Course Syllabus
Principles of Management – MGT 3330-02
Professor: Mr. Chance Haugen, M.B.A.

Class Days/Times/Location: CC219 MW, 3pm – 4:15pm
Office Location: JBK 136
Office Hours: Generally Monday – Friday, 8am – 5pm
Office Phone: (806) 651-2394
Email: chaugen@wtamu.edu
Cell Phone: (806) 290-4496

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.

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.

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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. Be conversant with contemporary 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 dilemmas they may encounter in business situations.
4. Demonstrates clear, concise written business communication.

In addition to the primary objective of developing your awareness and understanding of the various aspects of management, there is an increasing need for you to develop and refine your communication skills. To this end, this course also requires you to demonstrate your ability to communicate in a variety of forms. As such, you will be required to submit all work in the form of standard business communications, i.e., letters, memoranda, and reports. All electronic communication (e-mail) with your instructor must be written in acceptable English. Instant Messaging (IM) constructs are not considered acceptable.

Students will demonstrate their knowledge and understanding of management by their scores on the various grading elements comprising this course. The end objective is to assist in preparing you for future managerial roles.
Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>Course Learning Objectives</th>
<th>Maps to COB Learning Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,4</td>
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<td>2</td>
<td>1,2,4</td>
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<tr>
<td>3</td>
<td>2,3</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

Course Materials (Text, calculator, etc.)

1. Williams, Chuck (2011). MGMT\textsuperscript{5}. South-Western Cengage Learning. Mason, OH.

Course Grading Policies

Your grade in this course will depend on two things—your performance as an individual and your performance as a team member. Within these two areas you will be required to make both a verbal and a written contribution to the course. A list of course assignments and their point values relative to your final grade in the course are shown below. Specific descriptions of and instructions for each assignment are presented in the syllabus.

### Individual Components: Quizzes and Exams

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>150</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Assessments</td>
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</table>

### Team Components: Projects

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
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<tr>
<td>Project 2</td>
<td>100</td>
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<tr>
<td>Project 3</td>
<td>100</td>
</tr>
<tr>
<td>Project 4</td>
<td>100</td>
</tr>
<tr>
<td>Peer Evaluations</td>
<td>100</td>
</tr>
</tbody>
</table>

Please note that team projects must be submitted to me electronically. To successfully submit an assignment you must submit a digital copy via the course website drop-box. Your assignment must be submitted by the beginning of the class period for the date on which the assignment is due or they will be considered late. LATE WORK WILL NOT BE ACCEPTED.
The exception to this rule is the series of Peer Evaluations. Peer Evaluations must be submitted in hard copy form in class on the due date for the corresponding team project.

**INDIVIDUAL COMPONENTS: QUIZZES and EXAMS**

**Participation:** The success of this class depends heavily on your willingness to contribute your ideas and experiences. Class participation will make up just about 10% of your final course grade. Half of the participation points will be based on your participation in the first half of the semester. The remaining participation points will be based on your participation in the second half of the semester and will be allocated at the end of the semester.

The quality of your contributions is weighted more heavily than quantity. In general, I consider high-quality comments to be those that contribute unique insight, relevant personal experience, or outside material to the discussion. Questions that stimulate others’ thinking are also highly valued. Please note that attendance will not be specifically graded in this course. However, you will not receive participation points for any class activities if you are not present in that particular class. Overall, I find that students who attend class consistently tend to earn higher participation grades.

**Quizzes:** There are 15 quizzes that are required during the semester. The quizzes are accessible on WTClass in the Lessons tab. You may elect to take the online quizzes at any time that is convenient for you. However, all of the quizzes must be taken before the beginning of dead day. I recommend that you take them on a regular basis that corresponds with the course material as it is being covered. **The quizzes are to be taken ALONE and not as a team.**

Important details about the quizzes:
- You may retake the quizzes as many times as necessary until you receive a score of at least 70%. Once you score at least 70% on the quiz, the quiz will record your grade and the quiz will no longer be available. This means that you can simply guess until you score a 70%. This also means that in order to score better than a 70%, you will need to study the course material prior to taking each quiz.

**Exams:** There will be three exams given during class time. The last exam will be given the last scheduled class time for the semester. 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 that exam.

**Assessments:** The College of Business is implementing an on-going assessment process in all foundation level courses, including this one. The purpose of these assessments are to both ascertain, and ultimately ensure, that students leave each course with a solid understanding of this foundational material that is the building block 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 the same level of seriousness that is intended, your performance in the process is also included as part of your overall grade in the course. This portion of your grade, worth 100 points (10% of your course grade) is determined as follows:

1. Your score on the pre-assessment (which is your baseline)
2. Your score on the final assessment. The final assessment grade is determined as 20% of the pre-assessment plus the final assessment, with a maximum total value of 100%.

By way of example, you scored a 50% on the pre-assessment exam, and scored an 80% on the final assessment. Your final point value for this component of the course grade would be 90%, or 90 points.  

$$80\% + (50\% \times .2) = 90\%$$

**TEAM COMPONENTS: PROJECTS**

**Projects:** In assigned teams you will complete 4 projects. These projects will include business analyses that you must complete outside of class. You will be assigned randomly to teams. For each team project, you will be assigned to a new team. It is your responsibility to attend class in order to be assigned to a team.

**Please note that team assignments must be submitted to me electronically.** To successfully submit an assignment you must submit a digital copy via the course website drop-box. Your assignment must be submitted by the beginning of the class period for the date on which the assignment is due or they will be considered late. **LATE WORK WILL NOT BE ACCEPTED.**

The exception to this rule is the series of Peer Evaluations. Peer Evaluations must be submitted in hard copy form in class on the due date for the corresponding team project.

**Grading Rubric:** The grading rubric for the team assignments is posted on WTClass. In order to improve your chances of receiving a high score on the team assignments, I recommend that you do at least the following two things:

1. Pre-grade your assignment using the grading rubric as a guide.
2. Finish a draft of your project early enough to allow you to make revisions as necessary.

**Formatting:** Unless otherwise specified in the assignment guidelines, all of the team projects must adhere to the guidelines given below. Additional formatting instructions are included in the syllabus.

- 12 pt. Times New Roman Font
- Margins no greater than 1”
- Cover Page
- Executive summary not to exceed $\frac{1}{2}$ single-spaced page in length
- Primary analysis needs to be between 3 - 5 double-spaced pages in length
- References must be used
  - APA style format must be followed
  - Do not use unreliable references such as Wikipedia
  - See [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/) for more information.

**NOTE:** PAY SPECIAL ATTENTION TO REFERENCES. LACK OF REFERENCES WILL HAVE A MAJOR IMPACT ON YOUR PROJECT GRADE. Projects that do not follow all of these guidelines will be penalized as indicated in the grading rubric.
**Don't get FIRED:** Please be aware that one policy I have in this class is that team members may be **fired** from the team projects if their performance is consistently low. I do not have a formal policy about what can and cannot be cause for termination of team members, though individuals could be fired for missing team meetings, not meeting team deadlines, and slacking. Firing decisions will be made based on information contained in the peer evaluations and in informal conversations with team members. If you are fired, you will be subject to the following consequences:

1. The fired individual must complete all of the team assignments, but must work alone on the assignments.
2. The fired individual will receive a 20% penalty on all team assignments that are completed after the firing occurs.

**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 WTClass drop-box by the assigned due date. Plagiarizing any part of the team assignments puts the entire group at risk for failure. If it is determined that any section of the paper was plagiarized, the individual(s) that plagiarized, will receive a zero for the project and they must complete the remaining group projects alone. Further plagiarizing will result in failure in the course.

**Peer Evaluations:** 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, but will ultimately be used to compute “team member scores” for everyone in the class. **Peer Evaluations are due in class on the same day that the associated team project is due.**
## SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Individual Assignments</th>
<th>Group Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-13</td>
<td>Introduction to Course</td>
<td>None</td>
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<tr>
<td>Jan-15</td>
<td>Functions of Management</td>
<td>Chapter 1</td>
<td></td>
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<tr>
<td>Jan-20</td>
<td><strong>No Class – Martin Luther King Day</strong></td>
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<tr>
<td>Jan-22</td>
<td>Managing Yourself</td>
<td>Covey &amp; Drucker Articles</td>
<td>Pre Assessment Due</td>
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<tr>
<td>Jan-27</td>
<td>Managing Yourself</td>
<td></td>
<td></td>
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<tr>
<td>Jan-29</td>
<td>Managing Teams</td>
<td>Chapter 10</td>
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<td>Feb-3</td>
<td>Managing Teams</td>
<td></td>
<td></td>
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<tr>
<td>Feb-5</td>
<td>Making Ethical Decisions</td>
<td>Chapter 4</td>
<td>Team Project #1 Due</td>
</tr>
<tr>
<td>Feb-10</td>
<td>Diverse Work Force</td>
<td>Chapter 12</td>
<td></td>
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<tr>
<td>Feb-12</td>
<td>Thinking Globally</td>
<td>Chapter 8</td>
<td></td>
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<tr>
<td>Feb-17</td>
<td>Generational Differences</td>
<td></td>
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<tr>
<td>Feb-19</td>
<td><strong>Exam #1 (Chapters 1, 4, 8, 10, 12, and class material)</strong></td>
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<tr>
<td>Feb-24</td>
<td>Decision Making and Planning</td>
<td>Chapter 5 &amp; 6</td>
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</tr>
<tr>
<td>Feb-26</td>
<td>Decision Making and Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar-3</td>
<td>Organization Cultures</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>Mar-5</td>
<td>Innovation and Change</td>
<td>Chapter 7</td>
<td>Team Project #2 Due</td>
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<td>Mar-10</td>
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<td>Mar-12</td>
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<tr>
<td>Mar-17</td>
<td>Innovation and Change</td>
<td>J. Collins Article</td>
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<tr>
<td>Mar-19</td>
<td>Controlling</td>
<td>Chapter 16</td>
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<tr>
<td>Mar-24</td>
<td>Controlling</td>
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<tr>
<td>Mar-26</td>
<td><strong>Exam #2 (Chapters 3, 5, 6, 7, 16, and class material)</strong></td>
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<tr>
<td>Mar-31</td>
<td>Managing Information</td>
<td>Chapter 17</td>
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<td>April-2</td>
<td>Managing HR</td>
<td>Chapter 11</td>
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<td>April-7</td>
<td>Managing HR</td>
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<tr>
<td>April-9</td>
<td>Motivating</td>
<td>Chapter 13</td>
<td>Team Project #3 Due</td>
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<tr>
<td>April-14</td>
<td>Motivating</td>
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<tr>
<td>April-16</td>
<td>Leading</td>
<td>Chapter 14</td>
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<td>April-21</td>
<td>Leading</td>
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<tr>
<td>April-23</td>
<td>Designing Organizations</td>
<td>Chapter 9</td>
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<td>April-28</td>
<td>Designing Organizations</td>
<td></td>
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<tr>
<td>April-30</td>
<td><strong>Exam #3 (Chapter 9, 11, 13, 14, 17, and class material)</strong></td>
<td>Post Assessment Opens</td>
<td></td>
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<tr>
<td>May-7</td>
<td>Scheduled Final Time - <strong>Team Project #4 &amp; Post Assessment Due</strong></td>
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</tbody>
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This schedule is intended to be a general guide for the course. I reserve the right to change it at any time.
**Additional Course Policies**

**Class Attendance:** I will not take attendance in a formal way. However, I will frequently conduct quizzes and activities in class that require your presence. If you are not in class for a given quiz or activity, your absence may result in a reduction to your class participation and/or quiz score.

**Electronic Communications:** I will occasionally send announcements and reminders via email. I will use the WTClass system for such communication. Thus, I recommend that you check your WTClass email account on a regular basis. I also recommend that you check your second WT account on a regular basis, because many emails that I send are routed to that account. Please note that I am generally quite responsive to emails that I receive between the hours of 8am and 5pm, Monday through Friday. However, I do not always check my email regularly during the evenings or on weekends. Thus, although I will sometimes respond to emails outside of normal business hours, I do not guarantee it.

**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 within one week 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 to you regarding the grade.

**Cell Phone:** I have listed my cell phone number for emergency purposes only. Please do not hesitate to call me during the evenings or on the weekend if there is an emergency.

**Late Work:** All team and individual assignments are due at the beginning of the class period on the day on which they are due. **Late work will not be accepted.**

**Office Hours:** I generally work from my office between 8 - 5, Mondays through Friday. Feel free to stop by my office at anytime during the week. Although I cannot guarantee that I will always be there, chances are good that I will be but my time may be limited. In addition, feel free to call my office at anytime during the week to set up an appointment.

**Pet Peeves:** This is the part of the syllabus in which I tell you what annoys me. I tend to think that it is only fair that I tell you in advance so that you can plan not to get on my nerves.

1. **Asking me to tell you what your grade is.** I will also post all grades on the course website. You can easily determine what your grade is from that website. If your assignment has been graded, the grade will be available on WTClass.
2. **Coming in the week before the semester is over and asking for some extra credit to improve your grade.** Don’t ask because the answer will be no.
3. **Cell Phones.** Turn them off. No texting.
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 Writing Component

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Students earning a BBA degree must complete at least one course with a writing component outside of their major as part of the business core requirements. The COB writing component is a requirement in the following courses: **BUSI 1304** (*Business Communication*), **CIDM 3320** (*Digital Collaboration and Communication*), **MGT 3335** (*Organizational Behavior*), **FIN 3350** (*Personal Financial Planning*), **FIN 4320** (*Investments*), **FIN 4321** (*Portfolio Theory*), **ECON 4342** (*Economic Development*), and **BUSI 4380** (*Conflict Resolution and Negotiation*). Students in a writing 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 writing 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 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 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 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.

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 assembly 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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