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**COURSE SYLLABUS: Spring 2024**  
**TMGT 351 01W GLB/Organizational Behavior**  
**Three (3) semester credit hours**

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**INSTRUCTOR INFORMATION**

<b>Instructor:</b>	Dr. Maribeth McAnally
<b>Office Location:</b>	Virtual
<b>Office Hours:</b>	Zoom conference visits are available by appointment
<b>University E-mail Address Link:</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>	Less than 24 hours

**COURSE DESCRIPTION**

This course is designed to provide the student with a better understanding of how individuals, teams, and organizations function effectively in technologically advanced and culturally diverse work environments.

**WELCOME FROM YOUR INSTRUCTOR:**



Hello! I am Dr. McAnally and as instructor for this course, I welcome each of you to TMGT 351 Organizational Behavior. I look forward in the coming months to engaging you and with you in the course topics. I teach because I care about course content and people. If issues arise, please give me the benefit of the doubt.

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:

- Why do I need the ability to define the future impact of cultural differences on management.
- Why do I need the ability to define the future impact of advanced technology on management.
- Why does an organization need to develop cultural awareness in all employees?
- How does an organization develop in all employees an understanding of cultural differences?
- How are domestic and global employees educated to engage with different cultures.
- What do global management polices include for cultural differences?
- How do I design and create engaging materials for cultural differences training? Do I gain these skills?
- How do I design and create engaging materials for technology training? Do I acquire these skills?
- Do I possess the necessary interpersonal skills to lead the training of all levels of employees whether domestic or global? How do I acquire those necessary skills? It is my hope that these questions help pique your interest and that you revisit these questions throughout the course.

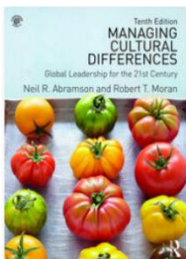
**It is my hope** that these questions help pique your interest in the course content. Please take the time to revisit these questions throughout the course.

## 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, **engaging** in course discussions, 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](mailto:maribeth.mcanally@tamuc.edu). I look forward to hearing from you.

## COURSE INFORMATION

### Textbook Required:



### Managing Cultural Differences, 10th Edition

Authors: Abramson and Moran Publisher: Routledge

ISBN: 978-1-138-22345-5 (hardback)

ISBN: 978-1-138-22368-4 (paperback)

[ISBN: 978-1-315-40398-4](#) (ebook) 2017

**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 MyLeo Online (referred to elsewhere as D2L learning management system) and software required for this course (see “[Technology Requirements](#)”).

### Reference Sources:

TAMUC Library Tutorial	<a href="https://tamuc.libguides.com/onesearch">https://tamuc.libguides.com/onesearch</a>
TAMUC Library Engineering and Technology Databases	<a href="https://tamuc.libguides.com/sb.php?subject_id=147939">https://tamuc.libguides.com/sb.php?subject_id=147939</a>
Inderscience Publishers	<a href="https://www.inderscience.com/mobile/journal/insubcat.php?catid=1">https://www.inderscience.com/mobile/journal/insubcat.php?catid=1</a>
Purdue Online Writing Lab (OWL) APA Guide	<a href="https://owl.purdue.edu/owl/research_and_citation/apa_style/">https://owl.purdue.edu/owl/research_and_citation/apa_style/</a>
The Ten Rules of Technology Management	<a href="https://www.accountingtoday.com/news/the-10-rules-of-technology-management">https://www.accountingtoday.com/news/the-10-rules-of-technology-management</a>
Plagiarism Defined	<a href="http://www.plagiarism.org">www.plagiarism.org</a>

## **COURSE LEARNING OUTCOMES**

*Course Learning Outcomes* define what you should know and be able to successfully accomplish due to your participation in this course. After completing this course, students will be able to:

**Course Learning Outcome #1:** The learner will demonstrate through written class assignments an understanding of cultural differences and styles in global business and industry (including management) consistent with a junior-level university student.

**Course Learning Outcome #2:** The learner will demonstrate through written class assignments the ability to define “cultural management” as it applies to contemporary business and industry.

**Course Learning Outcome #3:** The learner will demonstrate the ability to read, review, and interpret case studies involving cultural differences and exhibit a knowledge of cultural differences by preparing written paper(s) on the various aspects and practices of management of cultural differences.

**Course Learning Outcome #4:** The learner will demonstrate through discussion boards and written assignments the ability to define the future impact of cultural differences on management.

## **GRADING REQUIREMENTS**

### **Grading Scale**

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

A	= 765-850 points
B	= 680-764 points
C	= 595-679 points
D	= 510-594 points
F	= 000-509 points

The coursework is different from other classes. First, it is heavily dependent on discussion boards that require significant writing time. Second, this is a project course. The assignments include several writing and oral assignments that are intended to present real world situations and environments, but without a reliance on traditional quizzes and exams as the primary means of confirming the student’s retention of facts.

<b>Assessment</b>	<b>Unit Points</b>	<b>Quantity</b>	<b>Total Points</b>
Pre-Course Assignment: Acceptance of Academic Honesty Policy			
Assignment #1 Part 1: Research Paper Topic			
Assignment #1 Part 2: Research Paper	100	1	100
Assignment #2: Human Resources Training Outline	50	1	50
Assignment #2: Human Resources Training Literature	150	1	150
Assignment #2: Video	150	1	150
Assignment #3: Discussion Boards	20	20	400
<b>TOTAL</b>			<b>850</b>

## COURSE CALENDAR

WEEK#	WEEK OF	CHAPTERS	ACTIVITIES
<b>Section 1: Understanding Culture</b>			
1	January 10-15	Chapters 1 & 2	Instructor Video: Welcome to the Course Read Course Syllabus Pre-Course Quiz: Acceptance of Academic Honesty Policy Discussion 1: Introduction Read <b>Assignment #1</b> instructions
2	January 16-22		Discussion 2: What is your Culture? Submit <b>Assignment #1</b> : Research Paper Topic
3	January 23 - 29		Discussion 4: Traditions
4	January 30-Feb 5		Discussion 5: Culture and Characteristics Discussion 6: Communication
5	February 6 - 12		Discussion 7: Power Distance Index Discussion 8: Chapter 2
6	February 13 - 19	Chapter 3 Chapter 4	Discussion 9: Global Leaders in Response to Change Discussion 10: Negotiations for Long Term for Mutual Benefit
7	Feb 20 - 26	Chapter 5	Discussion 11: Women Leaders in Global Business Submit <b>Assignment #1</b> : Research Paper
	Feb 27-March 4		Spring Break
<b>Section 2: Understanding How to Manage These Cultural Differences</b>			
8	March 5-11	Chapter 6	Discussion 12: Motivating the Global Workforce
9	March 18-25	<b>Chapter 7</b>	Discussion 13: Immigration in the Workplace Discussion 14: Global Leadership Read <b>Assignment #2</b> instructions
10	March 26 – Apr 1	Chapter 8 Chapter 9	Discussion 15: Global Teams Discussion 16: Global Leaders for Global Team
11	April 2 - 8	Chapter 10	Discussion 17: Managing Global Transitions and Relocations Submit <b>Assignment #2</b> Part 1: Human Resources Training Literature Outline
12	April 9 - 15		Discussion 18: Working Abroad
13	April 16 - 22		Discussion 19: Current Events
14	April 23 – May 6		Submit <b>Assignment #2 Part 2</b> : Training Manual Due Discussion 20: Acknowledgement of Participation and submit <b>Assignment #2 Part 3</b> : Training Video Due
15	May 7		<b>Assignment #2 Part 4</b> : Submit Peer Evaluation

## ASSIGNMENTS

All course work 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”).

### Important Notice

It is assumed that as a student in this course you know how to read at a high level, conduct word searches, and write (author) original papers/assignments on a given topic that fully comply with APA formatting guidelines. This course of study is not designed to provide instruction on how to conduct research and/or write papers, respond to assignments, etc. Therefore, if you feel you do not have this level of knowledge and skill required in this course of study, you will need to discuss this matter immediately with your academic advisor to determine if you should remain in this course of study or what other action(s) you might wish to explore.

### Submitting Written Course Assignments

Assignments are to be turned in to your instructor via the associated D2L Brightspace assignment folder. Submit your assignments only once. The first one submitted will be the one graded.

## Course Assignments Guides & Instructions

### Assignment #1: Research Paper 100 points

Develop an outline and write an original paper that addresses a specific topic related to *Managing Cultural Differences*. Part 1: Topics are to be submitted and *must receive prior* approval by your instructor. Part 2 is the research paper.

### Assignment #2: Team Project 350 points

The Final Team Project will be a group project. Teams are assigned a geographic region to explain and develop a “crash course” of knowledge for someone going to that area.

Assignment #2 Part 1: Submit a detailed outline of course. (50 Points)

Assignment #2 Part 2: Develop a training video to be supplied to human resources. (150 points)

Assignment #2 Part 3: Training literature to support video. (150 points).

Assignment #2 Part 4: Peer Evaluation (Minus 50 points if not completed).

Instruction details are released in Week 9 in your D2L course.

### Assignment #3: Discussion Boards 400 points

Twenty (20) discussion boards are scheduled during the semester with 1 or 2 each week.

Reading and studying chapter concepts are essential in posting appropriate posts to the chapter case studies. To receive full credit for each discussion, you are required to **complete a post of no less than 40 words**, in your own words, on the topic. Additionally required are **two substantive replies** to the posts of other students also due by the following Monday at midnight. Responses such as “I agree” or “that’s right” are not substantive. Both postings are due by midnight **Monday. Each discussion board is worth 20 points for a total of 400 points for the 20 boards.** Points on discussion board assignments are the easiest points to score in this class. However, failing to read and study textbook concepts along with participation in the discussion activities leads to failing the course.

## EXPLANATION of COURSE REQUIREMENTS

**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.

### **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 twelve (12) 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 carefully crafted 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 is 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, non-value 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 time for you 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, wellwritten, positive, and to the point.

**Establish a Regular Schedule.** It is a good habit to work on your course each day or at least five days a week. Your course requires you to spend at least 12 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.

## 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 dedicate and 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 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.

**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) to 12 clock hours a week for this course including required online assignments.



**Required Coursework in this Course.**

Textbook readings are 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. 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.

**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 contact your 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.

**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 is given in this course.

Each student must agree 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 discussion and research paper assignments are to be completed individually, without collaboration with others. Group projects do require collaborative efforts among team members. 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”).

## 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](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](mailto: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, please contact 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 an e-mail to: [writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com) Interaction with Instructor Statement.

## COMMUNICATION WITH INSTRUCTOR

- Correspondence with your instructor is completed by e-mail.
- All e-mails to your instructor must be written clearly and 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 always try to help with any issue in a fair and consistent manner.
- All e-mails sent to your instructor MUST have the following within the message:  
**SUBJECT LINE:** appropriate subject of E-mail.  
**SIGNATURE LINE:** your first and last name at the end of the email message  
Email messages are answered within 24 hours.
- Virtual Office Hours: Virtual office hours are noted and arranged on zoom.

## 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.

### **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.

## **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.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](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/rulesProcedures/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 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 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 be 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***

Assignments and discussion board postings are 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. Additionally, group projects require collaboration from ALL members. But, having someone else complete your assignments or tests is an automatic failing grade. 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-Commerce Velma 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.edu](mailto:studentdisabilityservices@tamuc.edu) Website 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 confidential services, please visit the following link: [www.tamuc.edu/counsel](http://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](#) 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.