COURSE SYLLABUS: Spring 2023
TMGT 350 01W Principles of Technology Management
Four (4) semester credit hours

INSTRUCTOR INFORMATION

Instructor: Dr. Maribeth McAnally

Office Location: Virtual

Office Hours: Zoom conference visits are available by appointment

University E-mail Address Link: Maribeth.McAnally@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24 hours

COURSE DESCRIPTION

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 extensivereadings, research, and writings conducive with a junior-level undergraduate course in technology management. Prerequisite: TMGT 303.

WELCOME FROM YOUR INSTRUCTOR:

Hello! I am Dr. McAnally and as instructor for this course, I welcome each of you to TMGT 350 Principles of Technology Management. I look forward in the coming months to engaging you and with you in the course topics.

This syllabus document contains a considerable amount of information. Please understand that most of this information is required in a university syllabus so take the time to digest. However, I wanted to start off this document by giving you the information that you really want to know about this course. "What am I going to learn?" So, during your journey through this course you should discover and take with you the answers to the following questions:

- What leadership skills are needed to be an effective technology manager? Do I possess those skills?
- How and why do I need to recognize the difference between credible and non-credible research sources for new and emerging technologies?
- What are strategies and strategic plans? What strategies do technology managers use to inspire innovation? How do I implement those strategies in my workplace?
- How does a technology manager decide whether to make through internal innovation or buy through external mergers and acquisitions needed new technologies? What are the appropriate strategies for planning, implementing, and evaluating technologies these new technologies?
- What is a SWOT analysis? How do I create a SWOT analysis for a technology organization? Why do I want to create a SWOT analysis?

It is my hope that these questions help pique your interest and that you revisit these questions throughout the course.

HOW TO GET STARTED IN THIS COURSE:

Please review the "Begin Here" unit posted to your online course as a starting place. Remember, your success in an online course depends on you checking your D2L online course daily for new announcements, reading all assigned textbook chapters and instructor materials, keeping careful track of deadlines in a paper or electronic schedule, and following the course schedule as you conduct your work in this course. If you have any questions about the course, please email me at maribeth.mcanally@tamuc.edu. I look forward to hearing from you.

COURSE INFORMATION

Textbook(s) Required:

The Management of Technology & Innovation: A Strategic Approach

By: Margaret White and Garry Bruton, Third Edition
Link to Publisher Website is Cengage ISBN: 978-1-3055-7686-5
Use either a Hardcopy **or** E-Text **or** Rent

Software Required: Microsoft Word, Excel, 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 MyLeoOnline (referred to elsewhere as D2L Brightspace) learning management system as well as the software required for this course (see "Technology Requirements").

Reference Sources:

TAMUC Library Tutorial	https://tamuc.libguides.com/onesearch
TAMUC Library Engineering and Technology Databases	https://tamuc.libguides.com/sb.php?subject_id=147939
Inderscience Publishers	https://www.inderscience.com/mobile/journal/insubcat.php?catid=1
Science Direct	https://www.sciencedirect.com/journal
O'Reilly Media	https://www.oreilly.com/
Purdue Online Writing Lab (OWL) APA Guide	https://owl.purdue.edu/owl/research_and_citation/apa_style/
The Ten Rules of Technology Management	https://www.accountingtoday.com/news/the-10-rules-of-technology-management
TED Talks on Innovation	https://www.ted.com/playlists/672/8_ways_to_fuel_innovation
TED Talks on Tech Managers	https://www.ted.com/
The Eight Dimension Methods of Innovative Thinking by Daniel Raviv	https://danielraviv.webnode.page/eight-dimensions-of-inventive-thinking/
Four Lessons in Creativity by Julie Burstein	https://youtu.be/sY0Pf_pfqCIOI

COURSE LEARNING OUTCOMES

Course Learning Outcomes define what you should know and be able to successfully accomplish as a result of your participation in this course.

After completing this course, students will be able to:

Course Learning Outcome #1: Identify and choose strategies that technology managers and entrepreneurs use for planning, implementation, and evaluation of products and processes that increase creativity and foster innovation within an organization.

> **Outcome 1.1:** Complete two tests over course content with a grade of 70 or above.
> **Outcome 1.2**: Given a real-world case study, decide within a group the best strategies to solve a technology dilemma. Strategies must posted within a discussion board post and be supported by research with in-text citations, originated images, charts, tables, and videos.
> **Outcome 1.3:** Describe *The Ten Faces of Innovation* by Daniel Raviv

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

> **Outcome 2.1**. Within a team setting, identify the correct steps necessary for innovating or acquiring technical sources.
> **Outcome 2.2**: Identify the leadership skills required of technology managers to inspire innovation toward creating new technologies within a given organization
> **Outcome 2.3**: Identify suitable mergers and/or alliances to enhance organization technologies.
> **Outcome 2.4:** Decide an ethical dilemma using ethical and social responsibilities guidelines.

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:** Write a comprehensive, research paper that analyzes a particular organization's mission, vision, managerial structure, stakeholders, SWOT analysis, and prediction of future success and failures as it pertains to the management of technology.

>> **Outcome 3.1.2:** Correctly paraphrase research articles free of plagiarism
>> **Outcome 3.1.3**: Differentiate credible from non-credible research sources
>> **Outcome 3.1.4:** Demonstrate effective writing skills
>> **Outcome 3.1.5:** Create an original graphic/visual that demonstrates one of thephases of the strategic management problem-solving process; gathering data, planning, implementation, and control for a real-world organization.
>> **Outcome 3.1.6:** Correctly apply APA formatting to a research project sources both in-text and reference pages

GRADING REQUIREMENTS

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

Course Assessments and Calendar

Assessment Activities	Submission Dates by Sunday midnight	Learning Outcome	Maximum Points 340	% Final Grade
Begin Here Unit				
Course Syllabus Quiz Academic Integrity Statement Course Introduction Discussion	Jan 22		Bonus Pts 5 Bonus Pts 5	
Tests				
Mid-Semester Test Chapters 1-5 & 12	March 4-5	1.1	50	13%
Final Comprehensive Test Chapters 1-8 and 12	May 6-7	1.1	100	25%
Discussion Board Posts				
Case 1: Innovation	February 12	1.2, 2	25	6%
Case 2: Mergers, Alliances	April 8	1.2, 2	25	6%
Research Project				
Project Assignment 1: Research	February 26	3.1.2, 3.1.3	50	13%
Project Assignment 2: SWOT Analysis	April 9	3.1	50	13%
Project Assignment 3: Research Paper	Apr 30	3	100	25%
instructional materials, videos, and assignment instructions are published in the D2L course				

EXPLANATION of COURSE REQUIREMENTS

Weekly: Each week you are required to:

- Textbook: outline, read, and take effective notes over the chapter assignment for the week. Answer the chapter review questions posted by the instructor.
- Assignments: Discussion board postings, tests, and projects with **non-negotiable** due dates are required to be completed.
- Instructor's Notes: Read your instructor's chapter notes, review questions, presentations, and watch instructional videos posted to your online course.
- D2L Course: Check daily for course announcement, emails, assignment feedback.

Course Assessment Organization:

This course is divided into **four** parts that parallels the course textbook organization. Each part consists of 2 to 3 chapters. The following list of assessments are required for completion:

- **Tests**: In preparation for each test, review your chapter notes, instructor provided review questions, presentations, and instructor notes. Each online test will contain multiple-choice questions selected from a randomized test bank of 50 questions. There is a **25-minute** time limit to complete the test. Only 1 opportunity is given to complete a test. A reliable internet connection is a technology requirement for this online course. Make-up tests are **not** permitted.

- **Discussion Board Posts**: Online course discussion boards gives an opportunity for communication between students and instructors. To facilitate student engagement, discussion board postings are a requirement for this course and very helpful in explaining textbook concepts, assignment instructions, and in keeping everyone engaged in the course activities. The discussion boards for this course are tools for classmates to share your project details and receive helpful feedback from your classmates and instructor before submitting each project.

  Instructions and grading rubrics are published in your course well in advance of the due date. Each discussion board is evaluated by your instructor on the grading rubric. These grading rubrics are helpful to students so they will know the assignment expectations. Some postings require students to post videos and/or work on a team*.*

  Feedback: To help improve your project, your instructor will provide timely feedback on discussion postings in advance of the project due date.

- **Research Projects:** In this course, you are preparing to be a respected, professional in a real-world technology manager's environment. There are three parts to the required research project. In preparation as your role of technology manager, you will be responsible for creating and delivering professional reports. The main objective of this research is to analyze the technology and technology management of a chosen organization (student's select the technology organization) for the project paper.

  This project will require searching and locating credible research articles, websites, blogs, videos, etc. and critical thinking skills applied to one organization. Your chosen organization must use technology to increase their value.

  Detailed instructions and a separate grading rubric are published in your course well in advance of the due date. Students are provided the opportunity to attend an instructor led Zoom conference scheduled several days before the project 1 due date. Attendance to the Zoom conference is optional; however, all Zoom conferences are recorded and published in your D2L course. Each required project part builds upon the previous part to a final project paper. Additionally, the discussion board postings due before each project's due dates are coordinated to build upon each other and the project final report.

  Project Assignment 1: The first part requires students to choose a market segment and a technology organization within that segment. Further research is required to study the vision, mission, goals, projects, and affected stakeholders. Credible library research is to be completed. (50 Points)

  Project Assignment 2: The second part analyzes the strengths and weaknesses of the chosen organization (50 Points)

  Project Assignment 3: The third and final part is a professional prepared report/paper that

analyzes the management style and technology projects of the chosen organization including parts form Project Assignment 1 and 2. In addition, students are required to make recommendations for the future innovative direction of the technology and the management styles of the organization. (100 Points)

Feedback: To help improve your project, your instructor will provide timely feedback on parts 1 and 2 well before the due date of the next project assignment.

Due Dates Are Important!! The timing of course assignments are designed to aid in the student's understanding of course concepts. Assessments build upon each other.

CALENDAR AND COURSE ACTIVITIES FOR TMGT 350 SPRING 2023

A detailed calendar is available for download in the D2L course.

STUDENT RESPONSIBILITIES

Time and Effort Commitment.

Students are expected to develop reading, research, and writing skills to a junior-senior university level. The course requirements will require students to dedicateand pursue a desire to advance their education. Additionally, as a four-hour online class, 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!*** Poor internet connection is not an excuse for turning in assignments late! Expect to spend at least **10 hours a week on course work.** Not devoting enough time to this course will be a miserable experience for students, so do yourself a favor and set a regular time to complete the course activities including reading the course textbook.

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 because of student discussions and team projects. In this environment, the instructor will serve largely as a guide and facilitator for the student learning experience. Students are expected to approach learning with purpose, commitment, dedication, seriousness, and an attitude of discovery. Accordingly, students 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 tohave 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.

Required Coursework in this Course.

The coursework in this course may be different from otherclasses 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. Required textbook readings are supported by instructor provided chapter review questions and supporting presentations. Third, this course requires advanced research search skills and writing skills to complete research projects. The includes several writing and oral assignments that are intended to present real world situations and environments.

This course will require a great amount of reading, using advanced and extensive research skills, and writing at a level appropriate for a junior-level university student. When enrolling in this course, each student reads and writes at higher-level. You will be expected to:

- read and comprehend the course syllabus, e-mails, instructor notes and presentations, any review materials, assignment instructions, and course announcements.

- manage your time effectively and efficiently throughout the semester.

- actively participate in all discussion board postings. Get to know your classmates so you will feel free to discuss discussion post and assignment instructions.

- ***meet all deadlines and due dates. This policy is strictly enforced.***

- participate fully in the course by checking course announcements and e-mails every day. Respond in a timely manner to e-mails when requested.

- employ a formal business writing style and format in all written correspondence (including e-mails).

- practice civility in your verbal and textual interactions with the instructor, staff, and fellow classmates.

- devote at least ten (10) clock hours to course work each week of the semester.

- use E-mail as a primary means of communication.

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:

Online Courses Require More Discipline and Time. Many students assume that online courses require less work and time and are "easier" than in traditional face-to-face university courses. In reality online courses are designed to be just as rigorous, detailed, and demanding as a face-to-face course. 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 expectedof 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."

Zoom Meetings. Web conferences are scheduled during this course. These meetings are not required but students are encouraged to participate. Two different time periods are scheduled for each topic. If an individual web conference is needed, please contactyour instructor.

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 and documented, and the posting should generate 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, please contact your instructor (presumably through university e-mail) in advance of the assignment due date. It is not to your advantage to 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. Start the semester with a good habit where you devote time to this course every day. As this is a four-hour course, the material requires that you to spend at least ten (10) hours per week reading, researching, and/or writing. It is not to your advantage to wait until the assignment or project is due to begin—your grade will suffer. Time management organization are the keys to success in any academic course and chosen career.

Assignment Dates are Published on First Class Day. 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 send a reminder 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!

Attention to Detail is Critical. In this day of texting shortcuts and slang, there is less enhance on the importance of spelling, grammar, or arithmetic calculation accuracy. But in the real world you can bet your boss will pay attention! 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, factual accuracy, credit to author's original ideas, 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.

Each student in this course of study agrees to accept and abide by the Academic Honesty Policy. This document is due the first week of the course in the appropriate online assignment.

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 toaccept and abide by the Academic Honesty Policy (see "Academic Integrity").

INSTRUCTIONS FOR COMPLETING PRE-ASSIGNMENT:

Acceptance of Academic Honesty Policy
DUE: Sunday, September 4, 2022 by 11:59pm
Download Undergraduate Academic Dishonesty policy at the website (Dishonesty 13.99.99.R0.03), attach your name to the document, and submit to the D2L assignment. Submitting this completed document confirms your understanding and acceptance of this policy.

TECHNOLOGY REQUIREMENTS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements listed on the website links:

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

ACCESS AND NAVIGATION

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 the following phone number 903.468.6000 or email helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems **do not excuse** the requirement to complete all course work by the course assessment due dates that are published. Professionals know that technology can and will fail. They wisely make backup plans well in advance for such problems. Before the first week of class ends, do yourself a favor and create a backup method to deal with these inevitable problems. These plans 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.

COMMUNICATION AND SUPPORT

Course Material Support: If you have any questions or are having difficulties with the instructional part of the course materials, please contact your instructor.

Technical Support: If you are having a technical difficulty with any part of D2L Brightspace, pleasecontact D2L Brightspace Technical Support phone number at 1-877-325-7778.

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.

ASSISTANCE THROUGH THE WRITING CENTER

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 ane-mail to: 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. Do not yell at me in an email as I am a nice person and will try to help with any issue in a fair and consistent manner.

- All e-mails sent to your instructor MUST have the following in the e-mail
  SUBJECT LINE: appropriate subject of E-mail
  SIGNATURE LINE: your first and last name at the end of the email message

- Virtual Office Hours: Virtual office hours are noted are arranged on zoom. Email will be answered within 24 hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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 **before** the due date!

- 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.

<p align="center">**Civility is the rule at all times!**</p>

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.

University Specific Procedures

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 following website link: Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.as px

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 webpage and
Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur es/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

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 website link:
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 (intext and 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 ideals from a source that it makes up the majority of the workyou have written, whether you give credit or not. Be aware that your instructor will be actively looking for all occurrences of plagiarism and, whencaught, 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 7th 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.

First offense: Plagiarized assignments, projects, and test cheating will receive zero (0) points
Second offense: Grade of F as a final course grade

In summary and in plain English this means:
RESEARCH SOURCES:
1) citing sources:
Any time you place dates, statistics, numbers, and "text in quotes", you are required to give credit to the source. After all, you did not complete the data that provided those numbers or you did originally say the quoted material.
2) over citing sources:
Sources are to summarized in the points you make in the text. While reading research, I take an index card and place the APA source format on one side and on the other side I use bulleted lists to write the main points of that source not necessarily in a complete sentence.
It is not acceptable for every sentence in a paragraph to be cited. That would indicate that you are not writing the paper, your sources did that for you.

Collaboration

Student Cheating

All work in this course is to be completed individually, without collaboration from others. It is wise to acquaint yourself with your classmates for future discussions regarding instructional concepts or assignment details. But, having someone else complete your assignments or tests, is an automatic failing grade. Alerting other classmates to the answers on a test is an automatic failing grade on that test for both classmates. Your instructor started instructing college courses in 1982 and has gained excessive experience on these types of students' cheating offenses. They have a way of landing on her computer screen. Be careful as someone always tells!!

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!***

ADA Statement for 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-CommerceVelma K. Waters Library- Room 162

Phone number (903) 886-5150 or (903) 866-5835 or Fax (903) 468-8148

E-mail to contact disability services is as follows: studentdisabilityservices@tamuc.eduWebsite for additional information is as follows:

Office of Student Disability Resources and Services

Counseling Availability

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidentialservices, please visit the following link: www.tamuc.edu/counsel

Nondiscrimination Notice

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.

Campus Concealed Carry Statement

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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer at the following link: 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&M Commerce campuses. Report violations to the University Police Department at telephone number (903)886-5868 or dial 9-1-1.