



COURSE SYLLABUS: Spring 2025
TMGT 351 01W Global/Organizational Behavior
Three (3) 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:	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. 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 on the course topics. Always keep in mind that I teach because I care about your success in this course. 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.

HOW TO GET STARTED IN THIS COURSE:

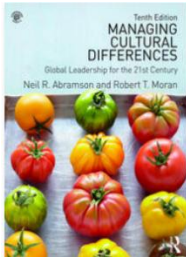
Please review the “Week 1” unit posted to your online course as a starting place. In the week 1 unit are several required tasks for you to complete. In addition, there are videos posted to help you understand the purpose of this course and the course syllabus. Your success in this course starts with your understanding and agreement to the course requirements as outlined in the syllabus along with:

- Checking D2L for updated announcements,
- Reading all assigned textbook chapters,
- Reviewing D2L instructor materials including videos,
- Managing your time to thoroughly complete on or before assignment due dates,
- Studying all your instructor’s assignment feedback; and
- Preparing and engaging in course discussions.

If you have any questions about the course, please email me at maribeth.mcanally@tamuc.edu.

COURSE INFORMATION

Textbook Required:



Managing Cultural Differences, 10th Edition

Authors: Abramson and Moran Publisher: Routledge

[ISBN: 978-1-138-22345-5](https://doi.org/10.1080/9781138223455) (hardback, paperback or ebook)

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	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
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
Plagiarism Defined	www.plagiarism.org

COURSE LEARNING OUTCOMES

According to the [National Geographic Society](#) “globalization is a term used to describe the increasing connectedness and interdependence of world cultures and economies.” The purpose of this course is to study the world cultures and economies in preparation to work, live, and prosper in a technological, global world. The following course learning outcomes are designed to help students prepare for globalization and cultural differences.

The *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:

Goal 1: Identify and describe the cultural differences that exist within the current global business environment.

- Outcome 1.1: The learner will demonstrate through written class assignments an understanding of cultural differences and styles

Goal 2: Describe how different cultures are alike or different from your own.

- Outcome 2.1: The learner will prepare tables for comparing cultures differences between at least four cultures on four different factors.
- Outcome 2.2: The learner will summarize how western managerial leadership should handle different factors for these four different cultures.

Goal 3: Develop effective leadership skills for communicating with different cultures.

- Outcome 3.1: The learner will post and engage with classmates the best way for leadership to respond to a case study situation created by miscommunication between cultures.

Goal 4: Describe the unique challenges minorities and people with different religions face in the global business environment.

- Outcome 4.1: The learner will demonstrate through discussion boards and written assignments the ability to define the future impact of minorities and people with different religions from four different cultures have on globalization.

Goal 5: As a group effort, create training for technology managers transitioning to a different culture.

- Outcome 5.1: Each group member will contribute to the assignment an outline for the training manual
- Outcome 5.2: Each group member will contribute to the creation and comprehensive training manual complete with a table of contents, major sections, and references
- Outcome 5.3: Each group member will help create an online video to accompany the training manual

GRADING REQUIREMENTS

Grading Scale

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

A	= 830 to 747 points
B	= 746 to 664 points
C	= 663 to 581 points
D	= 580 to 498 points
F	= 497 and below points

The coursework is different from other classes. First, it is heavily dependent on discussion boards that require significant time to read and develop thorough and thoughtful postings and responses. Second, there are project-based assignments to be completed with a group. The assignments include several written and oral assignments that are intended to present real-world situations and environments. The course assignments do not rely on traditional quizzes and exams as the primary means of confirming the student's retention of facts.

Schedule of Assessments

Section 1: Understanding Culture Chapters 1 - 5				
WEEK#	DUE DATE	CHAPTER	Assignments	Discussions
1	January 19	Chapter 1	Assignment 1: Week 1	Introduction
2	January 26		Assignment 2: Research Paper Topic	Discussion 1: What is your Culture?
3	February 2		Discussion 2: Traditions	
4	February 9		Discussion 3: Culture and Characteristics	
5	February 16		Chapters 1 & 2	Discussion 4: Power Distance Index Discussion 5: Communication Context
6	February 23	Chapter 3 Chapter 4		Discussion 6: Global Leaders in Response to Change Discussion 7: Negotiations for Long Term for Mutual Benefit
7	March 2	Chapter 5		Discussion 8: Women Leaders in Global Business
8	March 9		Assignment 3: Research Paper	
	Mar 10-15		Spring Break	
9	March 23	Chapter 6		Discussion 9: Motivating the Global Workforce
10	March 30	Chapter 7	Assignment 4: Group Status Report	Discussion 10: Immigration in the Workplace Discussion 11: Global Leadership
11	Apr 6	Chapter 8 Chapter 9		Discussion 12: Global Teams Discussion 13: Global Leaders for Global Team
12	April 13	Chapter 10	Assignment 5: Training Outline	Discussion 14: Managing Global Transitions and Relocations
13	April 20			Discussion 15: Working Abroad
14	April 27		Assignment 6: Training Manual Assignment 7: Course Evaluation	Discussion 16: Current Events
15	May 4		Assignment 8: Training Video	

			Assignment 9: Peer Evaluation	
16	May 6		Assignment 10: Acknowledgement of Course Participation	

AI USE IN COURSE

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software **must be documented**. Any undocumented use of such software constitutes an instance of **academic dishonesty (plagiarism)**.

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty 13.99.99.R0.10 Graduate Student Academic Dishonesty

ASSESSMENT INFORMATION

All course work is to be completed individually, without collaboration with others EXCEPT where noted. 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 submitted to your instructor via the associated D2L Brightspace assignment folder. Submit your assignments only once. The first one submitted will be the one graded.

ASSESSMENT POINTS

Assessments	Unit Points		Total Points
<p>Discussion Boards 1-15 (16 with lowest dropped)</p> <p>Sixteen discussion boards are scheduled during the semester with 1 or 2 each week. The lowest grade is dropped out of the 16 assigned. 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. 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.</p>	20	15	300
<p>Assignment #1: Academic Policy</p> <p>Download, complete, and submit in week 1. Assessments are not graded until completed.</p>	MUST COMPLETE		
<p>Assignment #2: Research Paper Topic</p> <p>Develop an outline and write an original paper that addresses a specific topic related to <i>Managing Cultural Differences</i>. Topics are to be submitted and given prior approval by your instructor.</p>	10	1	10
<p>Assignment #3: Research Paper</p> <p>Submit outline and paper on assigned topic</p>	100	1	100
<p>The course team project is a group project. Teams are assigned a geographic region to explain and develop a “crash course” of knowledge for someone going to that area.</p> <p>Assignment #4: Project Status Report</p> <p>Evaluation of each team member’s responsibilities and contributions</p>	50	1	50
<p>Assignment #5: Project Training Outline</p> <p>Submit a detailed outline of course</p>	100	1	100
<p>Assignment #6: Project Training Manual</p> <p>Submit completed training manual</p>	150	1	150
<p>Assignment #7: Course Evaluation</p>	MUST COMPLETE		
<p>Assignment #8: Project Training Video</p> <p>Develop a training video to be supplied to human resources.</p>	100	1	100
<p>Assignment #9: Project Peer Evaluation</p>	20	1	20
<p>Assignment #10: Course Participation Policy</p>	MUST COMPLETE		
TOTAL			830

ASSESSMENT INFORMATION

All course work is to be completed individually, without collaboration with others EXCEPT in course project. Refer to the section in this course syllabus regarding penalties for 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 submitted to your instructor via the associated D2L Brightspace assignment folder. Submit your assignments only once. The first one submitted will be the one graded.

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-toface 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.ht_m

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, 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 Interaction with Instructor Statement.

COMMUNICATION WITH INSTRUCTOR

- Correspondence with your instructor is completed by e-mail or by Zoom.
- 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. Penalties result when foul language is used at the instructor, within course assessments submitted, or toward fellow classmates. These penalties may result in the student being withdrawn from the course with a final grade of F.
- 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.
- 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 ideals 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 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

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.