group projects.
4. Students will demonstrate their knowledge of the global and domestic environment and their relevance to the business contexts individual exams, written assignments, in-class exercises, and group projects.
5. Students will demonstrate their knowledge of diversity for effective problem-solving individual exams, written assignments, in-class exercises, and group projects.
6. Students will illustrate and explain theories and concepts related to a individual exams, written assignments, in-class exercises, and group projects.
**Course Grading Policies**

It is often said that it is lonely at the top, but it doesn’t have to be that way. As a result in this course you will have individual and team assessments. All assessments identified as individual assignments, should be completed as such.

As a team member and an individual, you are expected to contribute verbally and in written format. Your grade for this course will be the result of a weighted average based upon the course assignments described within this syllabus. Individual assignment descriptions and instructions are presented below the grade illustration.

**Individual Components: Quizzes and Exams**
- Participation – 10%
- Quizzes (15 Quizzes) – 15%
- Exam (3 Exams) – 30%
- COB Assessment – 10%

**Individual Components: Peer Evaluations**
- Peer Evaluations (1 Evaluation for each project) – 5%

**Team Components: Projects**
- Projects (4 Projects) – 30%

**Course Assignment, Examination, and or Project Policies**

**Participation:** Class participation will make up 10% of your overall course grade. All assignments will be submitted in electronic format through WTClass except for participation assignments that will not be scheduled and can ONLY be handed in at the end or beginning of class as assigned by the instructor. Participation assignments cannot be made up.

Attendance is not the same as participation. Occupying a chair does not mean you are participating in a class assignment or discussion. Class activities will vary in format and may include but are not limited to exit-slips, quizzes, class activities, and follow-ups on previous days assignments (entry-slips).

Attendance is NOT mandatory in this class; however, please note that students who DO attend class tend to earn higher participation grades and as a result higher overall final grades in my courses.

**Quizzes:** 17 quizzes are required during this semester. Each quiz is available on WTClass in the Lessons-Content Section. All of these quizzes will consist of 5 multiple choice questions regarding your textbook reading assignments. You will have 10 minutes to take these quizzes. You may choose to take these quizzes at any time as it is convenient for you. I will drop your TWO (2) lowest quiz grades. These grades will continue to show in WTClass under your my Grades tab; however, they will NOT calculate into your overall course average. **All quizzes are DUE by May 4, 2017 at 6am.** I recommend taking your quizzes weekly with the course materials, but it is not required. These are an individual assignment, and are to be taken **BY YOURSELF and NOT with your team.**

You may retake the quizzes up to 3 times. Once you have completed the quiz 3 times, the highest grade of your three attempts will show in your My Grades section.
Exams: There will be two exams during the regular semester class time. The final exam will be given during the scheduled final exam period. If you plan to miss an exam for any reason, you must notify me before the exam begins. If you do NOT notify me in advance, you will receive a score of 0 for the exam. You may drop one exam grade, BUT you MUST take the COB Post Assessment, which is worth 10% of your overall grade.

The second exam and final exam are cumulative. Learning is improved when repeated recall is utilized. Key concepts from the class will appear on all three exams.

The exam will consist of 30 multiple choice questions worth 60% of your exam grade and 2 essay questions that will make up 40% of each exam. For essays you will be given the topics in advance, so well-thought out responses are required for full credit. You will also have 4 essay topics provided and you will choose 2 of those topics to answer. Questions will come from lecture, textbook, video, and Undercover Boss project materials. Anything covered in class or assigned for outside reading is fair game for an exam.

COB Assessment: The College of Business uses an on-going assessment process in all foundation level courses, including this class. The purpose of this assessment is to both ascertain, and ultimately to ensure that students leave each course with a solid comprehension of foundational material in order to provide solid building blocks for their continued study and success both in their academic career and ultimately their professional career. In order to accurately gauge your grasp of the material, the assessment is administered twice. The first pre-assessment will be administered during the first week of the course. It will serve to establish a baseline of your knowledge at the beginning of the course. The final assessment will be administered at the end of the semester and will provide a measure of how successful you were in assimilating the material during the semester. The entire process is in keeping with the management philosophy of “that which does not get measured, does not get done.”

In order to ensure that you take the assessment with same level of seriousness that is intended, your performance in the process is also included as part of your overall grade in the course.

Peer Evaluations: As in REAL life, you CAN and WILL BE fired if you are NOT pulling your weight in your project groups. Following the completion of each team assignment you will complete peer evaluations in which you will rate the performance of each of your team members. This is a required evaluation that you will receive credit for only if you complete it thoroughly and professionally. These evaluations will be confidential in nature and will ultimately be used to determine project scores for each team member. Peer evaluations will also be used to justify firing decisions.

Your team will evaluate you using the rubric listed in Blackboard to evaluate peer performance on EACH assignment. Remember your groups will change for EACH project.

Projects: You will work in four different groups of 4-5 students during the semester. I will choose your groups for all projects EXCEPT the 4th (fourth). Each project will consist of a 2-5 page write-up regarding a specific episode of CBSs’ Undercover Boss and relating its content to course materials as outlined in the Project Information Folder in WTClass.

Undercover Boss is designed to evaluate the knowledge and perspectives of management as line-employees. Your task in your 2-5 page write-up is to assess the manager using the guided questions listed in Blackboard. I have provided you with some scholarly support, but you are expected to research managerial principles beyond your textbook and the materials presented in the episode of Undercover Boss in addition to what I have already provided in your project folders.
In order to watch the full episodes, you will need access to CBS All Access, Netflix, Hulu, OR Amazon Prime for the semester.

Your 2-5 page analysis will be graded as follows:

<table>
<thead>
<tr>
<th>Scoring Traits</th>
<th>Below Expectations or Not Present</th>
<th>Does Not Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization of Ideas and Content</strong></td>
<td>No organization is Present or Content is unreadable.</td>
<td>Writing is not concise and has a tendency to ramble. No clear direction in the writing. Lack of focus and organization interfere with communication and understanding. If appropriate: Lacks a clear introduction and conclusion. Needs work to be acceptable. Student should be referred to writing center.</td>
<td>Writing could be more concise. Focus and direction of writing is acceptable, but could use a little improvement. Organization doesn’t interfere with communication and understanding, but could use a bit more attention. Introduction and conclusion are acceptable, but could use improvement.</td>
<td>Writing is concise. Information is presented in a manner which makes it extremely easy for the reader to understand the points being made. Ideas are clearly stated. Focus and direction of the writing are extremely clear. Compelling introduction, informative body with details, and effective conclusion.</td>
</tr>
<tr>
<td><strong>Sentence Structure</strong></td>
<td>Sentence structure shows assignment was rushed or written last minute.</td>
<td>Poorly developed sentences. Sentences don’t express ideas well. Sentence structure is sometimes so poor that it makes reading and understanding difficult. Sentences are awkward, rambling and would sound strange if read out loud. Needs work to be acceptable. Student should be referred to writing center.</td>
<td>Sentences usually flow well while at other times are awkward due to lack of conciseness, wordiness, or lack of appropriate structure. Overall, most sentences clearly express ideas.</td>
<td>Extremely well developed sentences. Sentences flow well. Sentences clearly express ideas. Sentences are concise.</td>
</tr>
<tr>
<td><strong>Paragraph Structure</strong></td>
<td>Assignment is not written with clear sections or paragraph structure.</td>
<td>Sentences within a paragraph are unrelated. No clear direction within the paragraph. Connections between paragraphs are confusing. Needs work to be acceptable. Student should be referred to writing center.</td>
<td>Similar to Superior, but a few paragraphs need improvements. Most sentences within a paragraph build upon or relate to a single issue. A few paragraphs lack good lead-in or transitional sentences.</td>
<td>Organization of paragraphs enhances readability. Sentences within paragraph all build upon or relate to a single issue. Logical flow. Good lead-in sentence for each paragraph. Good transition between paragraphs.</td>
</tr>
<tr>
<td><strong>Word Choice and Tone</strong></td>
<td>Profanity is present and/or tone of paper is inappropriate.</td>
<td>Writer struggles to use appropriate vocabulary. Words/terms are used</td>
<td>Writer uses familiar words well and occasionally makes</td>
<td>Sophisticated and appropriate use of vocabulary. Word</td>
</tr>
<tr>
<td><strong>Grammar, Punctuation, and Spelling</strong></td>
<td>More than 15 errors are present within this document. Document was written hurriedly or not proofread sufficiently.</td>
<td>Writing contains numerous and/or significant errors which interfere with comprehension and distract from the message. For example, three or more errors on a page, or for longer papers, more than five errors in the whole paper. Needs work to be acceptable. Student should be referred to writing center.</td>
<td>Writing contains a few insignificant errors that don’t interfere with comprehension or distract from the message. For example, two minor errors on a page, or for longer papers, five or fewer minor errors throughout the paper.</td>
<td>Writing is nearly error free. For example, paper has no more than one error on any given page.</td>
</tr>
<tr>
<td><strong>Professional Format and Use of Conventions</strong></td>
<td>Tone of paper is not professional and managerial references are absent.</td>
<td>Document has numerous and significant printing and/or formatting problems. Aesthetic qualities of the paper would be an embarrassment to an organization. Doesn’t follow basic formatting conventions (e.g., citations and documentation). Needs work to be acceptable. Student should be referred to writing center.</td>
<td>Document is reasonably neat and professional looking. Document has a few minor formatting or convention problems (e.g., citations and documentation).</td>
<td>Document is extremely neat and professional looking. Everything is formatted correctly. Proper use of necessary conventions (e.g., citations and documentation). Papers aesthetic qualities are what one would expect from a business professional.</td>
</tr>
<tr>
<td><strong>Professionalism</strong></td>
<td>Paper is unprofessional and contains no references to outside literature or textbook/lecture topics.</td>
<td>The reader (e.g., instructor, coworker, client, CEO) of this document would view it as unprofessionally written.</td>
<td>The reader (e.g., instructor, coworker, client, CEO) of this document would view it to be adequate, but not extremely professional.</td>
<td>The reader (e.g., instructor, coworker, client, CEO) of this document would view it as extremely professional.</td>
</tr>
</tbody>
</table>

Don’t get FIRED: In a business environment, if you are NOT pulling your weight, you would be fired. This is the same logic that applies to your Project Team assignments.

*You may be fired in two ways:*
1. Your team may fire you.
2. I may fire you.

*If you are fired, you will be subject to one or more of the following consequences:*
1. You will receive a score of 0 for the project from which you were fired.
2. I will give you a formal, written warning.
3. If you are fired again after receiving a formal warning, you will be fired completely from the group process. You may still complete the remaining projects on your own.

**Important Assignment Details:** As a reminder, you are NOT allowed to work with students from other teams. To do so will be considered cheating and will be penalized as described in the syllabus. When you complete your project, you must turn it in via the WT Class drop-box BY THE ASSIGNED DUE DATE. NO LATE PROJECTS WILL BE ACCEPTED. Only one group member can submit the paper to the drop box. Please be sure that you know who will be responsible for submitting the assignment.

*NOTE:* ALL assignments are due at 6am on the due date. No extensions will be granted. All assignments are outlined in the syllabus, so that you are able to plan for the entire semester.

**Academic Dishonesty:** Team members who violate the University’s Academic Integrity Code or the COB Student Code of Ethics put their entire team at risk. Failure to adhere to either code while performing your duties as a team member constitutes grounds for being assigned a grade of F for the course.

### Course Topics - Tentative Calendar of Readings, Topics, and Due Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Individual Assignments</th>
<th>Group Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2017</td>
<td>Introduction to Course</td>
<td>Read Syllabus and E-mail Professor with Questions</td>
<td>Begin to reach out to classmates to find groups.</td>
</tr>
<tr>
<td>1/23/2017</td>
<td>Functions of Management</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>1/25/2017</td>
<td>History of Management</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>1/30/2017</td>
<td>Managing Teams</td>
<td>Chapter 10</td>
<td>COB Pre-Assessment is DUE on 1/29/2017 at 6am</td>
</tr>
<tr>
<td>2/1/2017</td>
<td>Communication</td>
<td>Chapter 15</td>
<td></td>
</tr>
<tr>
<td>2/6/2017</td>
<td>HR Management</td>
<td>Chapter 11</td>
<td>Group Project #1 Due 2/12/2017 at 6am on Blackboard</td>
</tr>
<tr>
<td>2/8/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/13/2017</td>
<td></td>
<td></td>
<td>Exam Review</td>
</tr>
<tr>
<td>2/15/2017</td>
<td></td>
<td></td>
<td>Exam #1 (In Class. Please Bring a Scantron.)</td>
</tr>
<tr>
<td>2/20/2017</td>
<td>Planning and Decision Making</td>
<td>Chapter 5</td>
<td>Waste Management Peer Evaluations Due on 2/19/2017 at 6am on Blackboard.</td>
</tr>
<tr>
<td>2/22/2017</td>
<td>Organizational Strategy</td>
<td>Chapter 6</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td>Designing Adaptive Organizations</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>3/1/2017</td>
<td>Leadership</td>
<td>Chapter 14</td>
<td></td>
</tr>
<tr>
<td>3/6/2017</td>
<td>Control</td>
<td>Chapter 16</td>
<td>Group Project #2 Due 3/5/2017 at 6am on Blackboard</td>
</tr>
<tr>
<td>3/8/2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# SPRING BREAK: NO CLASSES (3/12/2017 – 3/18/2017)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20/2017</td>
<td>Exam Review</td>
</tr>
<tr>
<td>3/22/2017</td>
<td>Exam #2 (In Class. Please Bring a Scantron.)</td>
</tr>
<tr>
<td>3/27/2017</td>
<td>Ethics &amp; Social Responsibility Chapter 4</td>
</tr>
<tr>
<td>3/29/2017</td>
<td>Managing Information Chapter 17</td>
</tr>
<tr>
<td>4/3/2017</td>
<td>Motivation Chapter 13</td>
</tr>
<tr>
<td>4/5/2017</td>
<td>NO CLASS: Dr. Hammer will be at Enactus Regionals</td>
</tr>
<tr>
<td>4/10/2017</td>
<td>Innovation and Change Chapter 7</td>
</tr>
<tr>
<td>4/12/2017</td>
<td>Global Management Chapter 8</td>
</tr>
<tr>
<td>4/17/2017</td>
<td>Organizational Environments and Cultures Chapter 3</td>
</tr>
<tr>
<td>4/19/2017</td>
<td>Managing Individuals and a Diverse Workforce Chapter 12</td>
</tr>
<tr>
<td>4/24/2017</td>
<td>GSI Commerce Peer Evaluations DUE on 4/16/2017 at 6am on Blackboard</td>
</tr>
<tr>
<td>4/26/2017</td>
<td>Group Project #3 Due 4/2/2017 at 6am on Blackboard</td>
</tr>
<tr>
<td>5/1/2017</td>
<td>All Quizzes are DUE 4/30/2017 at 6am</td>
</tr>
<tr>
<td>5/3/2017</td>
<td>Final Exam Review</td>
</tr>
<tr>
<td>5/5/2017</td>
<td>COB Post-Assessment is DUE 5/4/2017 at 6am</td>
</tr>
</tbody>
</table>

I reserve the right to change/alter assignments and due dates according to the needs of this course and the students within this course.

### Additional Course Policies

**Academic Dishonesty:** As a future business employee, you need to understand the importance of behaving in an ethical manner. Familiarize yourself with the University and College of Business Academic Integrity Codes.

**Class Attendance:** Although there will be no roll sheet in my class, 10% of your grade is participation. You cannot participate if you are NOT present. Attendance and participation are not the same thing. You may be physically in class, but not be participating. I reserve the right to NOT AWARD participation credit if you are sleeping or being disruptive to the instructor, guest speakers, or other students. I also reserve the right to present material in class that may not be presented anywhere else within the course. If you choose not to attend class, you choose not to have access to this information.

**Electronic Communications:** I will occasionally send announcements and reminders via e-mail, WTClass Announcements, and WTClass Course Messages. You should check your WTClass e-mail and course messages regularly as I use all methods of communication to help ensure that I reach ALL students within the course. I,
as a general rule, try to respond to all communication within 24 hours, but please understand that I am old... I go to bed at 9pm usually, so please know that it will typically be the next morning before I will respond to responses after 9pm on any given day.

All communication with me or any member of this course should be professional in nature and delivery. I reserve the right to not respond to or terminate unprofessional emails, discussions, and general interactions. You are beginning your professional career here at WTAMU, so please make sure that your interactions with all members of WTAMU faculty and staff should be professional in their delivery.

**Grade Appeals:** If you have a concern about a grade that you receive on any assignment in this class you are invited to submit a written appeal to me within three business days of receiving the grade in question. This appeal should outline your specific concerns with the grade and the evidence you have to support why it should be changed. I will consider your written appeal and will schedule time to talk with you regarding the grade. These communications should follow the electronic communications’ guidelines as described within this syllabus.

**Late work:** Late work will not be accepted. All due dates are clearly posted in WTClass and on this course syllabus.

**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. 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. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: 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.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall 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 exam is given in any 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. For more information, see the Code of Student Life.

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 WTClass (the Blackboard 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 WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass 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.

**Title IX Statement**
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
- WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
https://www.notalone.gov/
For more information, see the Code of Student Life.

**WT Attendance Policy for Core Curriculum Classes**
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card
reader installed in the classroom/lab for each class/lab meeting.

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.

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* Syllabus template approved by COB Curriculum Committee May 2016. Annual review of the syllabus is a formal part of the COB continuous improvement process.