



## TMGT 350 01W Principles of Technology Management

Four (4) semester credit hours

### COURSE SYLLABUS: SPRING 2020

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#### INSTRUCTOR INFORMATION

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<b>Instructor:</b>	Dr. Maribeth McAnally
<b>Office Location:</b>	Virtual
<b>Office Hours:</b>	On-campus office visits are available by appointment
<b>University E-mail Address:</b>	<a href="mailto:Maribeth.McAnally@tamuc.edu">Maribeth.McAnally@tamuc.edu</a>
<b>Preferred Form of Communication:</b>	Email
<b>Communication Response Time:</b>	24 hours

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#### COURSE INFORMATION

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##### Textbook(s) Required:



##### The Management of Technology & Innovation: A Strategic Approach

Margaret White and Garry Bruton, Third Edition

[Cengage ISBN: 978-1-3055-7686-5](https://www.cengage.com/books/9781305576865)

Hardcopy **or** E-Text **or** Rent

**Software Required:** Microsoft Word, Excel, Access, and PowerPoint

**Hardware Required:** See [Technology Requirements](#)

**D2L Course Requirements** - Minimal Technical Skills Needed

The student is required to have a basic knowledge of and operational proficiency with the MyLeo Online (referred to elsewhere as D2L Brightspace) learning management system as well as the software required for this course (see "[Technology Requirements](#)").

##### Reference Sources:

- [www.inderscience.com](http://www.inderscience.com) (click on Science, Engineering & Technology)
- [www.sciencedirect.com/science/journal/09234748](http://www.sciencedirect.com/science/journal/09234748)
- [www.atmae.org](http://www.atmae.org)
- [www.plagiarism.org](http://www.plagiarism.org)
- [www.tamu-commerce.edu/studentlife/guidebook.pdf](http://www.tamu-commerce.edu/studentlife/guidebook.pdf)
- [TAMU-C Library databases](#)
- [TAMU-C Library Engineering and Technology Databases](#)

- Publication Manual of the American Psychological Association (APA) 6th Edition  
ISBN: 10:1-4338-0561-8 2010 ([See Purdue APA guides](#))

To help you get started, please review the “Begin Here” page posted to your online course

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## COURSE DESCRIPTION

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Study of leadership and management methodologies necessary to be successful and effective in contemporary technology intensive organizations. Course emphasis will be on contemporary organizational structure, societal impacts, decision making, innovation, management strategies, and management of organizational knowledge. Students will be expected to conduct extensive readings, research, and writings conducive with a junior-level undergraduate course in technology management. Prerequisite: TMGT 303.

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## COURSE LEARNING OUTCOMES

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*Course Learning Outcomes* define what you should know and be able to do as a result of your participation in this course of study. After completing this course, students will be able to

**Course Learning Outcome #1:** Identify current management of technology guidelines and innovation techniques.

**Outcome 1.1:** Complete four tests over course content with a grade of 85%

**Outcome 1.2:** Record and post to a discussion board a quality video that defines management, technology, and innovation concepts and guidelines.

**Outcome 1.3:** Within a team environment create a professional presentation with original visuals that model technology management and/or innovation guidelines.

**Course Learning Outcome #2:** Demonstrate problem solving and critical thinking abilities to improve effective decision making.

**Outcome 2.1:** Create a white paper that outlines a management, technology, and innovation problem and offers several detailed solutions.

**Course Learning Outcome #3:** Demonstrate the ability to perform high-quality search skills using TAMU-C library databases and websites for engineering and management professional organizations.

**Outcome 3.1** Complete an assigned research project on current technology management topics.

**Outcome 3.2:** Correctly paraphrase research articles

**Outcome 3.3:** Demonstrate effective writing skills

**Outcome 3.4:** Apply APA formatting to a research project

**Course Learning Outcome #4:** Explain the phases of strategic management as it pertains to technology and innovation.

**Outcome 4.1:** Post to a discussion board an original graphic/visual that demonstrates one of the phases of the strategic management problem-solving process; gathering data, planning, implementation, and control for a real-world problem.

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## GRADING REQUIREMENTS

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### Grading Scale

Final grades in this course will be based on the following grading scale:

Point Scale	Final Letter Grade
400-360	A
359-320	B
319-280	C
279-240	D
239 or less	F

Assignments		Maximum Points
Textbook Part Tests	4 Part tests Each test is a maximum of 25 points	100
Discussion Board Posts	4 Part discussion boards Each post is a maximum of 20 points	80
Research Project #1	Grading Rubrics are provided	60
Research Project #2	Grading Rubrics are provided	60
Research Project #3	Grading Rubrics are provided	100
Course Maximum Points Total =		400

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## EXPLANATION of COURSE REQUIREMENTS

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**Weekly:** Each week you are required to:

- Textbook: outline, read, and take effective notes over the chapter assignment for the week.
- Instructor's Notes: Read your instructor's chapter notes and/or videos posted to your online course.
- D2L Course: Check for course announcement, emails, assignment feedback.

**Parts:** This course is divided into **four** parts (sections). Each part has 2 to 3 chapters from your textbook. For each part you are required to complete:

- Tests: Review your chapter notes and instructor notes in preparation for a Part (Major) test. Each online test will contain 25 multiple-choice questions selected from a randomized test bank of 40 questions. You will have 40 minutes to complete the test. You will only take the test 1 time so be sure that you have a reliable internet connection.
- Discussion Board Posts: Online course discussion boards is an opportunity for communication between students and instructors. To facilitate student engagement, discussion board postings are a required part of this course and very helpful in explaining textbook concepts and assignment instructions. Each discussion board has grading rubrics and detailed instructions that are published in your course well in advance of the due date. Some postings require students to post videos and/or work on a team.
- Research Projects: There are 3 major research projects. Each are due before the Part test. Each research project has a grading rubrics and detailed instructions that are published in your course well in advance of the due date.

## SCHEDULE OF COURSE ACTIVITIES FOR SPRING 2020

\*\*\* All Assignments and Tests are Due in D2L no later than Sunday midnight \*\*\*

**Submit your assignments only once. The first one submitted will be the one graded.**

WEEK	CHAPTER	ACTIVITIES TO COMPLETE
January 13-19	<b>PART 1</b> Chapter 1	Course PreTest Submit Acceptance of Academic Honesty Policy Part 1 Instructor's Chapter Notes
20-26	Chapter 2	PART 1 Discussion Board
27-Feb 2		PART 1 Test Chapters 1 and 2 and Research Project #1 before midnight Sunday Feb 2
February 3-9	<b>PART 2</b> Chapter 3	Part 2 Instructor's Chapter Notes
10-16	Chapter 4	
17-23	Chapter 5	PART 2 Discussion Board
24-Mar 1		PART 2 Test Chapters 3, 4, and 5 and Research Project #2 before midnight Sunday Mar 1
March 2-8	<b>PART 3</b> Chapter 6	PART 3 Instructor's Chapter Notes
9-15	Spring Break	
16-22	Chapter 7	
23-29	Chapter 8	PART 3 Discussion Board
30-Apr 5		PART 3 Test Chapters 6, 7, and 8 and Research Project #3 Proposal Sunday April 5
April 6-12	<b>PART 4</b> Chapter 9	PART 4 Instructor's Chapter Notes
13-19	Chapter 10	
20-26	Chapter 11, 12	
27-May 3		PART 4 Discussion Board and Research Project #3 before midnight May 3
May 4-8		PART 4 Test Chapters 9, 10, 11, and 12

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## STUDENT RESPONSIBILITIES

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**Time and Effort Commitment.** You will be expected to develop your reading, research, and writing skills to a level that you may never have experienced previously. This will require personal dedication and a desire to advance your education. Additionally, as a four-hour online class, your time management skills will be put to the test as you try to balance other courses, career, family, leisure time, and other obligations along with your responsibilities to this course. Do not fall behind in this class. ***Being busy is not an excuse for turning in assignments late!*** You can expect to spend at least 10 hours a week on course work.

**The educational philosophy of this course.** The student is the center of the learning process; therefore, you are expected to assume the responsibility for your learning—to the degree that learning is achieved. Much of the learning achieved in this class will come as a result of student discussions and team project. In this environment, the instructor will serve largely as a guide and facilitator for the student learning experience. You are expected to approach learning with purpose, commitment, dedication, seriousness, and an attitude of discovery. Accordingly, you must be self-driven by reading carefully all materials provided by the instructor, completing all course assignments in accordance with the instructions and specifications provided by the instructor, complying with assignment deadlines, and working within the assignment/course evaluation criteria.

**Stay Active and Engaged.** As the student you are to be an active learner, fully engaged in all facets of the course and its content. You will be expected to proof and assess the quality of your work ***before*** it has been presented to your instructor. It is critical to your success for you to comply with the writing and formatting guides associated with this course of study and for you to have a high level of understanding of these documents. Before you turn any work into the instructor, it is your responsibility to compare your written material with the requirements/specifications of the writing and formatting guides provided for this course of study and to ensure to the instructor that you have fully complied with all requirements of the assignments.

**Coursework in this class.** The coursework in this particular course may be different from other classes you may have taken in the past. First, it is a four-hour class. As a four-hour credit course it is expected that you will spend more time completing the assignments than you may have in other three-hour classes. Second, textbook reading is expected. Course concepts are defined and related to real-world examples. Textbook concepts explain the concepts tested within the course tests and related to research projects. Third, this course requires advanced research search skills and writing skills to complete research projects. The include several writing and oral assignments that are intended to present real world situations and environments.

This course will require you to read, conduct extensive research, and write at a level appropriate for a junior-level student. It is assumed that you can read and write at this level coming into the course.

- You will be expected to read and comprehend the course syllabus, e-mails, and announcements.
- You will be expected to manage your time effectively and efficiently throughout the semester.
- ***You will be expected to meet all deadlines and due dates. Assignments turned in late will be subject to a ten percent (10%) score reduction for each day they are late. After five (5) days, assignments will receive a grade of zero (0). This policy will be enforced strictly!***
- You will be expected to participate fully in the course by checking announcements and e-mails and responding to e-mails when requested. This should be a daily habit!
- You will be expected to employ a formal business writing style and format in all of your written correspondence (including e-mails).
- You will be expected to practice civility in your verbal interactions with the instructor, staff, and other students.
- You will be expected to devote at least ten (10) clock hours to this course each week of the semester.
- E-mail will be our primary means of communication. Consequently, you will be expected to log into D2L Brightspace often to check for correspondence from your instructor.

### **TIPS FOR SUCCESS IN THE COURSE**

*This course of study uses online learning and collaboration tools; therefore, I am providing you the following tips for success:*

**Do Not Presume.** Many students assume that online courses require less work and time and are generally “easier” than in traditional face-to-face university courses. In reality, online courses are designed to be just as rigorous, detailed, and demanding as their face-to-face course counterparts. Be prepared to devote a minimum of ten (10) clock hours a week for this course including required online assignments.

***Study and Pay Attention to the Course Student Learning Outcomes.*** Every course has established learning outcomes that are expected of the student. These are crafted carefully and serve as the foundation on which a well-designed course is built. Every aspect of the academic course (including readings, research, assignments, and projects) flow from the course student learning outcomes. Understanding these will provide a better understanding of what is expected of you, the student, in all aspects of the course.

***Communication in the Course.*** The majority, if not all of the communication in an online course will be by written word; therefore, be prepared talk by typing. There will be discussion boards, written and oral assignments/projects, etc. E-mail will be the common mode of communication in this type of course. This is different than the typical face-to-face course where verbal communication is prevalent. Be prepared to read and write a “great amount.”

***Participation in an Online Class.*** You will be required to participate in the discussion boards (see below). Always respond to discussion board questions with substantive, well-researched remarks. An example of a bad posting would be a very short, nonvalue added response such as,

“I agree with the previous post.” An acceptable response would be multi-sentenced, thoroughly researched by you, and generates additional thoughts that relate directly to the lesson’s subject matter. Use this opportunity to interact and to have a meaningful conversation with your classmates.

***Be Proactive and Take Responsibility for Your Grade.*** If you have course-related questions or do not understand an assignment, it is your responsibility to contact your instructor (presumably through university e-mail). Do not wait until your grade is in jeopardy to act. Your instructor is there to guide you through the course. However, your questions should be serious, well-written, positive, and to the point.

***Establish a Regular Schedule.*** It is a good habit to work on your course every day. Your course requires you to spend at least ten (10) hours per week reading, researching, and/or writing. It is not wise or effective to wait until the assignment or project is due to begin—your grade will suffer. Time management, planning ahead, and organization are the keys to success in any academic course.

The assignments for this course of study are provided in this class syllabus. ***You are responsible for turning in your assignments on-time. In the real world, your boss would not be sending you reminders to get your work done on time and I will not be either! If you have questions about any of the assignments, it is your responsibility to bring those questions to me in a timely manner. Special allowances will not be made for mismanagement of time!***

In the business world, ***attention to detail*** is critical. In this day of texting shortcuts and slang, you may not have placed a great deal of importance on spelling, grammar, or arithmetic calculation accuracy. But you can bet your boss will! These are the details that indicate a dedication to high professional standards and will separate you from others who lack these disciplines. Consequently, grading rubrics for written assignments contains three specific attributes: subject completeness, factoid accuracy, and proper paper formatting/language.

No extra credit, additional work to improve a grade, or the re-doing of an assignment, project or examination will be permitted in this course.

***All work in this course is to be completed individually, without collaboration with others.***

Each student in this course of study agrees to accept and abide by the Academic Honesty Policy.

All work in this course is to be completed individually, without collaboration with others. Refer to the section in this course syllabus on plagiarism. Each student in this course of study agrees to accept and abide by the Academic Honesty Policy (see “Academic Integrity”).



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## **INSTRUCTIONS FOR COMPLETING PRE-ASSIGNMENT:**

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### **Acceptance of Academic Honesty Policy**

DUE: Sunday, January 19, 2020 by 11:59pm

Download Undergraduate Academic Dishonesty policy ( [Dishonesty 13.99.99.R0.03](#)) and send by email this document to your instructor as an indication of your understanding and acceptance of this policy.

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## **TECHNOLOGY REQUIREMENTS**

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### **Technology Support - Browser Support**

D2L Brightspace is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L Brightspace cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Brightspace Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L Brightspace products. Customers can report problems and receive support for issues. For an optimal experience, D2L Brightspace recommends using supported browsers with D2L Brightspace products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L Brightspace products. Customers can still report problems and receive support for critical issues; however, D2L Brightspace does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The D2L Brightspace Support features are now optimized for production environments when using the Google Chrome, Apple Safari, Microsoft Edge, and Mozilla Firefox browsers.

## Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

## Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L Brightspace supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

## Basic Technology Requirements

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - ✓ 512 MB of RAM, 1 GB or more preferred
  - ✓ Broadband connection required courses are heavily video intensive
  - ✓ Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - ✓ Sound card, which is usually integrated into your desktop or laptop computer
  - ✓ Speakers or headphones.
  - ✓ \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp) <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up-to-date.

Running the browser check will ensure your internet browser is supported. The following settings are required:

- Pop-ups are allowed;
- JavaScript is enabled; and
- Cookies are enabled.

You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

- [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
- [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
- [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
- [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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## ACCESS AND NAVIGATION

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You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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## COMMUNICATION AND SUPPORT

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D2L Brightspace Support

**Student Support:** If you have any questions or are having difficulties with the course material, please contact your Instructor.

**Technical Support:** If you are having technical difficulty with any part of D2L Brightspace, please contact D2L Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “[click here](#)” to submit an issue via E-mail.



### **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

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## **ASSISTANCE THROUGH THE WRITING CENTER**

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The Writing Center at Texas A&M University is committed to assisting student writers at all levels. The Writing Center is located on-campus in the Hall of Languages Building, Room 103. The hours of operation are Monday through Thursday from 9:00 a.m. until 4:00 p.m. and on Friday from 9:00 a.m. until 1:00 p.m. There is also an Online Writing Lab, accessed by sending an e-mail to: [writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com)

### Interaction with Instructor Statement

- Correspondence with your instructor in this course will be done via e-mail.
- All e-mails to your instructor must be written clearly in a formal business format.
- E-mails must be written to reflect your professionalism: complete sentences, correctly spelled words, correct punctuation, grammar, etc.
- All e-mails sent to your instructor **MUST** have the following in the e-mail  
**SUBJECT LINE:** TMGT 350 01W – M. Smith: Your First Name, Your Last Name, Your CWID #, Subject of E-mail
- Virtual Office Hours: Virtual office hours are noted on page 1 of this course syllabus. I check also my e-mail inbox regularly and try to reply to all messages within 24 hours.

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## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

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### Course Specific Procedures/Policies

This class will operate according to the following policies to ensure fairness and equal treatment to all students:

- Work, vacation, travel, and sickness/accident/death outside your immediate family do NOT constitute approved excuse for failing to complete assignments and/or meeting course deadlines and due dates.
- If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and course policy, notify the instructor immediately in writing!

- Grading policies and requirements identified in this course syllabus are nonnegotiable and will be adhered to in this course of study with all students held to an identical and equal standard.
- If you do not agree with any requirement herein, believe any requirement to be “unfair” or “unreasonable,” or believe that less should be expected of you than your classmates in order to earn a comparable course grade, you should WITHDRAW IMMEDIATELY from this course and re-evaluate your dedication to the principle of academic integrity and success!
- Grades earned in this course will be based on a numerical value and the final course grade will be recorded/posted as a letter grade (see “Grading Scale”).
- Numerical scores that determine the final course grade will not be rounded-up.

**NOTICE:** If you are not willing to devote the time and effort necessary for the successful completion of this course or if you do not have the prerequisite knowledge/skills to successfully complete this course, you need to discuss this matter with your academic advisor immediately.

**Civility is the rule at all times!**

#### Syllabus Change Policy

This syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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## University Specific Procedures

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### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

### TAMUC Attendance

For more information about the attendance policy please visit the [Attendance Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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## **Academic Integrity**

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Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

### **Plagiarism**

United States law recognizes that words and ideas have value and can be stolen. The expression of original ideas is considered intellectual property and is protected by copyright laws. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book, article, musical composition, or computer file).

All of the following are considered examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words and/or ideas from someone else without giving proper credit (references).
- Failing to put a quotation in quotation marks.
- Providing incorrect information about the source of a quotation or information source.
- Changing words, but copying the sentence structure of a source without giving proper credit.
- Copying so many words or ideas from a source that it makes up the majority of the work you have written, whether you give credit or not.

Be aware that your instructor will be actively looking for all occurrences of plagiarism and, when caught, the results may be devastating to your academic career (see "Academic Integrity"). To avoid plagiarism, a student must give credit whenever they:

- use another individual's idea, opinion, or theory;
- use facts, statistics, graphs, and drawings that are not common knowledge; • use quotations of another individual's spoken or written words; or
- paraphrase another individual's spoken or written words.

Any works referenced should be properly cited in accordance with the APA 6th edition Publication Manual. **Turnitin**, or other similar plagiarism verification services, may be utilized to verify the absence of or presence of plagiarism in any or all student assignments, projects, and examinations or other coursework. In most cases plagiarism can be avoided by citing sources correctly. Simply acknowledging that certain material has been borrowed, and providing your audience with the necessary information to locate that source is usually enough to avoid a plagiarism charge.

***Plagiarized assignments, projects, and examinations will receive a grade of F with zero (0) points***

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## **Collaboration**

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All work in this course is to be completed individually, without collaboration from others.

### ***Use of Outside Sources for Written Work, Papers, and Assignments***

In this course, if it is determined that a student used paid services to obtain previously written work, have the service write course papers, or prepare course assignments, that student will receive a failing grade (0 points) on the work in question. In addition, the student may be subject to recourse according to University policy (see “Academic Integrity”).

This type of practice is unethical and is not in keeping with the established tenets of obtaining a higher education degree. ***Zero tolerance applies to this policy!***

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## **ADA Statement**

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### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### ***Office of Student Disability Resources and Services***

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835 Fax

(903) 468-8148

E-mail: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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## **Nondiscrimination Notice**

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Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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## **Campus Concealed Carry Statement**

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web

URL: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&MCommerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.