COURSE SYLLABUS: Fall 2025
TMGT 303 01W Technical Communications
Three (3) semester credit hours

INSTRUCTOR INFORMATION

Instructor:	Dr. Anika Jannat Rimu
Office Location:	Virtual
Office Hours:	Zoom conference visits are available by appointment
University E-mail Address Link:	Anika.Rimu@etamu.edu
Preferred Form of Communication:	Email
Communication Response Time:	48 hours (business hours)

COURSE DESCRIPTION

This course is a study and application of technical writing documents, letters, manuals and reports. Emphasis is also placed on presentations, team building, employee training, interviewing, business etiquette and professionalism. Prerequisites: Junior standing

WELCOME FROM YOUR INSTRUCTOR:

Hello! I am Dr. Rimu and as instructor for this course, I welcome each of you to TMGT 303 Technical Communications. I look forward in the coming months to engaging you in the course topics and to engage with you during the course.

BEWARE! This document contains a heap 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:

- How do I compose effective, professional, and technical communications in my emails, reports, requests for proposals, memos, letters, manuals, instructions, resumes, presentations, speeches, and social media items illustrated with tables, images, and graphs?
- How do I conduct credible research to include it in my technical communications?
- How do I effectively read my audience?

Got your attention? I hope so.

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 your 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 completing all assessments included in the course schedule before the due dates.

If you have any questions about the course, please email me at Anika.Rimu@tamuc.edu. I look forward to hearing from you.

COURSE INFORMATION

Textbook: *Business and Communication a Guide to Writing Professionally* by Betsy Schlobohm and Chris Ryan. The textbook pages, chapter quizzes, and accompanying materials for this course are accessed through a separate publisher's website. Access to the textbook website may be ordered through the TAMU-C bookstore or directly from the textbook publisher's website:
https://he.kendallhunt.com/product/business-and-technical-communication-guide-writing-professionally-0

Support from Textbook Publisher: websupport@greatriverlearning.com and/or
https://www.khpcontent.com/eform/submit/support-form

Software Required: Microsoft Word, Excel, and PowerPoint, and web browser

Hardware Required: See Technology Requirements

D2L Course Requirements:

Students are required to have basic knowledge of and operational proficiency with the MyLeo Online (referred to elsewhere as D2L Brightspace) learning management system as well as the software required for this course (see "Technology Requirements").

For this course, the D2L website is used for announcements, communications, instructional materials, discussion board postings, assignment instructions and submissions, and course gradebook.

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/

COURSE LEARNING OUTCOMES

After completing this course, students will be able to:

Course Learning Outcome #1: Create effective and clearly written professional and technical documents including letters, manuals, reports, clear instructions, social media posts, presentations, resumes, and requests for proposals.

Course Learning Outcome #2: Utilize diagrams, tables, charts, and other graphical tools to enhance oral or written technical communication.

Course Learning Outcome #3: Assess an audience to develop documents and/or presentations to meet their needs.

Course Learning Outcome #4: Perform search skills to locate credible information sources to be included within technical communications.

COURSE REQUIREMENTS
- **D2L Course**: Check daily for course announcement, emails, assignment feedback.
- **Instructor's Notes**: Review your instructor's chapter introduction and/or instructional videos.
- **Textbook**: Read and take effective notes over the chapter concepts in the textbook publisher's website.
- **Chapter Quizzes**: Complete chapter quizzes within the textbook website to check learning for each chapter and in preparation for the course exam.
- **Assignments**: Complete writing assignments over technical documents to submit in D2L.
- **Discussion Board Postings:** Engage with instructor and classmates over chapter topics and related real-world cases.

Course Assessments and Calendar

Week	Due Midnight	Activities & Assignments
1	Sept 2	**INTRO ACTIVITIES** -Discussion Board: Intro - Integrity Statement - Pre-Course Assessment ** **COURSE ACTIVITIES** - CHAPTER 1: Principles of Professional and Technical Communication - DB1 & Practice Quiz Ch 1
2	Sept 8	CHAPTER 2: Audience - DB2 & Practice Quiz Ch 2
3	Sept 15	CHAPTER 3: Gaining, Retaining, and Advancing Employment - DB3 & Practice Quiz Ch 3 - Assignment 1: Resume and Cover Letter
4	Sept 22	CHAPTER 4: Social Media and Intellectual Property - DB4 & Practice Quiz Ch 4 - Assignment 2:
5 & 6	Oct 6	CHAPTER 5: Working and Writing Collaboratively - DB5 & Practice Quiz Ch 5 - Assignment 3:
7	Oct 13	CHAPTER 6: Document, Poster, and Slide Presentation Design - DB6 & Practice Quiz Ch 6 - Assignment 4: Presentation
8 & 9	Oct 27	CHAPTER 7: Telephone, Text, Email, Letters, and Memos - DB7 & Practice Quiz Ch 7 - Assignment 5: Emails, Letters, and Memos
10, 11, 12	Nov 17	CHAPTER 8: Reports, Proposals, and White Papers - DB8 & Practice Quiz Ch 8 - Assignment 6: Proposal - Assignment 7: White Paper
13	Nov 24	CHAPTER 9: Stand Alone and Supplemental Documents - DB9 & Practice Quiz Ch 9
14	Dec 8	CHAPTER 10: Presentations

		- DB10 & Practice Quiz Ch 10 - Assignment 8: Video Presentation
15	Dec 9-10	Course Exam

Course Assessments Details:

- *Discussion Board Posts (20%)*: Each chapter has a discussion posting so 10 discussion board assignments are required to be completed. Online course discussion boards give opportunities for communication between students and instructors and are very helpful in explaining textbook concepts, assignment instructions, and in keeping everyone engaged in the course activities. Each discussion board is evaluated by your instructor on a grading rubric provided in the D2L course. Grading rubrics help students define the assignment expectations. Due Dates are posted in this syllabus and in the textbook website and are strictly enforced.

- *Chapter Quizzes (20%)*: Chapter quizzes are available through the textbook website. Quiz completion is required for each chapter. Each quiz allows for **2** attempts to make the highest grade to be recorded in the grade book. These quizzes help to check learning for each chapter and aid in preparation for the course exam. Due Dates are posted in this syllabus and in the textbook website and are strictly enforced.

- *Assignments (35%):* In this course, you are preparing to be a professional communicator in a real-world tech environment. The main objective of these assignments is to apply professional standards to all types of communication introduced within the textbook and course. Assignments require students to develop their own unique communication (not copied from other sources or created from AI) for different types of letters, email messages, presentations, technical tables, memos, requests for proposals, technical reports, personal resumes, technical instructions, and social media postings. In addition, students are to obtain skills for searching and locating credible research articles, websites, blogs, videos, etc. to include as a base for assignment's content. A grading rubric is used to evaluate each assignment. Due Dates are posted in this syllabus and in the textbook website and are strictly enforced.

- *Comprehensive Exam (25%)*: In preparation for the end-of-course exam, review your textbook notes, instructor's videos and materials, discussion postings, and complete each chapter quiz when due. The online exam contains 40 multiple-choice questions selected from a randomized test bank of over 100 questions. There is a **60-minute** time limit to complete the test. Only 1 opportunity is given to complete the exam. A reliable internet connection is a technical requirement for this online course. Make-up tests are **not** permitted due to poor or lacking internet connection. Due Dates are posted in this syllabus and in the textbook website and are strictly enforced.

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

Final Grade	Percentage Range	Max Points	Mini Points
A	100% - 90%	495	445

B	89% - 80%	444	396
C	79% -70%	395	346
D	69% - 60%	345	297
F	59% and Below	296	0

AI USE IN COURSE

East Texas A&M University 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 instructorś 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 Dishonesty13.99.99.R0.10 Graduate Student Academic Dishonesty

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. Much of the learning achieved in this class will come from student engagement with all assessments, textbook readings, and instructor materials. 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 assessments 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 accurately proofread 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.

This course requires textbook readings. Course concepts are defined and related to real-world examples through textbook readings. Textbook concepts are tested within the course tests and related to assignment documents. After reading the textbook chapter, check learning by completing the textbook quizzes available within the textbook website.

This course requires proficient grammar and writing skills to successfully complete assignments. All postings and assignment writings are expected to be at a junior-level university student level. The time to successfully complete assignments will take a week or more after reading textbook chapters. If your assignments are marked with major errors, consider it a favor and as a sign that care about your progress. Do not get offended, take advantage of the remarks to improve your communication skills. Again, **do not wear your feelings on your sleeves** about your writings, think of it as a way to improve your communication skills. An education is a gift you give yourself so take advantage of this improvement opportunity. This could be painful (school usually is). You have the right to engage with me and others as you try to improve. From August to December, your communications skills should improve as a result of successfully completing this course.

This course requires credible research skills. Learn to use the ETAMU online library. Again, learn to use the ETAMU online library. Contact ETAMU librarians for help.

During this course, 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. Find a classmate who is willing to read and help you improve your assignment documents. Make friends!!
- *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, librarians, and fellow classmates.

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

- 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. 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 can be scheduled during this course. These meetings are not required but students are encouraged to participate. 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.

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.

Extra Credit. * There will be 1% extra credit for completion of course evaluation.

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-COURSE ASSIGNMENT:
Acceptance of Academic Honesty Policy
DUE: Monday, September 2, 2024 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.
Failure to submit it on time will result in a 20-point deduction from your final exam score.

TECHNOLOGY REQUIREMENTS
All course sections offered by East Texas A&M University 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 ETAMU 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:

> **D2L:** 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.
> **Textbook:** websupport@greatriverlearning.com

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

- 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.

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Civility is the rule at all times!

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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

Academic Integrity

Students at East Texas A&M University 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 source credit.
- It is not acceptable when most of the work (50% or more) is copied from a source even when used within quotes. Write your own document. 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:
  - o use another individual's idea, opinion, or theory;
  - o use facts, statistics, graphs, and drawings that are not common knowledge;
  - o use quotations of another individual's spoken or written words; or
  - o 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

All work completed for this course is to be completed individually, without collaboration from others. However, you may have a classmate help review the document and give improvement advice. 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, exam, or quizzes is an automatic failing grade. Alerting other classmates to the answers on a quiz or exam is an automatic failing grade on that assessment for both classmates. 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 East Texas A&M University,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.eduWebsite for additional information is as follows:

Office of Student Disability Resources and Services

Counseling Availability

The Counseling Center at East Texas A&M, 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

East Texas A&M University 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 East Texas A&M 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 campuses. Report violations to the University Police Department at telephone number (903)886-5868 or dial 9-1-1.