

**AVSC 3302-110 TECHNIQUES OF INSTRUCTION****Fall 2021**

Texas A&amp;M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

August 23, 2021 to December 10, 2021

This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

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

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

**Mode of instruction and course access:**

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

**Student-instructor interaction**

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

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

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

**Fall 2021 Return to Campus Plan.**

For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas [Fall 2021 Return to Campus Plan](https://www.tamuct.edu/covid19/) [https://www.tamuct.edu/covid19/]

**COURSE INFORMATION****Course Overview and description**

Techniques of Instruction acquaint the student with the fundamentals of teaching and learning in an aviation related environment. It also introduces various techniques of instruction and analysis of flight maneuvers. The theory of flight and Federal Aviation Regulations relating to the flight instructor rating are also taught in this course.

**Course Objective**

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

- Recognize the importance of quality pilot instruction through different learning processes.
- Explain aircraft design and describe why aircraft fly.
- Discuss the significance of including preflight preparation in each lesson.
- Utilize specific teaching techniques and methods required of certified flight instructors.

**Student Learning Outcomes (SLOs #1-#6)**

The following numbered outcomes are for the entirety of the Professional Pilot degree. Elements of each of the SLOs may be found in certain aspects of instruction. The Point Based Grade Component section shows which SLOs are accomplished through evaluation.

1. Explain the laws, regulations, and legal issues affecting the aviation industry.
2. Identify the issues affecting aviation safety and safety management.
3. Communicate proficiency in writing and oral presentations.
4. Evaluate the implications of an ethical dilemma from a variety of ethical frameworks.
5. Demonstrate how technology can support business decision-making.
6. Identify how the differences in business environment between countries may impact business decisions.

**Competency Goals Statements (certification or standards)**

The course will be considered successfully completed when the student has demonstrated (through posted written assignments and exams) that they have identified and summarized a knowledge base of the major tenants of the Techniques of Instruction.

**Required Reading and Textbook(s)**

1. Aviation Instructor's Handbook, FAA-H-8083-9, 2020, ISBN 9-781560-273820. I will be posting PDF copies of this book by chapters to be covered.
2. ASA INSTRUCTOR Test Prep 2021, ISBN 978-1-61954-526-7

**COURSE REQUIREMENTS/SPECIFICATIONS**

**Video Lesson Presentation:** You will present and post an approved lesson plan utilizing an aviation subject with an approved training aid for a specific lesson. The 10 minute lesson will be videotaped by you and posted on Canvas. This presentation will be critiqued by your fellow classmates and the instructor of this course. The preferred audience that this lesson is to be addressing is primary aviation students. The lesson does not need to cover an entire subject, but it does need to show good planning and originality in teaching an aviation classroom subject. (Part of Lesson Presentation for 30% of grade.)

**AVSC 3302 Techniques of Instruction Video Rubric**

Points	10	7	3	0
<b>Quality of Presentation</b>	Full use learning techniques, student engagement, topic coverage, audio/visual aids and training aids with well-constructed lesson plans.	Partial use of learning techniques, student engagement, topic coverage, audio/visual aids and training aids with partially constructed lesson plans.	Marginal use learning techniques, student engagement, topic coverage, audio/visual aids and training aids with marginally constructed lesson plans.	No paper.
<b>Relevance of Video Presentation</b>	Submitted training video materials and instructor narrative shows logical linkage to instructional	Submitted training materials and instructor narrative shows partial linkage to instructional	Submitted training materials and instructor narrative shows partial linkage to instructional	No paper.

	principles and concepts.	principles and concepts.	principles and concepts.	
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**Weekly Discussion Post:** – There will be one weekly discussion post to be submitted over topics presented by instructor. **Check in daily for instructor notes, updates and the posting of audio/video topics.** Posts will be graded for writing ability and original content. Required two main paragraphs for your post, with a minimum of two paragraphs with at least 200 words. A minimum of 100 words in your well composed paragraph response to each of two classmate’s post. (Part of Weekly Discussion Posts for 40% of grade.)

**AVSC 3302 Discussion Post Rubric**

Points	10	7	3	0
<b>Quality of Post</b>	Appropriate comments: thoughtful, reflective, and respectful of other’s postings. Full APA formatting and no grammatical or punctuation corrections.	Appropriate comments and responds respectfully to other's postings. Partial APA formatting and some grammatical or punctuation corrections.	Responds, but with minimum effort. (e.g. "I agree with Dan"). No APA formatting and major grammatical and punctuation corrections.	No posting.
<b>Relevance of Post</b>	Posts topics related to discussion topic; prompts further discussion of topic.	Posts topics that are related to discussion content.	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks.	No posting.
<b>Contribution to the Learning Community</b>	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to	Attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely.	Does not make effort to participate in learning community as it develops.	No feedback provided to fellow student.

	topic.			
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**Tests:** There will be two tests equally spaced through the course (total of 30% of grade). Each test covers only the assigned textbook material during the previous weeks. There is no final comprehensive exam.

### Grading Criteria Rubric and Conversion

Two Quizzes	30%
• SLO #1	
Lesson presentation	30%
• SLOs 1 – 3	
Weekly Discussion Posts	<u>40%</u>
• SLO 1 – 6	(Total 100%)

### Grading scheme

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

submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

### Grading Criteria Rubric and Conversion

- The Instructor reserves the right to make adjustments to the number of assignments, exams, and quizzes as needed to provide optimal student experience and participation to accomplish the course competencies.
- Quizzes and lesson presentations are not graded on a curve, but on individual results.
- Weekly discussion posts are evaluated by the instructor. If a student does not agree with the application of the discussion grading rubric to their post, the student may challenge the grade. The instructor may reevaluate the grade given or, he may offer for the student group to weigh in on the interpretation of the rubric and grade to the discussion posting in question.
- Dates are assigned for all material throughout the course. Postings, tests and the student produced video are due by midnight on the posted dates. Late submissions will have 5 points deducted per day late. There are no late submissions accepted for tests.

### Posting of Grades

- *All student grades should be posted using the Canvas Grade book and students should monitor their grade status through this tool.*
- *The instructor will return projects as soon as possible.*

### Suggested Course Materials:

- Aviation Instructor’s Handbook, FAA-H-8083-9, 2020, ISBN 9-781560-273820. I will be posting PDF copies of this book by chapters to be covered.
- ASA INSTRUCTOR Test Prep 2021, ISBN 978-1-61954-526-7

**VIDEO LINKS:** There are posted video links throughout your weekly course modules. They correspond both directly and indirectly with the readings in your textbook and will bring to life the many aspects of aviation security.

### GRADING POLICIES

**Individual Performance:** It is vital that you are active in the course and complete all work in a professional fashion. One of the biggest issues with student success in online courses is simply not submitting work on time. You are expected to read the chapters as assigned in the syllabus as well as read or view any supplemental resources that may be found in the Module content folders for that period.

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

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

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

However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact.

**Due Dates and Late Submissions:** The assignment instructions and deadlines are clearly laid out in the syllabus. Your assignments are fairly involved, so please stay ahead and stay engaged with the material. As such, it is expected that all work will be submitted on time, as timeliness is an important aspect of professional communications and behavior. If you encounter an issue, please let me know as soon as possible. ***Ask for an extension as soon as you see you may need one, prior to the due date.*** It is much easier to discuss issues before due dates rather than after. Late work is not accepted.

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

## COURSE OUTLINE AND CALENDAR

### Week 1: August 23 – 29

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 1; The Learning Process
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1
- Read Lesson 1
- Lesson Plan Introduction; Training Aid discussion
- Discussion Post (Introduction, Biographical Post)

**Week 2: August 30 – September 5**

- Assigned Text Book Reading
- Aviation Instructors Handbook Chapter 1; The Learning Process continued
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1, Read Lesson 2
- Discussion Post

**Week 3: September 06 – 12**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 2; Human Behavior.
- Assigned Textbook reading
- Aviation Instructor's Handbook Chapter 3; Effective Communication
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1. Read Lesson 3
- Review for Test #1
- Discussion Post

**Week 4: September 13 - 19**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 4; The Teaching Process
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 4
- Discussion Post
- Lesson Plan and Training Aid topics due, TOPICS ONLY
- Test #1

**Week 5: September 20 -26**

- Review "Teacher that Made a Difference"
- Discussion Post
- Test #1

**Week 6: September 27 – October 03**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 5; Teaching Methods
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 6
- Discussion Post

**Week 7: October 04 – 10**



- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 5; Teaching Methods (continued)
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 7
- Discussion Post

**Week 8: October 11 – 17**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 6; Critique and Evaluation
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 8
- Lesson Plan Due, Formal Lesson and Training Aid Presentations Video Lesson Due
- Discussion Post

**Week 9: October 18 – 24**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 6; Critique and Evaluation (continued)
- Assigned Text Book Reading
- ASA TEST PREP Instructor, Chapter 1 Read Lesson 8
- Discussion Post

**Week 10: October 25 – October 31**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 7; Pages 7-3 to 7-4
- Training aid Description Post and Photo
- Discussion Post

**Week 11: November 01 – 07**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 7
- Discussion Post

**Week 12: November 08 – 14**

- Assigned Text Book Reading
- Aviation Instructor's Handbook Chapter 7; Pages 7-6 to 7-11
- Video Presentation Assignment View
- Discussion Post

**Week 13: November 15 – 21**

- Assigned Text Book Reading

- Aviation Instructor’s Handbook Chapter 8, Pages 8-2, Figure 8-1
- Discussion Post

**Week 14: November 22 – 28**

- Thanksgiving Week. No Classes

**Week 15: November 29 – December 05**

- Video Demonstration Post and Review
- Critique Recorded Video Demonstrations
- Review for Test #2

**Week 16: December 06 – 10**

- Take Test #2
- End of Course Evaluation

**Important University Dates**

August 23, 2021	Classes Begin for Fall Semester
September 6, 2021	Labor Day (University Closed)
September 8, 2021	Deadline to drop 16-week Classes with No Record
November 5, 2021	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2021	Veteran's Day (University Closed)
November 25-26, 2021	Thanksgiving (University Closed)
December 10, 2021	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 10, 2021	Fall Semester Ends
December 10, 2021	Fall Commencement Ceremony Bell County Expo 7 pm

**TECHNOLOGY REQUIREMENTS AND SUPPORT**

There are no special technology requirements for the completion of this course outside the use of the Canvas system and its components.

**Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

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

### **Online Proctored Testing**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central  
24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

*Please let the support technician know you are an A&M-Central Texas student.*

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid

penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

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

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations**

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

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

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting.

Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University—Central Texas (A&M—Central Texas) is a free service open to all A&M—Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may

work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [<http://tamuct.libguides.com/index>].

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## **OPTIONAL POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers

support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [<https://www.tamuct.edu/departments/compliance/titleix.php>].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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### **INSTRUCTOR POLICIES**

Life happens. As such, if a student realizes that a posting, quiz or assignment will be late due to unforeseen emergency or special circumstance, please notify the instructor as soon as is practical to assess the impact on the course. The instructor may grant extra time to complete an assignment within the confines of the 16-week course. However, if it becomes apparent that this policy is abused, or that the request was fraudulent, the instructor reserves the right to place an unfavorable grade for incomplete work.

### **Copyright Notice**

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

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